

PROVO CITY CLASSIFICATION SPECIFICATION	
Title: Justice Court Administrator	Job Code: 4150
Date: October 10, 2017	EEO Code: OA
FLSA Designation: Exempt	Civil Service Status: Covered (UC)

DEFINITION: This is professional work responsible for managing the day-to-day administrative activities and operations of the City Justice Court.

CLASSIFICATION STANDARDS: The position allocated to this classification is responsible to the Director of Administrative Services and performs all duties under general direction. This work is distinguished by its responsibility to oversee all administrative aspects of the City Justice Court.

ESSENTIAL DUTIES: Oversee day-to-day activities and operations of the City Justice Court including developing and maintaining policies, procedures, and guidelines for effective Court administration; maintain court dockets and calendars; manage case flow to ensure that cases are processed in a timely and effective manner; oversee issuance of judicial orders; post applicable court information; oversee the maintenance, management, and security of all court records including authorizing appropriate access; respond to questions and concerns from the public and serve as a liaison in coordinating court operations with representatives of other City departments and court agencies; prepare and submit periodic reports to the State Court Administrator and various other groups, agencies, and City administration; coordinate the development and implementation of court-related computer systems (including document imaging systems and CORIS); manage court facilities and may act as project manager on various construction projects as needed; serve on various City and State committees relating to the operation of the Court.

Review handling of fines, fees, and forfeitures to ensure correct reporting and disbursement; ensure that all money collected by the Court is accounted for properly; prepare periodic revenue reports; approve payment of jurors and witnesses; oversee and participate in the preparation of an assigned annual budget; monitor and approve expenditures; supervise other related accounting and financial activities.

Supervise, plan, and coordinate the work of assigned personnel including scheduling of workload; oversee training of assigned personnel; ensure work is completed accurately and efficiently; identify, evaluate, and resolve personnel concerns; conduct performance evaluations and enact discipline if needed; make staffing decisions including the hiring and firing of division personnel; maintain and review all reports, work records, work specifications, and appropriate documentation relating to court personnel work; ensure compliance with all City policies and procedures; hold staff meetings; perform other related duties as required.

MINIMUM REQUIREMENTS: Bachelor's degree in Public Administration, Law, Criminal Justice, Business Management, or related field and four (4) years of professional management experience **OR** an equivalent combination of education and experience [substituting each one (1) year of post-secondary education/training for six (6) months of experience]. Professional management experience and accounting/budget knowledge in a court-related setting preferred.


License(s)/Certificate(s): A valid, lawful Driver's License is required.

SELECTION FACTORS: *Knowledge of:* legal terminology and modern legal practices; court practices, procedures, organization, and jurisdictional requirements of the Court system; applicable formats and protocol for a variety of court and legal documents; related laws, codes, rules, and regulations governing functions of the position; policies and procedures established for the work system; the operations, functions, and terminology common to the work; modern supervisory and management techniques; basic budgeting and financial management and tracking procedures; basic English composition, spelling, and grammar. *Skill in:* organizing multiple projects and schedules simultaneously; maintaining complex filing systems; preparing concise, accurate, and informative reports; demonstrating a high level of commitment to the principles of positive customer service; organizing assigned work and developing effective work methods; practicing trust-building behaviors. *Ability to:* quickly and accurately perform work; deal with the public in a pleasant, courteous, and calm manner in all circumstances; communicate effectively both verbally and in writing; evaluate programs and procedures; exercise independent judgment while evaluating situations and in making determinations; perform duties in a manner that demonstrates respect, integrity, courtesy, and kindness towards fellow workers, customers, and the general public.

TOOLS AND EQUIPMENT USED: Computer terminal, typewriter, word processing and spreadsheet software, online search engines and databases, fax machine, copy machine, telephone, and other office equipment as needed.

PHYSICAL DEMANDS: Requires regularly sitting at a desk or table, walking, standing, or stooping, occasionally lifting, carrying, pushing, pulling, or otherwise moving objects weighing up to 20 lbs., using tools or equipment requiring a high degree of dexterity, working for sustained periods of time maintaining concentrated attention to detail.

ENVIRONMENTAL FACTORS: Work is inside with little or no occupational hazards present. Exposure to high-stress situations, including contact with the public in highly confrontational, emotionally charged, or uncomfortable circumstances.



 Department Director

10/16/17

 Date



 Mayor/Chief Administrative Officer

10/10/17

 Date

NOTE: The above statements describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Class specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, change, or delete any and all provisions of this classification at any time as needed without notice. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation. This class specification supersedes earlier version.