

CITY OF GLENDALE

TITLE:	Deputy Court Administrator	CLASS CODE:	212
REPORTS TO:	Court Administrator	GRADE:	30
DEPARTMENT:	City Court	FLSA:	E
JOB SPECIFICATION DATE: October 12, 2006 cm			

JOB SUMMARY

Plans, organizes and supervises the non-judicial activities and staff of the City Court. Recommends and assists in implementing department goals and objectives.

ESSENTIAL FUNCTIONS

1. Plans, organizes, and supervises the non-judicial activities and staff within the Court.
2. Recommends and assists in implementing department goals and objectives.
3. Assists in developing the department's work plan; organizes, prioritizes and assigns work activities, projects and programs. Monitors work flow, reviews and evaluates work products, methods and procedures; makes recommendations and modifications as needed.
4. Analyzes activities and operations in area of responsibility; recommends modifications and improvements. Prepare reports, including statistical reports, on the procedures and activities of the Court.
5. Responds to customer inquiries and complaints; providing information on court policies, procedures and activities as applies.
6. Investigates and resolves issues regarding the non-judicial operations and functions of the Court; implementing employee suggestions where possible.
7. Participates in the budget preparation and administration, including cost estimates; submitting justifications, monitors and controls expenditures.
8. Participates in Request For Proposal (RFP) process and contract preparation; monitors vendor compliance with contractual services, facilities planning and space utilization.
9. Coordinates activities of the City Court with other departments, including the Police Department and external agencies; serves on internal and external committees and boards as required to coordinate, share and improve existing resources.

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Implements operational changes based upon procedural analysis particularly in security, employee safety, fines collection, automation development and operation, case flow, jury management, facilities planning, records management, basic data processing, data flow, records maintenance and sound business practices.

SECONDARY FUNCTIONS

11. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES

Knowledge of:

Principles and practices of management
Effective management and supervisory practices
Accounting principles related to municipal courts
Public and judicial administration, budgeting, case flow, fiscal management, and general office administration

Legal terminology and laws related to courts

Skill in:

Use of personal computers and on-line computer systems

Ability to:

Analyze, develop, plan, organize and manage the operational activities of a city court

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

Bachelor'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 that provides the required knowledge, skills, and abilities, is qualifying.