



City of Lake Oswego, Oregon

Job Description

MUNICIPAL COURT MANAGER

FLSA Status: Exempt

Union Representation: Non-represented

Salary Grade: 533

Job Code: 1100

Class Summary

Under general direction, manages the Municipal Court. Plans, organizes, and oversees the day-to-day operations of the Municipal Court.

Essential Duties and Responsibilities

The list of duties is a representative sample of the work appropriate to this class and does not include all the duties that may be assigned to a particular position. The incumbent may perform a combination of some or all of the following duties:

1. Direct liaison to the Municipal Court Judge.
2. Oversees court appointed attorneys to ensure proper communication with client and preparing proper billings submitted for payment to the court for reimbursement.
3. Work with County Recorder to obtain juror listing.
4. Write and review current policies, practices and protocols to ensure compliance with City, State, and Federal laws; interpret and explain applicable policies and procedures to the public, other city departments, other outside agencies and department personnel.
5. Establish and maintain professional support to Public Safety personnel, other City departments, law enforcement agencies, attorneys, governmental agencies and the general public.
6. Serves as the custodian of the court records (audio, electronic and paper) including retention and maintenance; responds to dispositional requests from law enforcement agencies, attorneys, governmental agencies and the general public.
7. Plan and direct the collection of fees; make recommendations regarding department-wide fee schedule and Masters Fee Schedule.
8. Provide information and customer service to the public and coordinate the resolution of complaints.
9. Update and maintain Municipal Court website; including forms, online payments and court information.
10. Administer criminal proceedings and docketing; coordinates court matters with Judge, defendants, defense counsel, police and other levels of the criminal justice system; documents decisions in case files using computerized court system.
11. Types and/or produces standardized correspondence, trial letters, jury notices and show cause orders including establishing priorities and ensuring notices are received in a timely manner.
12. Oversees the receipting, depositing and accounting of monies for fines, forfeitures and other court receipts; balances daily cash receipts.
13. Responsible for and has the authority to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward or discipline employees. Supervises and directs staff and other temporary or contract employees and interns. Develop annual work programs and evaluate performance. Responsible for training, orientation and review of work.
14. Administers budget, handles all purchasing and prepares purchase orders.

15. Prepares pre-trial and jury trial book with dates and times including updating existing entries, adding new entries and updating judge's notebook.
16. Reads police activity bulletin to check for occupants lodged in the jail and determines if bail is met, if there are local charges and if occupants are ready for municipal court.
17. Runs bail refund report including compiling and reviewing information to ensure appropriate refunds are produced by the finance department.
18. Runs statistical reports for the city, county and state including tabulating revenues and expenditures and checking accuracy of figures.
19. Prepares the annual budget for the Municipal Court based on court loads, capital purchases and staffing levels.
20. Reviews and monitors data entry into the court software by court staff.
21. Performs other duties of a similar nature or level.

Minimum Qualifications

Knowledge of:

- Supervisory theories, principles, procedures, terminology and rulings.
- Management theories and principles.
- Understand current local, state and federal laws.
- Customer service measurement and improvement practices.
- Conflict resolution techniques.
- Report preparation and presentation.
- Word processing, spreadsheet, database, presentation and importing and exporting of documents and/or reports.
- Records management theories, methods, principals and practices.
- Budgeting theories and principles.
- Municipal court procedures.
- Report writing.
- Data compilation.
- Personal computers and related software applications.

Skills and Abilities to:

- Apply supervisory theories and practices.
- Establish and maintain effective working relationships with others.
- Prepare budgets.
- Compose, draft and edit various types of reports and correspondence.
- Schedule and maintain executive calendars.
- Use a personal computer and other various types of office equipment.
- Provide exceptional customer service.
- Resolve conflicts in a positive manner
- Comply with safety requirements of the position and actively promote safe work practices.
- Communicate effectively with coworkers, management, elected officials and the general public, and display excellent interpersonal skills and awareness of controversial and/or sensitive issues.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation with a High School diploma or G.E.D and four years of related experience; or an equivalent combination of training and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing and Other Requirements:

Positions in this classification may require the ability to possess and maintain a valid driver's license and ability to meet the City's driving standards.

Physical and Mental Demands

Frequent repetitive motions including, but are not limited to, hand, wrist and finger movements; daily walking, reaching, standing, talking, hearing and seeing. Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

Department Director

Date

Human Resources Director

Date

Employee

Date

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.