



Effective: July 1, 2018
Revised: March 30, 2020
City of Sweet Home
Court Administrator Job Description
FLSA Non-exempt
Non-Bargaining

Approved by: 

COURT ADMINISTRATOR

The City of Sweet Home values trustworthy employees with a positive attitude who are willing to offer great service, are committed to customer satisfaction and actively support and uphold the City's mission and values. Professionalism, tact, and strong interpersonal skills are important to be an effective and efficient team member. Day to day responsibilities are unique to each role but contribute to a common direction and a collaborative work environment. Regular attendance is essential for continuity, productivity and success. Practicing good judgement which exemplifies integrity is essential. Employees are to be responsible and accountable for their work and treat others in a respectful and supportive manner. The City encourages employees to develop themselves professionally and personally.

A. SUMMARY

The Court Administrator is the organizational head of the Municipal Court division under the Finance Department. The Municipal Court is responsible for the processing of citations and complaints issued by the Sweet Home Police Department, the city's Code Enforcement Officer, the City Attorney and by private citizens within the City of Sweet Home. The Finance Department is responsible for the fiscal management of the City of Sweet Home and oversees the Municipal Court.

The Court Administrator is responsible for the effective operation of the municipal court system and works closely with the contracted Judge and City Attorney to ensure that Court sessions happen as needed. The Administrator exercises administrative authority and supervision over the Court Clerks and provides direct leadership and supervision to the division's central business and infrastructure services.

B. SUPERVISION RECEIVED AND EXERCISED

Work is performed under the direction of the Finance Director who reviews work on the basis of results obtained. Direct supervision is provided to the Municipal Court staff.

C. EXAMPLES OF DUTIES

It is expected that someone filling the Court Administrator position is capable of, and may be expected to fulfill, all the duties and responsibilities outlined within the Court Clerk II position. Additional essential duties and responsibilities may include but are not exclusively limited to the following. Other duties may be assigned.

1. Know and follow the rules, policies, practices and procedures of the department and division
2. Be physically and mentally fit for work
3. Be aware of safety and performing processes in a safe manner
4. Prepares all court documents and reports including complaints, warrants, court process, notices, statistical, financial and accounting reports.

5. Sets court dockets and schedules, attends court sessions, assists Judge and records case dispositions.
6. Processes all court transactions, including appearances, setting/posting of bail or security, jury summons, trials, judgement enforcement, prepare subpoenas, appeals, etc.
7. Processes traffic citations. Functions as Violation Bureau Clerk, compiles and records violations, crimes and suspension on driving records and criminal history reports. Will act as Hearings Officer and Release Assistance Deputy when Judge is unavailable.
8. Monitors compliance with court orders.
9. Maintains working relationship with local, county, state and national law enforcement agencies.
10. Does filing of various correspondence and other material.
11. Answers inquiries on the telephone and meets public at the counter area.
12. Able to perform other tasks as needed and assigned.

D. WORK ENVIRONMENT/PHYSICAL DEMANDS

Essential duties require the following physical abilities and work environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to sit for extended periods
- Ability to stand, walk and drive as needed throughout the day
- Occasional ability to lift, carry and put away parcels weighing up to 25 pounds each
- Ability to monitor several audible communications devices such as telephone, fax and radio throughout the day
- This position may be required to obtain special certifications

E. ADDITIONAL POSITION REQUIREMENTS

Knowledge of:

- Office procedures, including effective filing and accurate record keeping techniques
- Legal principles and procedures
- Operation of computers, calculators and other standard office machines
- Codes, ordinances, resolutions and laws affecting the operations of Municipal Court

Ability to:

- Exercise independent judgement within established procedures
- Apply policies and procedures
- Effectively communicate clearly, tactfully and courteously
- Demonstrate strong organizational skills and strict attention to detail and process
- Rapidly gather diverse information, formulate conclusions and clearly communicate them
- Supervise, train and evaluate personnel
- Interpret and apply city and department policies, procedures, rules and regulations
- Communicate effectively and professionally with diverse audiences, including the public, the Council and City personnel at all levels
- Resolve conflicts and maintain harmonious working relationships throughout the organization and with other agencies and departments
- Read and write a variety of documents, including correspondence, proposals and other persuasive and informative materials

LICENSE AND CERTIFICATES

Criminal Justice Information Services (CJIS) Certification or ability to obtain within three (3) months.

EXPERIENCE AND EDUCATION

Experience

Two years of experience in a court/legal environment.

Education

High school diploma or general education degree (GED), plus minimum one year college level education or equivalent combination of education and experience.

