



## CLASS TITLE | MUNICIPAL COURT SUPERVISOR

PAY GRADE: EX-36 | [www.cityoftulsa.org/pay](http://www.cityoftulsa.org/pay)

Class Code: 1257

Effective Date : 06/21/2023

**PURPOSE OF THE CLASSIFICATION:** Under general direction is responsible for the daily management of operations, to provide supervision and support for Municipal Court users and staff; and performs other related duties as assigned.

### ESSENTIAL TASKS:

- Assigns, supervises, and evaluates the work and schedule of subordinate personnel
- Assists with developing, planning, and maintaining policies and procedures while overseeing the courts goals and objectives, identifying opportunities for improvement
- Monitors changes in regulations and technology that may affect operations providing recommendations for policy and procedural changes
- Complies with City ordinances, state statutes, and tax commission guidelines
- Performs monthly audit of records to ensure compliance and data integrity
- Serves as a liaison to internal and external customers
- Receives, reviews, and resolves citizen complaints
- Designs, develops, and implements training for assigned division and personnel
- Manages special projects as related to the assigned division
- Reports to work on a regular and timely basis

### Judicial

- Manages courtroom personnel and provides coverage as needed
- Coordinates operation needs of the courtroom including taking accurate minutes and upholding order
- Serves as the jury clerk ensuring the jury process is followed

### Programs

- Manages probation and cost administration personnel and provides coverage as needed
- Assists with the development of court programs to enhance services to the public
- Oversees the communication system for court reminders

### Bonds

- Manages bonds office personnel to include 24/7 staffing and provides coverage as needed
- Supervises and coordinates work involving the release of inmates and posting of cash receipts
- Prepares and maintains cash and surety bond forfeitures, transfers, and files

### Records

- Manages records office personnel and provides coverage as needed
- Develops and coordinates comprehensive records management program
- Assists with development of best practices that focus on improving the citizen experience

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

### 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 sixty (60) hours from an accredited college or university; **and**,
- (b) Four (4) years of experience relevant to the essential tasks listed in this job description

### Knowledge, Abilities and Skills:

Knowledge of:

- Considerable knowledge of the court system



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- Considerable knowledge of the laws governing the judicial, correctional, or booking process and the legal system
- Knowledge of best practices in personnel and office management

Ability to:

- Effectively resolve customer service issues
- Resolve administrative or operational problems
- Understand and influence the behavior of internal and external customers from various diverse backgrounds in order to achieve work objectives and cause action or understanding
- Communicate effectively both verbally and in writing
- Resolve conflicts professionally

Skill in:

- Both written and verbal customer service

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; occasional lifting, carrying, pushing, and pulling up to 20 pounds; subject to walking, standing, sitting, stooping, reaching, bending, kneeling, climbing, 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.

**EEO Code: E-01**

**Group: Cultural, Legal and Science**

**Series: Municipal Court**