Job Description

Job Title:	Municipal Court Administrator	Classification:	Unclassified
Department:	Municipal Court	Grade:	330
Occupational Group:	Leadership	FLSA:	Exempt
Status:	Full-Time	Supervisory:	Yes

Primary Purpose

Under the general direction from the Municipal Court Judge and the City Manager or designee; serves as the Department Director of Municipal Court for the administrative and managerial operation of the City's Municipal Court.

Essential Leadership Job Functions

As a member of the City's Management Team, Department Directors provide critical leadership for the organization. Beyond the technical and administrative functions of the Department's operations, these additional essential functions are required for members of the City's Management Team to be successful.

- Ensures compliance for relevant rules, regulations, ordinances, and directives that may be established by the City Manager, City Council, State of Missouri, and Federal Government.
- Collaborates with members of the City's Management Team to promote a cohesive and positive working environment.
- Researches, develops, and recommends solutions to organizational-related issues and concerns; establishes and documents processes that support the continuous improvement of City operations and services.
- Partners with internal leaders and subject matter experts to reconcile variations and conflicts in processes, policies, and practices to work towards simplification, standardization of service delivery, and improved customer service.
- Coordinates, facilitates, and provides high-level project management for strategic planning and change efforts to ensure wide-spread stakeholder understanding, momentum, buy-in, and commitment to address multi-faceted problems and implement sustainable solutions.
- Coaches and develops direct reports by providing regular feedback regarding employee performance. Provides timely and constructive feedback through the formal evaluation process for direct reports and ensures application of the same by Department supervisors and managers.
- Addresses employee performance concerns in compliance with established policies and procedures. Participates in the disciplinary process by ensuring due process is provided in accordance with the City's policies and procedures, conducts fact-finding hearings when appropriate, recommends the appropriate discipline in consultation with Human Resources, and presents a recommendation for disciplinary action to the City Manager prior to issuing the approved disciplinary action.
- Receives critical input from appropriate supervisors and managers before making final hiring or promotional decisions. Ensures departmental hiring and promotional processes are conducted in coordination with and approved by Human Resources. Verifies budgetary approval before proceeding with recruitment or promotional processes and implementing the final hiring decision.
- Develops the Department's annual budget requests, with input from appropriate staff, to provide necessary programs and services for the community as approved by the City Manager's office. Reviews and approves expenditures for non-personnel costs, to ensure spending is minimized and services are maximized throughout the fiscal year. Ensures departmental purchases comply with the

City's purchasing policies and procedures and are authorized in the budget.

Departmental Essential Job Functions

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Regular and consistent attendance for the assigned work schedule is essential.

1. Performs a full range of supervisory responsibilities for non-judicial Municipal Court staff including recruitment, selection, training and professional development, assignment of duties and performance counseling, and evaluations.
2. Plans, organizes, and directs non-judicial activities of the Municipal Court including preparation of the dockets, collection, and recording of fines, issuances and processing of warrants, compliance or orders, and granting continuances.
3. Develops, analyzes, and implements policies and procedures to ensure compliance with State and City laws governing municipal courts to ensure effective management and compliance of court operations.
4. Analyzes and reviews Appellate Court decisions and legislative acts which impact Municipal Court operations.
5. Serves as the Clerk of the Court and the City's Department Director of the Municipal Court. Coordinates internally with various City department's as well as other courts, governmental agencies, community organizations. and the public to improve processes and customer service internally and externally.
6. Monitors internal controls for the receipt of all funds associated with or received by the Court.
7. Prepares reports as requested by the Municipal Judge or City Manager. Investigates any complaints relating to the operation of the Municipal Court. Responds and resolves sensitive and non-routine public inquiries after appropriate research and analysis.
8. Directs preparation of transcripts for cases appealed and requests for jury trial to the Circuit Court Clerk. Certifies court records and testifies in court as required.

Other Duties

- Attends conferences, seminars, workshops, and other training as necessary for professional development and certifications.
- Operates computers and municipal court computer systems effectively.
- Performs other duties as assigned.

Minimum Qualifications

Knowledge of: State and local law governing municipal courts; court procedures, legal documents, responsibilities of a municipal court operation; effective management practices for office and court operations and personnel; City of Joplin rules and regulations; Microsoft Office Suite.

Skill in: Communicating effectively in both written and oral form; representing Municipal Court in a professional and competent manner; preparing, interpreting, and implementing court policies and procedures; effectively leading, counseling, and disciplining staff; conveying in a concise and accurate manner policies and procedures of the City Manager or designee; Microsoft Office Suite.

Education: Graduation from an accredited college or university with a Bachelor's degree in Judicial Administration, Business Administration, Law Enforcement, or related discipline. Master's degree in a related discipline is preferred.

Experience: Five years full-time court operations or criminal justice experience which includes supervisory and/or managerial experience.

Licenses and Certifications: Possess and maintain a valid state issued driver's license. Certification as a Certified Court Administrator (CCA) from Missouri Association for Court Administration (MACA) or a nationally recognized court management certification is desired; MACA members must complete continuing education credit annually.

Physical Demands Requirements and Working Conditions

This is primarily an office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 20 pounds.

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset members of the public or their representatives while enforcing departmental policies and procedures.

Miscellaneous Requirements

Requires successful post-offer completion of a background investigation, physical exam, and drug test as a condition of employment with the City of Joplin. Must establish and maintain residency within 12 air miles of Joplin's City Hall.

Revision Date: 11/01/2021	Type of Change: Update position
Revision details: City-wide job description revision and updates.	