

FAIRFIELD COUNTY

JOB TITLE: COURT ADMINISTRATOR
MAGISTRATEGENERAL STATEMENT OF JOB

Under general supervision, is responsible for performing a variety of accounting, bookkeeping, and court administrative tasks in support of the Magistrate's Office including maintaining various checking accounts, preparing various reports, scheduling trials, paying jurors, keeping judges current on court matters, preparing duty roster schedules, etc. Maintains accuracy and professionalism in performing functions. Reports to the Chief Judge.

SPECIFIC DUTIES AND RESPONSIBILITIESESSENTIAL JOB FUNCTIONS

Is responsible for accounting for all monies received in the Magistrate's office daily and for ensuring that monies are deposited in appropriate accounts. Issues all refund checks and transfers monies as appropriate. Ensures that all checking accounts are balanced.

Is responsible for ensuring that appropriate reports are prepared and submitted to County Treasurer, SLED, Sheriff's Department, judges, etc.

Ensures that all tickets and warrants are properly set for trial or transferred to appropriate court.

Ensures that jury trials are scheduled as appropriate for traffic, criminal, and civil cases.

Is responsible for ensuring that jurors are paid.

Keeps judges informed and current on all court matters. Types and sends out all orders for judges.

Prepares and maintains the duty roster schedule for magistrates for jail duty. Submits to appropriate agencies.

Directs and oversees the activities of other clerical personnel. Performs such supervisory duties as instructing; planning, assigning, and reviewing work of others; maintaining standards; coordinating activities; allocating personnel; selecting new employees; and recommending transfers, promotions, and disciplinary actions.

Assists with preparation of the yearly budget and yearly surveys and reports.

Maintains an adequate inventory of office supplies. Orders items as needed.

Enters into computer all data relative to warrants.

Responds to questions and inquiries from the public.

Processes all wildlife and weight tickets.

Receives, reviews, processes, files and/or submits a variety of documents and reports such as tickets, warrants, jury lists, monthly reports, receipts, duty rosters, etc.

Communicates and interacts with a variety of peoples such as immediate supervisor, lawyers, judges, general public, and other County employees.

Operates a variety of types of office equipment including computer, typewriter, adding machine, copier, fax machine, etc.

ADDITIONAL JOB FUNCTIONS

Picks up and distributes mail.

Performs other related duties as required.

MINIMUM TRAINING AND EXPERIENCE

High school diploma with three to five years of office experience, some of which should have been court experience and supervisory experience, or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

Physical Requirements: Must be physically able to operate a variety of automated office machines including typewriter, computer, copier, adding machine, etc. Must be physically able to exert up to ten pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Position involves mostly sedentary work, but may involve walking or standing for brief periods of time. Must be able to lift and/or carry weights of approximately twenty pounds.

Data Conception: Requires the ability to compare and or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes the giving of instructions/assignments to subordinates. Includes the receiving of information and instructions from supervisor.

Language Ability: Requires the ability to read a variety of documents and reports. Requires the ability to prepare documents and reports such as jury lists, duty rosters, monthly reports, general letters of correspondence, etc., using the proper format, punctuation, spelling and grammar. Requires the ability to communicate with subordinates, judges, and the general public, etc. with poise, voice control, and confidence.

Intelligence: Requires the ability to apply principles of rational systems such as court systems, accounting, personnel, etc. in order to solve problems and deal with a variety of complex variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information and to follow verbal and written instructions.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; add, subtract, multiply, and divide numbers; figure percentages and utilize decimals; and determine time and weight.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes in utilizing automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control

knobs, switches, etc. Must have moderate levels of eye/hand/foot coordination.

Color Discrimination: Does not require the ability to differentiate colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under minimal stress when confronted with an emergency.

Physical Communication: Requires the ability to talk and/or hear (talking - expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear.)

