

CLASSIFICATION ADDENDUM

Job Title: Court Supervisor

Classification Specification: Associate Manager

Barg Unit: Non

Pay Grade: C44

*This classification **addendum** further clarifies job specific duties and requirements of a job within a particular classification. Note: The classification specification document is to be referenced and this document utilized as the addendum (supplement). It is intended to provide additional information, where needed, and is not intended to provide an exhaustive list of duties and responsibilities; specific position assignments will vary depending on business needs.*

Essential Characteristics and Duties Addendum

The Court Supervisor performs duties coordinating court activities, and supervising administrative support personnel of the municipal court; interacts with judges, court staff, police staff, attorneys, defendants, other departments, and other governmental agencies; participates, as a team leader, in court arraignments, warrant preparation, and docket setting activities; supervises the scheduling of court caseloads and ensures the timely processing of pending cases; monitors the collection, receipt, and transfer of fines, monies, and other funds that pass through the court system; provides administrative support for the judiciary; conducts audits as necessary to meet statutory compliance; performs or participates in advanced and/or complex technical work; resolves operational issues; serves as City's Court representative on the regional criminal justice computer system project management team; participates on interagency committees/teams and groups; participates in planning and formulation of operational policies, procedures; participates in budget preparation and administration within budgetary guidelines; serves as Springfield Municipal Court computer system security administrator. Performs related duties as assigned.

Qualifications Addendum

An entry-level person would be expected to possess the following or any equivalent combination of knowledge, skills, education and experience in order to successfully perform the job.

Training & Experience:

- In the field of criminal justice or related with progressively responsible experience in the administrative support of court operations, including supervisory or lead experience.

Licensing Requirements:

- Possession of, or ability to obtain and maintain, a Law Enforcement Data System (LEDS) certification within 12 months of appointment.

Knowledge:

- Regulations, statutes, procedures, and policies that apply to municipal court operations;
- Legal terminology.

Skills: *(Demonstrated skill in performing the following)*

- Completing the more difficult, sensitive, and/or technical court tasks.

Qualification For Grade Progression:

N/A

Physical Requirements Addendum

Sedentary Work as defined in the classification specification. Further definition of the physical requirements of the position can be found in a job task analysis.

Addendum History

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