

9. Responds to and resolves difficult and sensitive citizens inquiries and complaints; meets with the media to provide information and responds to inquiries as required.
10. Represents the Court with outside agencies such as State Bar, boards and committees, and at interdepartmental meeting and committees as required.
11. Recommends, establishes, and monitors bond schedules in coordination with the justices of the peace and magistrate courts within the County.
12. Works closely and maintains a sound working relationship with the City Judge, including informing of all operational, compliance, and legal issues related to the court.

SECONDARY FUNCTIONS:

13. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES:

Knowledge of:

Principles and practices of management
Effective management and supervisory practices
Accounting principles
Public and judicial administration, budgeting, case flow, fiscal management, and general office administration.
Legal terminology.

Skill in:

Use of personal computers and on-line computer systems.

Ability to:

Effectively plan, organize and manage the operational activities of a City Court.
Effectively supervise, train and develop employees.
Prepare clear and concise reports and statistical data.
Research, develop and implement plans, programs, policies and procedures.
Establish and maintain effective working relationships with City management and employees.
Communicate effectively verbally and in writing.

WORKING CONDITIONS:

Standard office setting.

MINIMUM QUALIFICATIONS:

Master's degree in Public Administration, Business Administration, Criminal Justice, or a related field and two years of court management experience, including one year of direct supervision.

Any equivalent combination of training and experience, which provides the required knowledge, skills, and abilities, is qualifying.

SPECIAL REQUIREMENTS:

None.