

# CITY OF HELENA



**Position Title:** Court Administrator

**Department:** Municipal Court

**Grade:** 146

**FLSA:** Exempt

## **Job Purpose**

The purpose of this position is to manage, supervise, plan, direct and oversee the activities and operations of the Helena Municipal Court.

**Essential Duties:** *These job functions are the essential duties of the position and are not all-inclusive of all the duties the incumbent may be assigned.*

**Management:** This position is responsible for the supervision of Municipal Court staff and management of the day to day operation of the Court. The incumbent is responsible for planning and organizing workloads and staff assignments; training, motivating and evaluating staff; and recognizing changes in caseload or workflow and making necessary changes to improve efficiency. Additionally manages the jury system in the most efficient and cost-effective way and provides customer service to those who serve the court. This position is also responsible for developing and administering the Municipal Court budget and forecasting the need for additional funds for staffing, equipment and supplies.

**Accounting:** This position is responsible for preparing purchase orders and processing department claims for payment; processing, preparing and submitting monthly financial distributions and reports; submitting deposits to the finance office; and coordinating, maintaining, processing and balancing the department's timesheets for submission to payroll.

**Legal:** This position is responsible for processing and maintaining a wide variety of confidential court records and assuring the Court's compliance with policies, contracts, and ordinances, as well as Federal, State and local laws; and reviews new legislation and directs implementation of such that directly affect the Municipal Court.

**Technical:** This position is responsible for the overall operation of FullCourt (in-house computer program) which includes installation of updates, making changes to documents and maintaining procedural manuals. Additionally, maintains "For the Record" computer equipment and all audio files. Incumbent will be responsible for evaluating opportunities for technologies that expand the capacity of the court system. Represents the department on the IT&S Frontline committee and is the liaison between staff and the IT department for computer related issues. This position is also responsible for maintaining the Municipal Court website and weekly updates.

## **Essential Knowledge, Skills and Abilities Related to this Position:**

### **Knowledge of:**

- Modern office practices and management including employee and public relations.
- Operational characteristics, services, and activities of a Municipal Court.
- Principles and practices used with confidentiality, public records and discretion used in handling and processing of confidential material.
- Principles of leadership, management, supervision, training and performance evaluation.
- Principles of accounting and basic bookkeeping.
- Intermediate word processing methods, techniques and programs, including spreadsheet and database operations.
- Multiple filing system methods and the principles and practices of complete and accurate records management.
- Legal terminology, procedures, and technology.

**Skill or ability to:**

- Analyze problems, formulate recommendations, build consensus, and foster change in support of court goals.
- Learn, interpret, and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.
- Perform general clerical work. Plan and organize work to meet schedules and deadlines.
- Communicate clearly and concisely, both orally and in writing demonstrating high level of English and grammar competencies
- Organize and administer a variety of Municipal Court functions and high volume of complex clerical and administrative support tasks concurrently while under the pressure of fixed time deadlines.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
- Work in a hectic office environment.

**Physical Demands:**

Mobility to work in a typical office setting and use standard office equipment, vision to read printed materials and a computer screen, and hearing and speech to communicate in person or over the telephone. Requires the ability to move or lift documents and materials weighing up to 30 pounds. Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

**Minimum Qualifications (Education, Experience and Training):**

This position requires an Associates degree in business, legal, management or related field and a minimum of five years of increasingly responsible legal, court or office experience with at least two years in a direct supervisory role. Other relevant combinations of education and work experience may be evaluated on an individual basis.

**License or Certificate:**

Must possess a valid driver’s license with acceptable driving record at the time of hire and have the ability to obtain a valid MT driver’s license within six months of hire. Possession of or ability to obtain a Notary Public certification from the State of Montana.

**Supervision Received:**

Guidance from Municipal Court Judge

**Supervision Exercised:**

Direct supervisor over technical and clerical staff in Municipal Court

The specific statements shown in each section of this position description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.

**After reading this job description, as of this date, would you require any accommodation to perform these duties?**

**YES or NO** (circle one)

**Employee’s Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_