

**CITY OF WEST WENDOVER
MUNICIPAL COURT
COURT ADMINISTRATOR**

POSITION DESCRIPTION

Under general and direct supervision of the Presiding Judge, performs responsible and technical office management, court documentation and related processing of court information, processing of related documentation and financial accounting work involving the court accounting process, policies and procedures, statistical and financial records, coding and transactions within established court systems and procedures. Develops, implements and maintains appropriate court policies and procedures that fall within established administrative court regulations and requirements. Exercises independent judgment in the processing of court administrative matters, financial matters and supervision over subordinate staff assigned.

CHAIN OF COMMAND

The Court Administrator shall report any and all matters through the appropriate channel of communications, i.e., the appropriate persons as required by City policy.

DISTINGUISHING CHARACTERISTICS

Performs technical court administrative and accounting work in accordance with established court policies and procedures and accounting systems and generally accepted principles of court operations.

ESSENTIAL FUNCTIONS

- IBM/PC or compatible;
- Microsoft Windows, Microsoft Works and other MS Office Programs;
- Adobe Acrobat;
- Internet/Email use and use of photocopiers, fax machines, telephone systems and other related office systems;
- Good command of English language, including spelling, punctuation, grammar and vocabulary;
- Ability to learn quickly and multi-task efficiently with minimal errors;
- Ability to handle heavy paper workflow and meet pre-established deadlines;
- Ability to provide cordial service to the public, and also be able to diffuse stressful situations

Accounting documents and records: Establishes and maintains related court documents and materials, maintains account transactions; reviews, approves and documents accounting system balances and related entries on a daily, weekly and monthly basis, provides for appropriate entries and accounting corrections and verifies entries from detailed records, prepares appropriate bank reconciliations.

Administrative documents and records: Assists in the preparation, analysis and review of court related legal documentation under related procedures and policies of the Administrative Office of the Courts. Assists in the preparation, analysis and review of related court documentation for revenues, program operating costs, fund conditions or other proprietary or budget accounts related to the court; analyzes and verifies financial reports, statements and records of expenditures and revenues; assists with the preparation of court budgeting and accounting and other court administrative reports. Reviews and assists with appropriate payroll information (i.e. time cards) and other human resource matters related to the court.

Data entry: Enters appropriate data and information into the court related systems, makes moderate to difficult arithmetic calculations and is capable of operating related PC systems.

Supervision: Provides training and general supervision over subordinate staff assigned.

JAVS system technical knowledge: Administrator for operational system; audio/video recording, playback, and quality control knowledge.

QUALIFICATIONS

Education/Experience/Training. Any combination of education and experience providing the required skill and knowledge for successful performance would be qualifying. Typical qualifications would be equivalent to:

- Successful completion of a two (2) year accredited college curriculum in court administration, paralegal services, public administration and/or related field providing the equivalency to an associates of arts degree with course work up to advanced public administration, court/legal administration or accounting and fundamental supervision; and
- Two (2) years' responsible office management, court clerking and or accounting experience related to court office administration and associated financial accounts. Additional experience of up to two years may be substituted for the education requirement.

Knowledge/Skill. Principles, procedures and practices of court administration, public administration, general accounting; modern office practices, procedures, systems and equipment relating to court operations, financial and legal transactions, including computerized accounting procedures; the regulatory requirements of processing court related documents and transactions.

Planning, organizing and completing assigned work in a timely manner; performing responsible technical administrative, secretarial/clerical work requiring independent judgment with speed and accuracy; learning, interpreting, and applying organizational policies, laws, rules and regulations; taking responsibility for the compilation and organization of reports; composing inter-office correspondence on own initiative; preparing administrative, statistical and financial reports, statements, documents and providing related entries in accordance with established court procedures and requirements; working effectively and accurately under narrow time limitations; using time, equipment and materials in the most efficient manner possible; assigning, evaluating and generally supervising the work of other staff, working effectively with others, communicating clearly and concisely, verbally and in writing; reading, writing and speaking English at a level required for satisfactory job performance; meeting the public tastefully and courteously answering questions in person and over the telephone; communicating effectively with all segments of the community including private and public organizations and other federal, state and local agencies. Competency in the following is essential: IBM/PC or compatible, Microsoft Windows, Microsoft Work and other MS Office Programs, Adobe Acrobat, Internet/Email use and use of photocopiers, fax machines, telephone systems and other related office systems.

Special Requirements And Licensing. The successful candidate must be bondable. The successful candidate must understand the nature of confidential employment. The successful candidate must have no prior criminal convictions, other than minor traffic violations for which a fine only was paid and must be able to pass a background investigation.

Must possess at a minimum a valid Class C Nevada (Utah, if residing in Utah) Driver's License or an equivalent from another state. If using an equivalent, must be able to obtain at a minimum a Nevada (or Utah, if residing in Utah) Class C license within 30 days as a condition of employment. Must be a U.S. citizen, or have the legal right to work in the United States.

Background Investigation: Due to the nature of this position, a background investigation may be conducted by the City as required, in order to establish suitability for employment.

WORKING CONDITIONS

Ability to tailor work hours to needs of department, though standard hours are 8 am to 5 pm. Smoke-free working environment. Work environment is generally clean with limited exposure to conditions such as dust, fumes, odors, or noise. Frequent interruptions to planned work activities may occur; special needs from department heads, co-workers or public.

PHYSICAL DEMANDS

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job: Ability to work in high stress, demanding situations with numerous deadlines. Strength, dexterity, coordination, and vision to use a keyboard and video display terminal for prolonged periods. Strength and stamina to bend, stoop, sit, and stand for extended periods of time. Dexterity and coordination to handle files and single pieces of paper; periodic lifting of files, stacks of paper or reports, references, and other materials. Some reaching for items above and below desk level. Some bending, reaching, squatting, and stooping is necessary. The ability to communicate via telephone. Lifting (up to 50 pounds) is periodically required.

CONTROLS OVER THE POSITION

The Court Administrator shall report any and all matters through the appropriate channel of communications, i.e., the appropriate persons as required by City policy.

Performance And Evaluation: The employee will be evaluated on quantity and quality of work and the manner in which personal characteristics are brought to bear on that work. Performance evaluations will be performed as specified by City Policy.

Testing: A basic skills test may be conducted as part of the interview process and may include: Basic computer operation including typing and program usage such as word processing and spreadsheet programs, 10-key usage as well as basic accounting knowledge and application.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

Note: This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required by their supervisor.

FLSA Status: Non Exempt; This is an At-Will Court position

“The City of West Wendover is an Equal Opportunity Provider”