

LINN COUNTY CLASSIFICATION

TITLE: DEPUTY JUSTICE COURT ADMINISTRATOR
NUMBER: 037 **APPROVAL ORDER**
PAY RANGE: 10 **NUMBER: 2014-087**
CATEGORY: MANAGEMENT/EXEMPT **DATE: April 2, 2014**

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Assists the Court Administrator in managing Justice Court offices and supervising Justice Court employees; involved with all aspects of court operations and activities.

SUPERVISION RECEIVED: Works under the direction and control of the Justice of the Peace under supervision of the Court Administrator; develops and refines work routines with Court Administrator and is expected to carry duties and responsibilities through to completion with only unusual or complicated tasks reviewed in detail; is expected to implement court and office practices and procedures as determined by Justice of the Peace.

SUPERVISION EXERCISED: Provides administrative supervision of court office clerical personnel; may participate in the selection of new personnel; develops office work schedules and vacation schedules as directed by Court Administrator; assigns duties, provides training and reports performance of subordinate personnel to Justice of the Peace and Court Administrator.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following typical duties to be considered for and remain in this position. The duties are essential functions requiring critical skills and expertise needed to meet job objectives. However, these examples do not describe all the specific tasks which the employee may be expected to perform.

1. Maintain court files and records. Ensure compliance with statutory record keeping requirements.
2. Assist as comptroller of court funds. Prepare monthly statistical and financial reports and make timely payment of and accounting for all monies collected or handled by the Justice Court to the County Treasurer and Department of Revenue; manage court deposit accounts (bank accounts), bail and security deposits and refunds; supervise disbursement of payments to witnesses, jurors and vendors and suppliers of goods and services to Justice Court.
3. Schedule court events and provide notice of court events or court decisions to parties, attorneys, witnesses and other persons entitled to notice of court events. Prepare jury lists and summon jurors; prepare subpoenas and other court processes.
4. Monitor compliance with court orders; supervise collections and judgment enforcement activities including, but not limited to, license suspensions, arrest warrants, contempt proceedings, garnishment and attachment proceedings. Operate the Justice Court's Violation Bureau.
5. Provide accurate information regarding court proceedings and procedures (Civil, Criminal and Violation/Infraction Procedures) to parties and the public.

6. Prepare courtroom for court sessions, including locating and organizing all files, citations, briefs and other written materials to be presented to the Judge. During court sessions, act as trial court clerk directing and coordinating the activities of parties, attorneys, witnesses, the public and court staff as appropriate to ensure compliance with court procedures.
7. Deal with vendors to timely provide goods and services necessary for the operation of the court and court office; verifying vendor compliance or performance; making timely payment for goods and services.
8. Assist Justice of the Peace in preparation of budget materials; monitor expenditures to ensure adherence to budget authority.
9. Represent Justice Court at administrative hearings and meetings when Justice of the Peace or Court Administrator is unable to attend; acts as court manager in absence of the Court Administrator.
10. Coordinate and supervise all clerical, financial and administrative processes in office and perform same; manage Justice Court office and assign, supervise and monitor performance of specific tasks and clerical functions within the court office; train and instruct court staff in the performance of clerical tasks. Monitors and is responsible for monthly payroll reporting.
11. Develop and maintain effective, harmonious and reasonable work relationships with others.
12. Maintain regular and predictable work attendance.

OTHER FUNCTIONS: This classification covers the most significant essential functions performed by an employee in this position, but it does not include other occasional work, which may be similar to, related to, or a logical assignment of this position. Any one position in this classification may be assigned some or all of the duties listed under essential functions, or that arise as other functions. The balance of the various duties, responsibilities and/or assignments of this position may change from time to time based upon management's decision on how to best allocate resources. Any shift, emphasis or rebalancing does not constitute a change in the essential functions of the job classification.

RECRUITING/JOB REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable.)

KNOWLEDGE, SKILL AND ABILITY: Advanced knowledge of and experience with office procedures and practices; knowledge of and demonstrable ability to use computer software, including spreadsheet and word processing software; knowledge of and demonstrable ability to use standard office machines (e.g., computer/typewriter keyboard, copier, adding machine); knowledge of and experience with accounting and bookkeeping procedures; basic knowledge of court procedures (civil and criminal) and

legal terminology; knowledge and ability to use standard English language skills (composition, spelling, grammar) and standard arithmetic.

Must have the ability to exercise responsibility for the administrative functions of a Justice Court office as directed by the Justice of the Peace including, but not limited to: planning, organizing and supervising the performance of subordinates; must have the ability to exercise good judgment, courtesy and tact in public contacts and to maintain effective working relationships with other court employees and make effective liaison and work cooperatively with other departments or organizations.

Must have the ability to maintain confidentiality of information and to distinguish information that is public from that which is confidential. Must have the ability to perform all clerical and non-clerical tasks related to this position and the positions supervised and the ability to train other employees in such tasks.

EXPERIENCE, EDUCATION AND TRAINING: Must have an Associate in Business Administration degree from an accredited community college or junior college or three years equivalent experience, including at least one year of court related experience; or, an Oregon Association of Court Administration (OACA) Advanced Certificate or a Michigan State University Judicial Administration Certificate and one year of court related experience; or any satisfactory equivalent combination of training and experience which demonstrates the knowledge, skills and abilities to perform the duties described.

NECESSARY SPECIAL QUALIFICATIONS: Must possess a valid Oregon Drivers License and have an acceptable driver record and must maintain these qualifications at all times. Must possess or obtain LEDS/DMV Persons Certification and maintain the certification at all times.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed indoors in an office and courtroom setting. However, office and courtroom facilities are located in separate buildings and/or in different communities and travel is a normal aspect of the work environment. Work requirements include being able to see, talk and hear, sit and stand, walk, bend, stoop, and the ability to lift, move and/or carry thirty (30) pounds; use hand(s) to finger, handle or operate office tools and controls or equipment; to reach with hands and arms and the ability to move quickly from place to place through gatherings of people while carrying job-related equipment or materials. Work involves direct contact with the public, including persons accused or convicted of criminal offenses (who may be in custody), which could cause exposure to communicable diseases.