

CLASS TITLE: DEPUTY COURT ADMINISTRATOR

PURPOSE OF THE CLASSIFICATION: Under direction is responsible for management and administrative work assisting the Court Administrator in directing the activities of the Municipal Courts Department by providing leadership and guidance in critical areas of the Court, serving as an experienced member of management, lending assistance and support in developing policies, organizational goals/objectives and preparing a strategic plan for the Municipal Court and performs other related assigned duties relative to the mission of the Court.

ESSENTIAL TASKS:

- Coordinates, assigns and manages assigned personnel
- Assists in the identification and development of organizational goals/objectives and preparation of the department's strategic plan
- Complete compliance audits on all divisions and offices as required by State statute
- Supervises, monitors and reviews the timely collection and disbursement of all fines, court fees and funds collected for various agencies including assignments and retractions of accounts to collection agencies
- Communicates with judicial officers, law enforcement agencies, bar members and other court related entities to guarantee compliance with and understanding of established court policies at the direction of the Court Administrator
- Gathers, maintains and updates all operating procedures for Judicial Divisions/Offices within Municipal Court
- Provides regular staff safety training and ensures all areas are in compliance with the Safety Policies of the City
- Coordinates, manages and ensures all Municipal Court projects are completed in a timely manner
- Serves as the Coordinator for the Electronic Payment/Citation processes
- Determines and documents Municipal Court operating procedures
- Serves as liaison to other City departments on Municipal Court related activities which includes IT related projects and providing information to the Legal Department for appointment of Deputy Court Clerks
- Coordinates and assists in the preparation 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 computer science, accounting, business or public administration, or related field; and five (5) years of progressively responsible experience in criminal justice administration, business or public management administration; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Comprehensive knowledge of the principles and practices of court and public administration; considerable knowledge of budgeting, procurement, court systems and personnel management; considerable knowledge of supervision, monitoring and intervention with offenders; considerable knowledge of enforcement of court orders; considerable knowledge of the laws governing the activities of the Municipal Court. Ability to manage and supervise effectively; ability to communicate effectively both verbally and in writing; ability to solve administrative problems; and the ability to understand and influence the behavior of others 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 10 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.

Class Code: 1161

EEO Code: E-06

Pay Code: EX-44

Group: Cultural, Legal and Science

Section: Municipal Court

Effective Date: August 21, 2017