

CLASS TITLE: COURT RECORDS SUPERVISOR

PURPOSE OF THE CLASSIFICATION: Under direction is responsible for leading, planning, and managing the electronic and non-electronic Municipal Court records systems including facilitating communication between city departments regarding records/information assets, managing risks to those assets, and other related duties as assigned.

ESSENTIAL TASKS:

- Develops and coordinates a comprehensive records management program including appropriate control over the maintenance, protection, retention, and disposition of records in accordance with legal and operational requirements
- Assists in designing new electronic technology for Courts
- Designs, develops and implements court records training
- Supervises court records/warrants staff
- Performs monthly audit compliance on all records to ensure compliance and data integrity
- Acts as backup to various court positions including Jury Clerk, Appeals Clerk, Bailiff and Minute Clerk
- 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 an associate's degree in business or public administration, or related field; and four (4) years of relevant experience in the creation, storage, and retrieval of court records /law enforcement information, or four (4) years of experience in office management including one (1) year experience in complex records keeping; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities, and Skills: Considerable knowledge of court systems and personnel management; considerable knowledge of the procedures used in the storage and retrieval of confidential information; considerable knowledge of office management practices; considerable knowledge of the laws governing the activities of judicial processes and the legal system; good knowledge of various related software packages including legal and other records management systems. Ability to manage and supervise effectively; ability to communicate effectively both verbally and in writing; ability to solve administrative and customer service issues; and the ability to understand and influence the behavior of others from various ethnic and socio-economic backgrounds who are within the organization, customers or the public in order to achieve job objectives and cause action or understanding.

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; occasional lifting up to 20 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, kneeling and handling; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting but at times may be disruptive or threatening.

Class Code: 2041

EEO Code: E-02

Pay Grade: EX-32

**Group: Cultural, Legal and Science
Section: Municipal Court**

Effective date: March 1, 2017