CITY OF KENT POSITION DESCRIPTION

Position Inventory Number:					
Classification Specification: COURT SUPERVISOR					
Salary Range: NR39 – Management Benefit Level C					
Position Description (Working Title): Court Supervisor					
Incumbent:					
Location: Kent Municipal Court					

GENERAL PURPOSE:

Under the direction of the Court Administrator, supervise the Court staff by counseling, training, planning, scheduling, organizing, coordinating, assigning, and evaluating work in support of the Kent Municipal Court.

Work is characterized by supervisory, administrative, professional, technical, and confidential duties in providing varied Court services. Duties and responsibilities include, but are not limited to, performing supervisory responsibilities in accordance with the City's policies, procedures, and applicable laws; monitoring and maintaining the Court's budget; overseeing financial operations of the court; scheduling court sessions and case flow management; evaluating court operational procedures; processing and maintaining payroll, purchase orders, bail refunds, restitution payments, and accounts payable; providing research assistance during court audits; maintaining knowledge and expertise of courtroom practices and procedures; and acting as the Court Administrator and attending all meetings in the absence of the Court Administrator.

Work is performed under limited supervision. The Court Administrator sets the overall objectives and resources available. The incumbent and supervisor work together to develop the deadlines, projects, and work to be completed. The incumbent is responsible for the work, plans and carries out the assignment, resolves most conflicts that arise, and interprets policies on own initiative in terms of established objectives. The incumbent keeps the supervisor informed of progress, potentially controversial matters, or far reaching implications. Work is reviewed in terms of feasibility, compatibility with other work, or effectiveness of results.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Perform supervisory responsibilities in accordance with the City's policies, procedures, and applicable laws. Responsibilities include, but are not limited to, assisting in interviews, making recommendations to hire and train employees; planning, assigning, directing, and evaluating work in progress and completed work; authorizing leave and hours worked; conducting performance evaluations; recommending promotion and disciplinary actions; addressing complaints; and resolving miscellaneous personnel issues.

Oversee the timely and accurate administration of Court services and functions relating to the operation of the Kent Municipal Court. This includes, but is not limited to, collecting, receipting, and financial recordkeeping of court fees, fines, and expenditures; accurate processing; tracking and maintaining court forms, records, and related documentation; scheduling and preparing for court to ensure effective and efficient case flow; and providing assistance to the public, attorneys, and outside agencies, as applicable.

Assist the Court Administrator with case flow management; research and organization of data; development of special projects, reports, and studies; analyzing and organizing information and reports related to administrative support activities; and making recommendations to the Court Administrator, as appropriate.

Evaluate and document court operational procedures and make recommendations for changes, as necessary.

Process and maintain payroll, timesheets, leave requests, and related records and reports.

Create, process, and approve purchase orders for all invoices billed to the Court; prepare and process accounts payable, bail refunds, and restitution payments; process employee reimbursements; and reconcile procurement cards.

Establish internal controls for the processing of court payments, bail refunds, and restitution in compliance with City and State audit recommendations.

Process, reconcile, and deposit daily court receipts; research any discrepancies and make adjustments according to AOC guidelines; record daily deposits and remittance into the City's finance software program; prepare required reports for the Finance Department; process quarterly remittance to the State Treasurer; and audit month end reports and follow through with appropriate action.

Monitor the Court's trust account and determine bail/bond disposition in compliance with court policy; follow-through with bond forfeitures as ordered by the Court; mail certified letters to bond companies and notices to the Department of Licensing when appropriate; monitor and report volunteer statistics quarterly as required by Risk Management.

Review, determine, respond to, and provide appropriate documentation for show cause hearings, the Court's public e-mail, and public records requests.

Maintain and monitor the Court's budget, financial records, and reports in accordance with established procedures; assist the Court Administrator in the preparation of the Court's budget.

Assist auditors by performing research and providing information of the court financial records.

Serve as the Jury Coordinator in collaboration with King County Superior Court; update the jury-information phone line and website; conduct juror orientations; assign jurors as needed; submit juror fees for payment;

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Serve as Interpreter Coordinator; determine the need for the interpreter; schedule and approve qualified interpreters, submit Interpreter fees for payment.

Maintain user profiles and add profiles for new court staff into the Case Management system. Add charges and corresponding RCW or Kent City Code when applicable. Serve as the system administrator and/or site coordinator.

Stay current on all of the job duties and responsibilities of the Lead Court Clerks and the Court Clerks and have the ability to perform the assigned duties when needed.

Serve as the Court liaison with the Kent Police Department regarding Traffic Violation School.

