



Job Description
Job Code: 186
Range: 38

COURT ADMINISTRATOR

DEFINITION: Under general supervision of the presiding magistrate, oversees the day-to-day operation of the Municipal Court, its operations and staff, and performs related duties as assigned.

CLASSIFICATION: This is an exempt, full-time, classified position with full benefits.

ESSENTIAL FUNCTIONS: Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this classification.

TASKS:

General administrative duties include supervision of court operations and staff; oversees scheduling of court proceedings; the creation and maintenance of court records, and the collection and recoding of payments of fines, fees and restitution; prepares required monthly, quarterly and annual reports; assists in preparation of court budget; maintains oversight of restitution payments and court bond account; trains court staff and ensures staff compliance with COJET requirements; conducts performance reviews of staff; assists the presiding magistrate in developing court policies and procedures; prepares bi-weekly payroll documents.

KNOWLEDGE, SKILLS, AND OTHER CHARACTERISTICS:

Knowledge of applicable federal, state, and local laws, ordinances, statutes, rules, regulations, policies and procedures.

Knowledge of the criminal justice system and the Arizona revised statutes and Cottonwood City Code.

Knowledge of the Arizona rules of Criminal Procedures and other applicable rules.

Skill in general accounting principals.

Skill in supervision.

Skill in using the AZTEC computer program.

Skill in providing prompt, courteous customer service.

PHYSICAL REQUIREMENTS: This classification involves work of a sedentary nature requiring very little physical exertion.

MINIMUM QUALIFICATIONS: Minimum of two years' experience in a court or other law-related environment; ability to effectively supervise others; knowledge of word processing; Excel and basic accounting procedures; and effective customer service skills and experience. Knowledge of AZTEC case management system and bilingual in Spanish preferred.

Prepared by: A. Douglas LaSota 10/23/09

Reviewed by: Iris Dobler 10/23/09

Employee's Signature: _____ Date: _____