PERFORMANCE INDICATORS

Knowledge of Job: Has considerable knowledge of the practices, procedures, and activities of the Magistrate Department as they pertain to the duties of the position. Has knowledge of general office operations, functions, and procedures. Is able to use independent judgment in routine and non-routine situations which occur. Is able to communicate effectively with others both in person and over the telephone such as the public, judges, and subordinates. Has the ability to compile, organize, prepare, and maintain an assortment of records, reports, and related information. Has the ability to comprehend, interpret, and apply regulations, procedures and office operations. Knows of the reports, records, files and letters which must be prepared, processed, and maintained in order to meet the requirements of the department such as jury lists, duty rosters, monthly reports, etc. Is able to read, understand and complete written requests and work assignments in a timely fashion. Has good accounting skills; is able to complete mathematical calculations accurately and quickly as needed. Has the ability to prepare clear and concise letters of correspondence and other related material as required. Has good supervisory skills; is able to effectively manage personnel to ensure that the Magistrate's Office runs smoothly. Has the ability to work within deadlines, handle mail and documents, maintain accuracy in bookkeeping and recordkeeping and deal with the public in a professional manner.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interface with all County departments and divisions, co-workers and customers, and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."

Dependability: Assumes responsibility for doing assigned work and for meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, County policy,

standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends work regularly and on time with a minimum of tardiness and absences and adheres to County policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with County policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation among all staff persons.

Relationships with Others: Shares knowledge with managers, supervisors and staff for mutual and County benefit. Contributes to maintaining high morale among all County employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, customers, and the general public so as to maintain good will toward the County and to project a good image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain goodwill within the County.

Emphasizes the importance of maintaining a positive image within the County. Interfaces effectively with higher management, professionals, customers, and the general public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the County and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

Planning: Plans, directs and uses information effectively in order to enhance activities and production of the department. Knows and understands the expectations of the County regarding the activities of the department and works to see that these expectations are met. Designs and formulates ways, means, and timing to achieve the goals and objectives of the department and the County. Within the constraints of County policy, formulates the appropriate strategy and tactics for achieving departmental and County objectives. Organizes, arranges and allocates manpower, financial and other designated resources in an efficient and effective way so as to achieve the goals and objectives of the department and the County.

Organizing: Organizes own work and that of subordinate staff well. Ensures that staff members know what results are expected of them and that they are regularly and appropriately informed of all County and department matters affecting them and/or of concern to them.

Staffing: Works with the Personnel Department to select and recommend employment of personnel for the department who are qualified both technically and philosophically to meet the needs of the department and the County. Personally oversees the development and training of department personnel in order to ensure that they are properly inducted, oriented and trained.

Leading: Provides a work environment which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Provides adequate feedback to staff so that they know whether their performance levels are satisfactory. Commends and rewards employees for outstanding performance yet does not hesitate to take disciplinary action when necessary. Exercises enthusiasm in influencing and guiding others toward the achievement of County goals and objectives.

Controlling: Provides a work environment which is orderly and controlled. Coordinates, audits, and controls manpower and financial resources efficiently and effectively. Coordinates, audits, and controls the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of County standards, methods and procedures.

Delegating: Assigns additional duties to staff as necessary and/or appropriate in order to meet department goals, enhance staff abilities, build confidence on the job and assist staff members in personal growth. Has confidence in staff to meet new or additional expectations.

Decision Making: Uses discretion and judgment in developing and implementing courses of action affecting the department. When a particular policy, procedure or strategy does not appear to be achieving the desired result, moves decisively and definitively to develop and implement alternatives.

Creativity: Regularly seeks new and improved methodologies, policies and procedures for

enhancing the effectiveness of department and County. Employs imagination and creativity in the application of duties and responsibilities. Is not adverse to change.

Human Relations: Strives to develop and maintain good rapport with all staff members. Listens to and considers their suggestions and complaints and responds appropriately. Maintains the respect and loyalty of staff.

Policy Implementation: Has a clear and comprehensive understanding of County policies regarding the department and County function. Adheres to those policies in the discharge of duties and responsibilities and ensures the same from subordinate staff.

Policy Formulation: Keeps abreast of changes in operating philosophies and policies of the County and continually reviews department policies in order to ensure that any changes in County philosophy or practice are appropriately incorporated. Also understands the relationship between operating policies and practices and department morale and performance. Works to see that established policies enhance same.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.