

City of Sullivan Job Description

Court Administrator

General Purpose of Position

Oversees processes and operations for the Municipal Court

Major Duties and Responsibilities

Processes tickets and summons

- Receives tickets, summons and ordinance violation notices from Police Department
- Files tickets manually into case files
- Enters case file into computer system

Prepares the Municipal Court docket

- Prepares docket and ensures that judge has all necessary information
- Prints docket from computer to appropriate Court personnel as required or requested
- Maintains files of dockets for historical records

Attends court sessions

- Ensures that necessary materials and files are prepared in time for court session
- Provides administrative support to the Municipal Court Judge
- Manually takes dispositions in Court
- Loads files on the computer system
- Works with attorneys, providing necessary information for cases
- Records disposition of each case
- Accepts payments and deposits all money with the City Collector
- Keeps track of restitution forms and issues summons for late payments
- Issues subpoenas for later trial date
- Files required paperwork for change of venue of judge

Manages disposition records and procedures after court sessions

- Enters dispositions into computer
- Submits record of convictions to the state as required
- Directs the processing of bond money

- Posts fines and fees
- Receives restitution or bond money and passes on to appropriate entities
- Completes necessary correspondence with attorneys
- Uses appropriate methods in the processing of warrants
- Makes certain that all pertinent filing is done

Provides necessary reports and performs other administrative duties

- Pays restoration to local merchants
- Balances appropriate books and ledgers
- Completes fingerprint cards and submits to Highway Patrol as required
- Provides copies of open records and reports to Board of Aldermen and newspaper
- Supervises the retention and destruction of records
- Maintains the integrity and confidentiality of Court records
- Assists in public relations/education
- Completes marriage licenses and appropriate paperwork for Municipal Court unions
- Continues in professional development toward certification or maintenance of certification
- Provides financial reports to the City Clerk as required or requested
- Orders office and Court supplies as needed

Fulfills the functions of part-time Deputy City Collector

Fulfills the functions of part-time Assistant Billing Clerk

Performs other duties as directed

Job Context

Status	Full-time
FLSA status	Non-exempt
Department	Municipal Court / Administration
Immediate Supervisor(s)	Municipal Court Judge and City Administrator
Frequency of supervision	Weekly, primarily for reporting purposes
Number of supervised employees	0
Number of employees overseen or directed	0
Type of work schedule	Regular hours, year around
Frequency of overtime	Rarely

Frequency of nights work	2 to 3 nights per month
Shift position	Not applicable
On call status	Not on call (occasional inquiries from Police Dept)
Percentage of work indoors	95%
Percentage of work outdoors	5%, in all types of weather conditions
Types of accountabilities	Monetary, Budgetary, Legal, Safety
Exposure to chemicals/hazardous materials	None
Applicable chemicals/hazardous materials*	
Average stress level of this position	Moderately high
Physical work associated with this position**	Filing, bending and stretching, typing, sitting for long periods, telephone operation, lifting of case file boxes.

*Exposure to chemicals/hazardous materials may not be limited to this list

**These are the most common types of physical work associated with this position; however, this list is not considered exhaustive

Licenses and Certifications

The person in this position must have a valid Missouri driver's license and be actively working toward or maintaining certification as a Court Administrator.

Education and Experience

The person in this position must have a high school degree or its equivalent. One year of experience as a court administrator is strongly recommended, four years of experience and certification as a Court Administrator is preferred. Notary preference.

Knowledge, Skills, and Abilities

Knowledge

- Court management software
- File management and systems
- Practices and procedures for case-judge assignments
- Basic law practices, especially court procedures
- Code of ethics
- Procedures for each type of disposition
- Procedures regarding classes and/or community service programs available for defendants

- Bond account requirements and procedures
- Collections procedures
- Procedures for submitting information needed by the state and federal government
- Proper grammar and the use of English in speaking and writing
- Computer operations and applications, including word processing and spreadsheets
- OSHA standards and regulations concerning employee safety
- Federal and state statutes concerning the work of the department
- Mathematical skills, including addition, subtraction, division and multiplication
- General functions and operations of municipal government

Skills and Abilities

- Enter data accurately
- Apply basic mathematics
- Use and develop filing systems
- Assure information is accurate for each file
- Use a computerized database system
- Manage attorney requests and other information
- Answer questions about rights, ordinances, and procedures
- Determine correspondence necessary for attorneys and defendants
- Compile and analyze data
- Translate technical information in laymen's terms
- Run background checks in a fair manner
- Achieve and maintain proper certification
- Reconcile and fix errors
- Work as a team member with other employees
- Communicate effectively with other City employees, both oral and written
- Work autonomously when necessary
- Handle multiple tasks simultaneously with frequent interruptions
- Deal with others in a professional manner
- Maintain professional composure in heated situations
- Implement and follow Departmental and City policies and procedures