

MUNICIPAL COURT SUPERVISOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

JOB OBJECTIVES

Oversees the daily administrative operations of the City of Forest Grove Municipal Court.

SUPERVISION RECEIVED AND EXERCISED

The work is performed under the supervision and direction of the Director of Support Services, but considerable leeway is granted for the exercise of independent judgment and initiative. Supervision is exercised over employees in the class of Court Clerk.

ESSENTIAL JOB FUNCTIONS

The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here:

1. Process court related transactions. Collect court-imposed fines. Compute receipts, or verify data, fees or payments. Prepare fine installment agreements. Complete Department of Motor Vehicle reinstatement forms. Set trial dates. Issue compliance notices and suspension forms.
2. Receive, transfer, or refer calls to proper sources. Provide program information relating to Municipal Court procedures and services without providing legal advice. Transmit, screen, or convey information using proper format, document, and procedures. Make basic interpretations of existing office policy to facilitate office operations/program procedures or to convey information about services.
3. Enter a variety of information and quantitative data and records associated with court activities into various automated systems or applications. Verify the accuracy of entered data. Create reports, documents and formats in these application programs. Monitor, gather, interpret, and document information for completeness and accuracy in accordance with program requirements.
4. Allocate money received to proper accounts, and process related paper work. Compile and maintain data and fiscal information for budgeting and billing purposes.
5. Coordinates the work of the Court Clerk, including overseeing daily activity, planning and assigning work, monitoring performance, training personnel, and responding to questions and concerns from personnel;
6. Oversees and coordinates administrative activity, including verifying officer's schedules and scheduling trials, corresponding between attorneys, clients, and/or internal customers, furnishing discovery material to defense council and/or defendants, preparing dockets, officer subpoenas, and trial notices, acting as court clerk during trials by serving as primary support to the Judge and maintaining courtroom, and recording accurate dockets of case dispositions;
7. Prepares cash reconciliation of daily intake, processing bills for payment,

- researching quotes for budgeted items and any daily cash reconciliation problems, processing bail refunds, citations, and payments, working with collection agencies to assure proper revenue is generated, compiling reports for statistical purposes.
8. Keeps immediate supervisor and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
 9. Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas;
 10. Responds to citizens' questions and comments in a courteous and timely manner;
 11. Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
 12. Performs other directly related duties consistent with the role and function of the classification.

QUALIFICATIONS

Knowledge of:

- Thorough knowledge of Oregon State Traffic Code and City Ordinances;
- Thorough knowledge of supervisory practices and procedures;
- Thorough knowledge of effective supervisory principals and practices;
- Thorough knowledge of basic bookkeeping and cash handling principals and practices;
- Thorough knowledge of modern office equipment and operation, including 10-key, facsimile, copier, and laser printer;
- Ability to effectively supervise the work of others;
- Ability to maintain confidentiality of all information;
- Ability to compose, draft, and edit correspondence and reports;
- Ability to exercise sound, independent judgment;
- Ability to work with angry and hostile people when required;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures, and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity, and inventiveness in the performance of assigned tasks.

Education and Experience Guidelines

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- High School Diploma or GED; and

- Two years of experience as a Court Clerk or similar experience in a directly related field, or
- Any combination of experience and training which provides the equivalent scope of knowledge, skills, and abilities necessary to perform the work.

License or Certificate

- Possession of a valid State Driver's License, and a safe driving record;
- Must be able to obtain LEADS Certification within 90 days of hire;
- Must pass an extensive background investigation.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical demands herein 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 these essential job functions.

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which enables the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which enables the employee to review a wide variety of materials in electronic or hard copy form;
- Sufficient manual dexterity, with or without reasonable accommodation, which enables the employee to operate a personal computer, telephone, and other related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which enables the employee to efficiently function in a general office environment.