CLASS TITLE: COURT ADMINISTRATOR

PURPOSE OF THE CLASSIFICATION: Under administrative direction is responsible for planning, implementing, and directing the activities of the Municipal Court and performs other related duties.

ESSENTIAL TASKS:
- Plans, directs, and reviews the work involving non-judicial activities of the Municipal Court
- Prepares, evaluates and analyzes statistical data on a continuing basis concerning the management of courtroom case flow
- Coordinates with other agencies and/or departments concerning operation of the Court to promote collaboration and integration of systems ensuring compliance with laws, regulations, and administrative orders
- Formulates strategic planning to maintain the Court's objectives and goals
- Develops Court procedures that adhere to the Oklahoma state statutes and ensures Court staff is in compliance with the City's Policies and Procedures
- Creates and manages a uniform recordkeeping system that conforms to Oklahoma state law regarding Courts of Record
- Oversees and monitors the administrative services for the Public Defender's Office and the Early Settlement Program
- Serves as the City's administrative hearing officer presiding over abatement hearings and rendering decisions
- Oversees preparation and management of the departmental budget
- 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: Graduation from an accredited college or university with a bachelor’s degree in criminal justice, business or public administration, or related field, with a master’s degree preferred and nine (9) years responsible experience in criminal justice administration, business or public administration; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Considerable knowledge of court administration; considerable knowledge of the laws, ordinances, and charter provisions governing the operation of a Court of Record; and considerable knowledge of case flow management and manual systems analysis; ability to plan, organize, and review the work of others; ability to communicate effectively both verbally and in writing; and the ability to utilize the highest level of interpersonal skill in order to understand, select, develop, and motivate people at any level within or outside the organization.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; occasional carrying up to 5 pounds; may be subject to walking, standing, sitting, and reaching; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Obtain membership in the National Association for Court Management within six months of date of hire; and Oklahoma Municipal Court Clerks Association (OMCCA) certification preferred.

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

Class Code: 1024
EEO Code: E-01
Pay Code: EX-56
Group: Cultural, Legal and Sciences Group
Series: Municipal Court Section
Effective Date: May 15, 2013