

**TOWN OF GILBERT
CLASS SPECIFICATION
Court Supervisor**

<u>CLASS SERIES</u>	<u>BAND/GRADE/SUBGRADE</u>	<u>FLSA STATUS</u>
Court Services	C41	Exempt

CLASS SUMMARY:

This is a stand-alone classification in the Court Services series. Incumbents perform a variety of supervisory and administrative activities in support of court operations. Responsibilities include: administering financial operations; managing case flow and records; recommending and implementing policies; ensuring regulatory compliance; administering division budget; and overseeing court security.

ESSENTIAL DUTIES:

This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.

**PERCENT OF
TIME**

Actively participates and accomplishes organizational, departmental and workgroup goals and objectives.	Daily 100%
Exhibits a service orientation toward internal and external customers and maintains productive working relationships.	Daily 100%
Supervises staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a safe working environment; and, making hiring, termination, and disciplinary recommendations.	Daily 25%
Provides supervision and administration of the daily operational activities of the court. Manages case flow and records management function. Recommends, implements, and administers operating policies and procedures. Monitors and ensures regulatory compliance.	Daily 25%
Administer financial operations of the Court in compliance with the Arizona Supreme Court Minimum Accounting Standards. Reviews and authorizes refund requests and restitution disbursements, oversees cash management processes, and provides account reconciliation. Ensures accurate reporting and documentation of Court financial activities.	Daily 20%
Maintains customer service standards and oversees Court security. Assists in resolving difficult situations with customers and ensures responses to concerns are addressed with accuracy and in a timely manner.	Daily 5%
Prepares and processes administrative documents related to personnel actions and department operations.	Weekly 5%

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Assists in developing and monitoring budgets. Researches budget issues. Prepares reports and information used in developing budget proposals.	Monthly 5%
Performs other duties of a similar nature and level as assigned.	As Required

TRAINING AND EXPERIENCE:

Bachelor’s Degree in Business Administration, Public Administration, Criminal Justice or related field and five years of administration experience in a Municipal Court environment; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

LICENSING/CERTIFICATIONS:

- Valid Arizona Driver’s License

KNOWLEDGE OF:

- Supervisory principles, practices and techniques;
- Business practices related to court financial operations and acceptable accounting standards;
- Municipal court policies and procedures;
- Case and records management systems;
- Modern office equipment.

SKILL IN:

- Supervising, monitoring and evaluating staff;
- Utilizing a computer and relevant software applications;
- Administering non-judicial court functions;
- Managing financial operations;
- Providing leadership;
- Resolving conflict;
- Thinking critically and utilizing analytical reasoning;
- Making sound decisions;
- Prioritizing work;
- Maintaining organization;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

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ADA AND OTHER REQUIREMENTS:

Positions in this class typically require: stooping, crouching, reaching, standing, walking, lifting, fingering, grasping, talking, hearing, seeing and repetitive motions.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Incumbents may be subjected to environmental conditions such as disruptive people, imminent danger, or threatening environment).

WORKING TITLES WITHIN CLASS SPECIFICATION:

Deputy Court Administrator – C41

NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

CLASS HISTORY INFORMATION:

Draft prepared by Fox Lawson & Associates LLC (BS)

Date: (10/12)

Draft finalized by Gilbert Human Resources (TT)

Date: (05/21)