

# CITY OF WEST LINN

## JOB DESCRIPTION

**Job Title:** COURT ADMINISTRATOR

### General Functions:

Administers all court proceedings and docketing, coordinates court matters with the Judge, Prosecutor, defendants, defense council and police personnel. Demonstrates excellent customer service skills. Uses computerized court program to input and document court proceedings. Oversees the function of the court bailiff and the management of the jury pool. Works with the public and handles confidential matters with discretion. To a great extent, work is governed by State statutes, laws and City ordinances.

### Duties and Responsibilities:

*(Tasks are intended to be descriptive and not restrictive. An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks an employee may be expected to perform.)*

1. Contributes to a positive work environment. Maintains a positive relationship with contacts specific to the Court and positions/agencies outside the City organization.
2. Administers all court cases from inception to final disposition. Coordinates court matters with Judge, defendants, defense counsel, police and other levels of the criminal justice system. Prepares criminal cases prior to court to ensure that all materials are included in files. Documents decisions in case files using computerized court system. Performs accurate and timely file maintenance of upcoming docket matters; prepare court documents and correspondence, trial letters, show cause orders and forms; processes requests, motions, extensions, resets and changes of plea through interaction with defendants, attorneys, and City Prosecutor.
3. Administers warrant processes including clearing warrants, entering information in court software with return court information; copy cleared warrants to police records staff; advise other jurisdiction law enforcement agencies of return court dates, follow up with information in files.
4. Oversees the management of the jury pool; prepare and maintain jury list and juror notices; prepare and mail juror notification for trials; compute jury and witness fees and coordinate with Finance Department for payment.

## Court Administrator

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5. Reviews response to inquiries by mail to the judge, track for review and follow up the defendants and/or outside agencies.
5. Oversees the receipting, depositing and accounting of monies collected for fines, forfeitures and other court receipts. Issues receipts and credits for payments received prepares refund requests, balances daily cash receipts. Administers collection efforts, statements from attorneys and payment authorization, restitution payments; prepares monthly payment to State and County; prepares monthly statement to City Manager, Finance Director, Judge and Police Chief.  
Documents court policies and procedures, updates as needed to accommodate changes and maintains court records in accordance with statutes, regulations and policies.
6. Reads police activity log to check for defendants lodged in jail and determine if occupants are released for court and court information is correct and accurate. Coordinates prisoner transports with police and jail when needed.
7. Monitors probation, payment, and suspension and collection files for accuracy.
8. Exhibits leadership to staff, other employees and outside agencies and contacts. Provides direction and sets standards for excellence in internal and external customer service. Promotes professional and courteous behavior with a creative approach to problem resolution that creates a positive experience for customers. Must have the ability to deal with emotional and difficult people in a professional and tactful manner. Maintains cooperative working resolutions with City staff outside professionals and agencies, and the general public.
9. Supervises and directs staff, develops work programs and evaluates performance. Responsible for training, orientation and review of work.
10. Ability to plan and organize work schedule and job tasks and must be able to multitask efficiently in a busy environment.
11. Ability to provide effective leadership and coordination in developing solutions and recommending new techniques. Ability to exercise resourcefulness, tact and perspective in developing solutions and recommending new techniques

Specifications: *(Job preparation and prior work experience requirements are minimum standards. Other equivalent combinations of education, training and experience may be considered)*

1. Job Preparation:

Requires graduation from high school or an equivalent GED Certification. A minimum of six years of related experience is preferred or an equivalent combination of training and experience sufficient to successfully perform the essential duties of the job as listed above. Requires LEADS certification and knowledge of Incode software, Excel and WORD. Knowledge of FTR recording software for Court of Record and processing appeals to Oregon Court of Appeals. Must have general knowledge of legal terminology and training in Court management. Must have demonstrated ability to accurately transfer data and collect and receipt monies. Must have skills in dealing with the public using tact, judgment and courtesy. Requires good oral and written communication skills. Previous experience in supervisory theories and practices essential. Must have the ability to ensure timely responses and send notices and proper involvement of judge, attorneys and defendants.

2. Supervision: The duties of this position are performed highly independently within established policies and procedures with general guidance given by the Municipal Court Judge. Reports to the Finance Director for administrative direction. Directly supervises office staff; responsible for training employees; directs work, motivates and disciplines employees; reviews, assigns and evaluates the work of part-time and full-time personnel. Participates in interviewing and hiring employees, addresses complaints and resolves problems.

3. Communications:

Relationships outside the City include very frequent and very complex communication with Department of Motor Vehicles, City Prosecutor, Clackamas County Jail and Corrections Department, court appointed attorneys, Police Department, other courts, outside law enforcement agencies, and other City Staff.

Contact with the City's residents and the general public is daily. Court sessions include arraignments, trials and other case appropriate hearings. Contact with jurors and witnesses is required. The position is entrusted with the responsibility for and required to communicate highly confidential and sensitive information regarding cases, files and actions taken regarding issues and cases.

4. Cognitive Functions:

To a great extent work is governed by State Statutes, laws and ordinances. The Court violations bureau is governed by an order from the Judge entrusting court staff to assess certain fines and fees.

Position must have knowledge and ability to apply supervisory theories, principles and procedures; general knowledge of budget principles; municipal court procedures; data

compilation; computer and related software applications; and basic bookkeeping and a high degree of accuracy.

Consequences of errors that could be made in the normal course of work include a defendant being released from custody and not serving a Judge's sentence due to failure to transfer proper paperwork to jail; cost to City associated with resetting (at Court Administrator approval) case or dismissal of a case due to failure to notify City Attorney, defense attorney, defendant and/or corrections personnel and law suits due to failure to process prisoners, defendants in custody and to collect fines and fees or due to disseminating inappropriate information to the wrong parties.

5. Working Conditions:

The physical demands while performing this job include frequent repetitive motions and must be able to remain stationary, move about and use objects, tools, controls and occasionally move up to 25 pounds. Often employees in this position are in direct contact with potentially violent and unstable criminal defendants without the immediate availability of assistance. Work schedule is normal business hours plus predictable jury trials.

6. Resource Accountability:

Position is responsible for the proper operation and maintenance of LEDS and personal computer and other office equipment and supplies of municipal court. Weekly handles approximately \$5,000 - \$10,000 in collected fines and fees and other money sources.

Maintains and controls all records and files of the municipal court, such as accounting records of monies collected; suspension; probation; dockets; parking citations; correspondence warrants and appeals.

*The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*