

**CITY OF GLENDALE**

<b>TITLE:</b>	<b>Court Supervisor</b>	<b>CLASS CODE:</b>	<b>208</b>
<b>REPORTS TO:</b>	<b>Court Administrator</b>	<b>GRADE:</b>	<b>25</b>
<b>DEPARTMENT:</b>	<b>City Court</b>	<b>FLSA:</b>	<b>E</b>
<b>JOB SPECIFICATION DATE: July 1, 2005 bwg</b>			

**JOB SUMMARY:**

Plans, organizes, and supervises the activities and staff in the court. Exercises frequent independent judgement about assigned duties.

**ESSENTIAL FUNCTIONS:**

1. Plans, organizes, and supervises the activities and staff in the courtrooms.
2. Supervises personnel assigned to data entry, records management, financial enforcement, and public assistance.
3. Recommends staff assignments based upon workload volumes and organizational service goals and objectives.
4. Maintains and modifies workload information in the court's computer database.
5. Conducts interviews with defendants, evaluates and verifies financial affidavits, and grants or denies requests for time to pay.
6. Manages caseload of financial obligations owed to Court in order to maximize sentence compliance.
7. Contacts and interviews victims to verify information contained in victim impact statement, restitution amount, and explain legal requirements to obtain restitution.
8. Participates in the development and administration of the department budget.
9. Prepares internal and external management information reports regarding revenue, workload, caseload, and service level trends; develops standardized procedures relating to report generation and data control.
10. Ensures successful implementation of court policies and procedures, State laws, and Supreme Court Administrative Orders.
11. Manages successful implementation of projects as required.
12. Writes and updates policies and procedures for the Court.
13. Submits reports to the Arizona Supreme Court timely and accurately.

**SECONDARY FUNCTIONS:**

14. Performs other related duties as assigned.

**KNOWLEDGE, SKILLS, ABILITIES:**

**Knowledge of:**

Federal, County, State and local laws, codes and regulations applicable to governmental accounting.  
Effective management and supervisory practices.

**Skill in:**

Operation of computers and applicable software.

**Ability to:**

Effectively plan, organize, and manage court operations.  
Effectively supervise, train, and develop employees.  
Analyze and evaluate business process problems.  
Work independently.  
Establish and maintain effective working relationships with staff, judges, and other agencies.  
Communicate effectively verbally and in writing.

**WORKING CONDITIONS:**

Office setting.

**MINIMUM QUALIFICATIONS:**

A two year degree in Business or Public Administration, Business Law or related field and two years of experience within a criminal justice agency or court, including one year of supervisory experience.

Any equivalent combination of training and experience, which provides the required knowledge, skills, and abilities, is qualifying.

**SPECIAL REQUIREMENTS:**

None.