



CLASS TITLE | DEPUTY COURT ADMINISTRATOR

PAY GRADE: EX-44 | www.cityoftulsa.org/pay

Class Code: 1161

Effective Date : 02/22/2023

PURPOSE OF THE CLASSIFICATION: Under direction is responsible for management and administrative work assisting the Court Administrator in directing the activities of the Municipal Courts Department by providing leadership and guidance in critical areas of the Court, serving as an experienced member of management, lending assistance and support in developing policies, organizational goals and objectives and preparing a strategic plan for the Municipal Court; and performs other related duties as assigned.

ESSENTIAL TASKS:

- Coordinates, assigns, and manages assigned personnel
- Assists in the identification and development of organizational goals, objectives and preparation of the department's strategic plan
- Establishes collaborative, team-oriented relationships with internal and external customers
- Works collaboratively as a member of the Court Executive Team to determine and document Municipal Court operating procedures ensuring communication and training is provided to assigned staff and under direction of the Court Administrator
- Coordinates, manages, and ensures all assigned projects are completed in a timely manner
- Interprets, documents, and executes statutory mandates, rules of court, and judicial policies as they relate to administrative court matters
- Assists with research and identification of emerging technologies and best practices as they relate to court operations
- Represents the Court Administrator in various meetings and on committees as directed by or in the absence of the Court Administrator
- Resolves complaints on court related matters
- Coordinates and assists in the preparation of the departmental budget and annual reports
- Reports to work on a regular and timely basis

In addition to the above tasks, the following essential tasks may be required by the individual divisions:

Deputy of Court Operations

- Completes compliance audits on all divisions and offices as required by State statute
- Provides regular staff safety training, ensuring all areas are in compliance with the Safety Policies of the City of Tulsa
- Supervises, monitors, and reviews the timely collection and disbursement of all fines, court fees and funds collected for various agencies, including assignments and retractions of accounts to collection agencies
- Supervises the department's payroll and personnel system, purchasing, contracts, and accounts payable functions

Deputy of Programs and Services

- Manages pilot programs and evaluations for new initiatives and in compliance with donor funding and reporting requirements
- Evaluates programs for effectiveness, alignment with City goals, and accomplishment of the target objectives, managing prioritization of workloads and balancing citizen needs
- Develop and track key performance outcomes for new and existing programs including customer service metric that provide consistent feedback on service delivery
- Engages external customers to deeply understand needs and develop insights on how to create new approaches to solving difficult problems

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



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QUALIFICATIONS:

Training and Experience: Must meet the following criteria or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 100:

- (a) Completion of one hundred twenty (120) hours from an accredited college or university in computer science, accounting, business, public administration, or related field; **and**,
- (b) Five (5) years of progressively responsible experience in criminal justice administration, business or public management administration relevant to the essential tasks listed in this job description

Knowledge, Abilities and Skills:

Considerable Knowledge of:

- Court procedures and policies, legal documents, laws, and legal factors pertaining to the various units and functions of the Municipal Court
- The organization, operations, functions, and scope of authority of the Municipal Court
- Automated systems and technologies used in the Municipal Court
- Budgeting, procurement, court systems and personnel management
- Supervision, monitoring and intervention with offenders
- Enforcement of court orders
- Laws governing the activities of the Municipal Court

Ability to:

- Plan, direct, train, and evaluate the work of professional, administrative and office support staff
- Manage and supervise effectively to lead others through change and ambiguity within a complex organization
- Analyze, recommend, and implement changes and strategic plans
- Develop and implement organizational change initiatives
- Communicate effectively both verbally and in writing
- Make timely and sound work-related decisions in accordance with statutory mandates, rules of court, and court policies and procedures
- Supervise the maintenance of various complex records and prepare reports
- Maintain confidentiality
- Understand and influence the behavior of internal and external customers in order to achieve job objectives and cause action or understanding

Skill in:

- Handling difficult situations calmly and professionally
- Organizing, compiling, and recording data
- Critical thinking, problem solving and time management

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; occasional lifting up to 10 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, kneeling and handling; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Driver license.

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



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EEO Code: E-06

Group: Cultural, Legal and Science

Series: Municipal Court