

LINN COUNTY CLASSIFICATION

TITLE: JUSTICE COURT ADMINISTRATOR
NUMBER: 038 APPROVAL ORDER
PAY RANGE: 12 NUMBER: 2008-467
CATEGORY: MANAGEMENT/EXEMPT DATE: December 3, 2008

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Manages the Justice Court offices, supervises Justice Court employees and assists the Justice of the Peace in supervising all aspects of court operations and activities. Acts as comptroller of court funds and is responsible for proper maintenance of all court records. Prepares or assists in the preparation of reports, performs clerical duties as needed and acts as trial court clerk directing and coordinating the activities of all parties involved in court proceedings.

SUPERVISION RECEIVED: Works under the direction and control of the Justice of the Peace. Using the court and office practices and procedures determined by the Justice of the Peace, develops and refines own work routines and is expected to carry duties and responsibilities through to completion with minimum supervision.

SUPERVISION EXERCISED: Provides supervision of court operations and court personnel as directed by the Justice of the Peace and gives input regarding personnel policies. Participates in the selection of new personnel, provides for training, evaluates performance, responds to grievances and recommends personnel transactions.

ESSENTIAL FUNCTIONS: A person employed in the classification must possess the capability to perform the following duties to be considered for and to remain in this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Insure compliance with all statutory requirements related to court operations and practices and procedures established by the Justice of the Peace
2. Prepare monthly statistical and financial reports and supervise the timely payment of and accounting for all monies handled or collected by the Justice Court. Manage court deposit accounts (bank accounts), bail and security deposits and refunds, payments to witnesses and jurors.
3. Schedule court events and provide notice of court events or court decisions to parties, attorneys, witnesses and other persons entitled to notice of court events. Provide accurate information regarding court proceedings to parties and the public.
4. Prepare jury lists and summon jurors; prepare subpoenas and other court process. Maintain court files and records.
5. Monitor compliance with court orders; supervise collections and judgment enforcement activities including, but not limited to, license suspensions, arrest warrants, contempt proceedings, garnishment and attachment proceedings. Supervise the Justice Court's Violations Bureau.

6. Prepare courtroom for court sessions; locate and organize all files, citations, brief and other materials to be presented to the Court. Insure compliance with court procedures by court staff and parties and their representatives.
7. Deal with vendors to timely provide goods and services necessary for the operation of the court and court offices, verifying vendor compliance or performance, and making timely payment for goods and services.
8. Assist in the preparation of budget materials and the monitoring of expenditures to insure adherence to budget authority. Monitor monthly payroll reporting by court staff.
9. Coordinate and supervise clerical, financial and administrative processes in court offices and perform the same; develops office work schedules, duty assignments and vacation schedules; and supervises court staff job performance.
10. Perform other court, administrative or clerical duties as assigned by the Justice of the Peace.
11. Develop and maintain effective, harmonious and reasonable work relationships with others.
12. Maintain regular and predictable work attendance.

OTHER FUNCTIONS:

13. This classification covers the most significant essential functions performed by an employee in this position, but it does not include other occasional work, which may be similar to, related to, or a logical assignment of this position.

RECRUITING/JOB REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable.)

KNOWLEDGE, SKILL AND ABILITY: Advanced knowledge of and experience with office procedures and practices; knowledge of and demonstrable ability to use computer software, including spreadsheet and word processing software; knowledge of and demonstrable ability to use standard office machines (e.g., computer/typewriter keyboard, copier, adding machine); knowledge of and experience with accounting and bookkeeping procedures; advanced and extensive knowledge of court procedures (civil and criminal) and legal terminology; knowledge and ability to use standard English language skills (composition, spelling, grammar) and standard arithmetic.

Must have the ability to effectively exercise responsibility for all operational, administrative and personnel functions of the Justice Court office as directed by the Justice of the Peace including, but not limited to: planning, organizing and supervising performance of subordinates; must have the ability to exercise good

judgment, courtesy and tact in public contacts and to maintain effective working relationships with other court employees and make effective liaison and work cooperatively with other departments or organizations.

Must have the ability to maintain confidentiality of information and to distinguish information that is public from that which is confidential. Must have the ability to perform all clerical and non-clerical tasks related to this position and the positions supervised and the ability to train other employees in such tasks.

EXPERIENCE, EDUCATION AND TRAINING: Must have an Associate in Business Administration degree from an accredited community college or junior college or six years equivalent experience, including at least two years as a supervisor or lead clerk in a court office; or, an Oregon Association of Court Administration (OACA) Professional Court Manager or Professional Court Leader Certificate or a Michigan State University Judicial Administration Certificate; or, any satisfactory equivalent combination of experience, education and training that demonstrates the ability to perform the work described.

NECESSARY SPECIAL QUALIFICATIONS: Must have no criminal convictions within the past fifteen (15) years and an acceptable credit history and must maintain these qualifications at all times. Must possess a valid Oregon Drivers License and have an acceptable driver record and must maintain these qualifications at all times.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed indoors in an office and courtroom setting. However, office and courtroom facilities may be located in separate buildings and/or in different communities and travel is a normal aspect of the work environment. Work requirements include being able to see, talk and hear, sit and stand, walk, bend, stoop, and the ability to lift, move and/or carry thirty (30) pounds; use hand(s) to finger, handle or operate office tools and controls or equipment; to reach with hands and arms and the ability to move quickly from place to place through gatherings of people while carrying job-related equipment or materials. Work involves direct contact with the public, including persons accused or convicted of criminal offenses (who may be in custody) which could cause exposure to communicable diseases.