

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Court Administrator

Department: Administration

Pay Grade: 512

FLSA Status: Exempt

Job Code: A201

JOB SUMMARY

The purpose of this classification is to plan, coordinate, and direct operations and activities of Court Services to include budget administration, policy implementation, revenue collections and overall management of all non-judicial functions of the City's Municipal Court.

ESSENTIAL JOB FUNCTIONS

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals; conducts interviews and makes hiring recommendations; coordinates staff training activities.
- Coordinates daily work activities: organizes, prioritizes, and assigns work; monitors status of work in progress and inspects completed work; confers with assigned staff, which may include contract staff; assists with complex/problem situations, and provides technical expertise.
- Serves as administrative representative of the court to city administration, other City departments, courts, government agencies, and the general public.
- Interprets, explains, applies, and ensures compliance with all applicable laws, rules, regulations, standards, policies and procedures; ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals; initiates any actions necessary to correct deviations or violations.
- Consults with city administration, city officials, court officials and others to review operations/activities, review/resolve problems, receive advice/direction, and provide recommendations.

- Directs all administrative functions with Municipal Court in support of Judges and prosecutors; directs automated docketing system and subsequent flow of cases through the court process; manages the assimilation, aggregation, and final preparation of court data reports; ensures functional support systems and management information systems in support of court services.
- Supervises the development, implementation, and maintenance of the Court Records Systems/data management and reporting functions.
- Assists in developing and administering budget for Court Services, assuring operational preparedness, effectiveness, and efficiency; coordinates budgetary transfers within line items; monitors expenditures to ensure compliance with approved budget; tracks audits and prepares periodic reports.
- Oversees collection and management of court revenues; ensures the fiduciary integrity of collection of court fines/fees; assures timely and accurate administration of surety bonds.
- Reports daily to Department of Driver Services for convictions, Failure to Appear, Withdraws and Suspension on driver license.
- Serves as the (TAC) Terminal Agency Coordinator, ensuring that the Municipal Court is at all times in compliance with state and federal rules, regulations and statutes regarding Georgia Crime Information Center (GCIC) Audits.
- Assists in developing and implementing long and short term plans, goals, and objectives for Court Services; assists in evaluating efficiency and effectiveness of programs, operations, procedures, and resource management; recommends and/or implements improvements in programs and operational procedures as needed.
- Develops, updates, and assures the timely and accurate implementation of court policies and procedures; develops, sustains, and executes policies for court system processes and sustained operational improvement; works with other divisions/departments to develop policies and procedures of mutual interest.
- Directs the planning, building, and maintenance of technology systems to support court operations on a long-term basis.
- Compiles or monitors statistical data pertaining to court operations; analyzes data and identifies trends; summarizes data and prepares reports.
- Receives, prepares, or completes various forms, reports, correspondence, budget reports, revenue reports, audit reports, incident/accident reports, booking reports, probation reports, criminal history reports, court orders, journals, professional publications, law books, code of ordinances, rules of court, policies, procedures, manuals, directories, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.
- Operates a personal computer, general office equipment, audio/visual equipment, or other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, desktop publishing, court management, e mail, Internet, or other computer programs.
- Oversees inventory of equipment, forms, and supplies; ensures availability of adequate materials to conduct work activities; coordinate purchasing of goods/services for staff.
- Communicates with employees, other departments, City officials, state/local officials, Judges, attorneys, court personnel, other courts, law enforcement personnel, software developers, information systems personnel, vendor/service providers, the public, outside

agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

- Attends meetings, serves on committees, and makes presentations as needed.
- Maintains a comprehensive, current knowledge of applicable laws and regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.
- Establishes and measures parity of court fine/fee structure with other municipal court jurisdictions.
- Provides assistance to other employees or departments as needed.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience:

Requires a Bachelor's Degree in Criminal Justice, Business or Public Administration, or a related field; supplemented by five (5) years previous experience involving court administration, judicial management/administration, court/legal procedures, management/supervision, budget administration, or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Licenses or Certifications:

- Possess and maintain a valid Georgia driver's license with a satisfactory motor vehicle record (MVR).

Special Requirements:

- None

Knowledge, Skills and Abilities:

- Knowledge of the practices and procedures associated with the criminal justice system, courtroom processes, court procedures, court fees/fines, and court documentation.
- Knowledge of City and State laws and ordinances.
- Knowledge of operation, maintenance, and administration of computer systems and software applications associated with court operations.
- Knowledge of the principles associated with budget development and municipal budget administration.
- Knowledge of the principles of management and supervision; and must be able to effectively lead, motivate, and evaluate assigned staff.
- Ability to analyze situations and take quick, effective, and reasonable action giving due regard to surrounding hazards and circumstances of each situation.
- Ability to interact firmly, tactfully, and courteously with individuals, sometimes in difficult, stressful, or volatile circumstances.
- Ability to coordinate, manage, and/or correlate data involving modification of existing policies, strategies and/or methods to meet unique or unusual conditions. Requires the ability to do so within the context of existing organizational theories and management principles.

- Ability to apply principles of persuasion and/or influence over others in a supervisory capacity requiring significant internal and external interaction.
- Ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.
- Ability to utilize consulting and advisory data and information, as well as reference, descriptive and/or design data and information as applicable.
- Ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.
- Ability to apply principles of logical or synthesis functions; to deal with several concrete and abstract variables; and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.
- Ability to exercise judgment, decisiveness and creativity in situations involving broader aspects of organizational programs and operations, moderately unstable situations, or the direction, control and planning of an entire program or set of programs.

PHYSICAL DEMANDS

The work is sedentary to light which requires the ability to exert light physical effort, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station. Tasks also require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

WORK ENVIRONMENT

Work is regularly performed without exposure to adverse environmental conditions.

The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.