

ORGANIZATION:	City of Sherwood	DATE: 2015
LOCATION:	Sherwood, Oregon	
DEPARTMENT:	Administration Division / Finance Department	
FLSA STATUS:	Exempt	
JOB TITLE:	Municipal Court Supervisor – Pay Group C	

PURPOSE OF POSITION:

Responsible for the Municipal Court functions. Ensure compliance with all regulations; excellence in customer service; and efficient and effective court operations including supervision of staff, scheduling of staff, work assignment, training, procedure development, and performance evaluation.

ESSENTIAL JOB FUNCTIONS:

Provide skilled clerical work processing court transactions with a high degree of public contact. Answer a variety of questions about court transactions in person and on the phone.

Manage all court cases from inception to final disposition. Perform highly accurate filing and file maintenance of upcoming trial documents; locate files in support of daily court arraignment and trials; prepare court documents and files for upcoming trials; process requests, motions, extensions, resets and changes of plea through close contact interaction with local trial defense attorneys, defendants or the Sherwood City attorney. Accept, account for, and deposit cash receipts; process refunds as appropriate.

Maintain the court docket; act as courtroom clerk and assist Municipal Judge with court sessions.

Document Court policies and procedures, and update them to accommodate changing situations and improvements in processes.

Administer collection efforts. Establish and monitor payment plan agreements; send accounts to collections as appropriate.

Assign, supervise and evaluate work of subordinates. Hear grievances and administer disciplinary action. Interview and effectively recommend hiring and termination actions. Ensure provision of adequate training within areas of responsibility.

Prepare end-of-month and periodic reports.

Maintain the Court software's tables, forms and other set ups; identify and resolve errors in software processes; maximize use of software tools to improve court management and efficiency.

Maintain court records in accordance with statutes, regulations, and policies.

Keep updated of changes in statutes and regulations to ensure compliance with all legal requirements applicable to municipal courts.

Acts as a notary public. Performs other duties as assigned.

Maintain cooperative working relationships with City staff, other organizations and the general public.

Follow all safety rules and procedures for work areas.

AUXILIARY JOB FUNCTIONS:

Provide assistance to other staff as workload and staffing levels dictate. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility. Maintain work areas in a clean and orderly manner.

JOB QUALIFICATION REQUIREMENTS:

MANDATORY REQUIREMENTS: Advanced knowledge of office procedures and methods, word processing software, business English, etc. Knowledge of municipal court operations. Equivalent to high school supplemented by additional specialized training and three years experience, related to assigned duties, including at least one year of supervisory experience, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.

Must possess considerate ability to plan and organize daily work and perform effectively during times of changing priorities and interruptions. Must deal tactfully with the public.

SPECIAL REQUIREMENTS/LICENSES: Notary; LEDS certified. Ability to maintain confidentiality.

DESIRABLE REQUIREMENTS: Previous experience in a municipal court or other governmental environment.

PHYSICAL DEMANDS OF POSITION:

While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach and manipulate objects. The position requires mobility. Duties involve moving materials weighing up to 5 pounds on a regular basis such as files, books, office equipment, etc., and may infrequently require moving materials weighing up to 10 pounds. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment.

WORKING CONDITIONS:

Usual office and courtroom working conditions. The noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises.

SUPERVISORY RESPONSIBILITIES:

Responsible for supervising one to six FTE. May provide training and orientation to volunteers, students, and newly assigned personnel on site policies and practices.

SUPERVISION RECEIVED:

Works under the general supervision of the Finance Director.