Become familiar with, follow, and actively support the City's mission, vision, values, and behavior statements.

PERIPHERAL DUTIES:

Act as the Court Administrator in the absence of the Court Administrator as assigned.

Perform related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

KNOWLEDGE OF:

- Statewide Court Case Management System
- Municipal government and courtroom policies, procedures, structure, and practices
- The public sector and judicial work environment
- Legal forms, documents, and terminology
- Applicable City, County, and State laws, ordinances, codes, regulations, and procedures
- County and State agencies and offices involved in court related activities
- Modern office practices, procedures, and equipment
- Effective telephone techniques and etiquette
- Interpersonal skills using tact, patience, and courtesy
- Principles and practices of supervision and training
- Correct usage of English grammar, spelling, punctuation, and vocabulary
- Principles and practices of governmental budgeting and accounting
- Technical aspects of field of specialty

SKILLED IN:

- Performing supervisory, lead, and line-level court work
- Operation of standard office machines and equipment

- Records management
- Mentoring and training employees on procedures; communicating technical aspects of tasks in understandable terms
- Resolving issues and conflicts in a professional, courteous, and non-threatening manner
- Effective oral and written communication skills
- Demonstrating effective interpersonal skills in order to assist diverse assortment of individuals and inquiries

ABILITY TO:

- To exercise independent judgment in a sensitive environment
- Effectively communicate orally and in writing
- Work effectively with other City departments, other agencies, contractors, elected officials, attorneys, the media, and the public
- Provide directions to employees and ensure proper processing of court documents and forms in accordance with established procedures and timelines
- Document municipal court procedures and practices
- Apply conflict management skills to resolve issues and effectively deal with difficult individuals
- Establish and maintain a cooperative and effective working relationship with subordinate staff, co-workers, supervisors, and the public
- Use proper telephone etiquette and techniques to properly assist diverse inquiries and persons
- Prepare, proofread, edit, and maintain reports, business correspondence, and procedures manuals
- Speak effectively when presenting information and respond to questions in one-on-one situations before small groups of managers, employees, customers, and the general public
- Apply common sense understanding to interpret and follow a variety of instructions furnished in written, oral, or schedule form; solve practical problems and deal with a variety of variables in situations where only limited standardization exists
- Maintain records and prepare reports
- Plan and organize work to meet schedules and timelines
- Analyze situations accurately and adopt an effective course of action
- Supervise, train, provide work direction, and motivate assigned employees
- Make extensive mathematical computations accurately

EDUCATION AND EXPERIENCE REQUIRED:

Education: Bachelor's Degree in business administration, public administration, or related

field; and

Experience: Three (3) years of increasingly responsible experience working in a district or

municipal court environment including at least two (2) years in a lead or

supervisory capacity.

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Or:

In place of the above requirements, the incumbent may possess any combination of relevant education and experience which would demonstrate the individual's knowledge, skill, and ability to perform the essential duties and responsibilities listed above.

LICENSES AND OTHER REQUIREMENTS:

- Valid Washington State Driver's License, or the ability to obtain one within thirty (30) days of employment
- Notary public certification is preferred
- File an Oath of Confidentiality with the State of Washington Administrative Office of the Courts.

MACHINES, TOOLS AND EQUIPMENT USED:

Typical business office machinery and equipment used includes, but is not limited to, personal computer, multi-line telephone, fax machine, copy machine, calculator, projector, and dictaphone.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit for extended periods of time; use hands to finger, handle, or feel; talk or hear; and type on keyboard for extended periods of time. The employee is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift up to 35 pounds.

Specific vision abilities required by this job include close, distance, and peripheral vision; depth perception; and the ability to adjust focus.

WORKING CONDITIONS:

Work is performed in an indoor office and courtroom environment within a municipal court, subject to multiple interruptions by telephone, interoffice activities, other employees, defendants, and the general public. While performing the duties of this job, the employee may occasionally be exposed to individuals who are distraught, irate, or hostile. The noise level in the work environment is usually moderate and may sometimes be loud.

Employees in this classification may be required to work varying shifts including nights and weekends as assigned by management.

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SIGNATUR	ES:				
Incumbent's Signature		Date	Supervisor's Signature	Date	
Approval:					
Department Director/Designee Date		Employee Services Director/De	esignee Date		
**Note:	ote: This document will be reviewed and updated annually at the time of the employee's performance appraisal; when this position becomes vacant; or, if the duties of this position are changed significantly.				

Revised: 7/13/09; 8/8/2007; 8/16/07; 10/24/07