

CLASS TITLE: COURT ADMINISTRATOR

PURPOSE OF THE CLASSIFICATION: Under administrative direction is responsible for planning, implementing, and directing the activities of the Municipal Court and performs other related duties.

ESSENTIAL TASKS:

- Plans, directs, and reviews the activities of the Municipal Court under the general administrative authority of the Presiding Judge
- Ensures Court systems, procedures, and practices comply with applicable laws, regulations, and administrative orders
- Prepares, evaluates, and analyzes statistical data on a continuing basis concerning case management, bond operations, and cost administration
- Establishes and maintains effective working relationships with employees, municipal officials, outside agencies, and the public
- Leads strategic planning efforts to accomplish the Court's goals and objectives
- Manages selection, development, and performance of Municipal Court staff
- Oversees administration of the Public Defender's Office and the Early Settlement Program
- Serves as the City's administrative hearing officer, presiding over abatement hearings and rendering decisions
- Oversees preparation and management of the Municipal Court department budget
- Attends and represents department at various executive meetings for the dissemination of information
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in criminal justice, business or public administration, or related field, with a master's degree or Juris Doctor degree preferred and nine (9) years responsible experience in criminal justice administration, business or public administration; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Considerable knowledge of court administration; considerable knowledge of the laws, ordinances, and charter provisions governing the operation of a Court of Record; and considerable knowledge of case flow management and manual systems analysis; ability to plan, organize, and review the work of others; ability to communicate effectively both verbally and in writing; and the ability to utilize the highest level of interpersonal skill in order to understand, select, develop, and motivate people at any level within or outside the organization.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; occasional carrying up to 5 pounds; may be subject to walking, standing, sitting, and reaching; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Obtain membership in the National Association for Court Management within six months of date of hire; and Oklahoma Municipal Court Clerks Association (OMCCA) certification preferred.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting.

Class Code: 1024

EEO Code: E-01

Pay Code: EX-56

Group: Cultural, Legal and Sciences Group

Series: Municipal Court Section

Effective Date: August 5, 2020