

CLASS TITLE: JUDICIAL SUPERVISOR

PURPOSE OF THE CLASSIFICATION: Under general directions, provides supervision and support for judicial staff, including taking minutes, preparing time pay orders and pay cards, processing probation orders, and discussing payment options reviewing payments with defendants, serving as jury coordinator and providing guidance to citizens called for jury duty, reviewing and expanding worksite options for community service, and overseeing the design, development, and implementation of training for judicial staff; and other related assigned duties.

ESSENTIAL TASKS:

- Manages the daily operations of the courtroom, developing procedures based upon best practices for judicial staff, providing supervision and support for various staff positions, defendant worksites, entering judicial orders, overseeing the communication system for court reminders, and serving as a liaison between attorneys, judges, courtroom staff, other City departments, and outside agencies
- Coordinates operational needs of the courtroom and staff to ensure all records and processes are complete and accurate according to the law, including taking minutes, upholding order in the court, and managing probation files and payment plans
- Receives and reviews citizen complaints regarding Court staff, case information, or procedures and works towards a resolution, ensuring accurate information is provided to both citizens and staff and effectively addressing any issues that arise
- Trains employees to perform each job in the courtroom, ensuring daily operations run smoothly and that there is always adequate staffing
- Manages special projects, such as community outreach, web page updates, and work groups to develop court programs to enhance services for the public
- Provides coverage for courtroom staff, as needed
- Serves as the jury clerk, ensuring there is an adequate jury pool, and that information is communicated to potential jurors
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Completion of 60 hours from an accredited college or university and four (4) years' experience in a field relevant to the essential tasks of this job description.

Knowledge, Abilities and Skills: Considerable knowledge of the court system; considerable knowledge of the laws governing the judicial process and the legal system; and knowledge of best practices in personnel and office management.. Ability to effectively resolve customer service issues; ability to resolve administrative or operational problems; ability to understand and influence the behavior of internal and external customers from various diverse backgrounds in order to achieve work objectives and cause action or understanding; ability to communicate effectively verbally and in writing; ability to resolve conflicts. Skill in both written and verbal customer service.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; occasional lifting, carrying, pushing, and pulling up to 20 pounds; subject to walking, standing, sitting, stooping, reaching, bending, kneeling, climbing, and handling; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Class "D" Oklahoma Driver License.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting.

Class Code: 1212
EEO Code: E-02
Pay Code: EX-32

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Group: Cultural, Legal and Sciences
Series: Municipal Court

Effective Date: December 8, 2021