

City of Lake Forest Park

Job Title: Court Administrator	Reports to: Municipal Judge
Department: Municipal Court	Full Time: <u> X </u> Part Time: <u> </u>
Revision Date: September 10, 2020	Fair Labor Standards Act (FLSA): Exempt

OPEN UNTIL FILLED. FIRST REVIEW: FRIDAY, SEPTEMBER 25, 2020

Position Overview

This is an administrative and supervisory position responsible for developing, implementing and administering non-judicial functions and daily operations of the Municipal Court. The person occupying this position supervises the three (3) court clerk positions. This position maintains the Court's financial accounts in accordance with state requirements, implements policies as instituted by the judge, and acts as city liaison on behalf of the Court.

Essential Job Functions:

- Responsible for overall management functions relating to fiscal policies, personnel, case flow, records management, and preparation of reports as required by law.
- Implements court policies, new programs, procedures and methods for improving the operation of the court.
- Acts as liaison and maintains effective working relationships with the probation officer, jails, local law enforcement, other courts, outside agencies, and the public on policy, procedural matters and court rules. Acts as liaison between the Court and other City department heads.
- Assists the judge in the personnel process: hiring, supervising, evaluating. Oversees staff training by setting agendas and scheduling.
- Responsible for the accounting of all monies, bail bonds and other court receipts. Processes end of day and end of month bank deposits. Maintains all financial records and reports for the state auditor and budget process.
- Responsible for preparation and administration of annual budget and budget expenditures.
- Performs as "in-court" clerk by calendaring and preparing cases, supporting documents and court calendars for judge, prosecutor, public defender and other participants. Prepares courtroom for session, processes cases and assists the judge. Preserves electronic court proceedings. Provides assistance to the prosecution, defense and oversees court security.

- Deals courteously, patiently and efficiently with the public, police, attorneys, supervised employees and personnel from related agencies. Maintains composure in hostile situations; deals with emotionally distraught, irate and combative individuals.
- Designated contact person for access to justice for disabilities.

Requirements

- An equivalent combination of the following:
 - 4 year college or university degree;
 - Court administration or management training. Advanced training or completion of the National Center for State Courts (NCSC) Certified Court Manager, Certified Court Executive or Fellows Program will be especially considered;
 - 5 years or more of increasingly responsible management positions in the court system, either as a court clerk, assistant manager/administrator.
 - Relevant professional court management experience may substitute year for year for the education requirement.
- Thorough knowledge of court rules, regulations, policies and procedures and use of JIS.
- Ability to communicate effectively and develop good working relationships.
- Effective writing skills. A writing sample may be requested.
- Skills to diffuse escalating situations between staff and public.
- Must be able to sit at computer terminal for extended periods of time.
- Must be able to prioritize workload.
- Regular and reliable attendance.
- Must be able to deal with hostile, aggressive customers and constant interruptions.

Working Conditions/Physical Requirements

- Works in clean, climate controlled workspace.
- Frequently required to work and use hands to finger, feel, or handle writing utensils, computer and office supplies and equipment which requires repetitive arm, wrist and hand movement.
- Occasionally required to stand and reach with arms and hands; climb, balance, stoop, kneel, crouch, bend, twist or crawl. Occasionally required to lift, move or carry for short distances items such as boxes or files up to 50 pounds in weight and to climb and balance on 10 foot ladder.
- Employee is required to maintain confidentiality of information within the City. Because of the nature of the work, the employee may be required to deal with disgruntled citizens requiring use of conflict management skills.

- The employee is frequently required to perform work in confidence and under pressure due to deadlines, and is required to maintain professional composure, tact, patience and courtesy at all times.

[Click here to Apply](#)

Job description and application available at:

<https://www.governmentjobs.com/careers/cityoflakeforestpark>.

Submit application, resume & cover letter. Open until filled; first review on September 25, 2020. EOE

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as assigned to meet the ongoing needs of the organization.
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