



CITY OF SEDALIA, MISSOURI

Job Description

Job Title:	Court Supervisor		
Department:	Finance		
Supervisor:	Finance Director		
Date:	June 2012	Position No.	FIN/6
FLSA Status:	Non-Exempt	Random Substance Testing:	N

Job Summary:

This position is responsible overseeing the collecting of fines and maintaining court records for the Sedalia Municipal Court and the efficient operation of the Court Division.

Job Scope:

The purpose of this position is to provide supervision and support for all functions of the municipal court to help ensure the efficient operation of the court in compliance with all applicable laws and procedures for the City of Sedalia and the State of Missouri.

Essential Duties and Responsibilities:

1. Oversees and assists in the preparation of the court workload which may include the preparing of dockets, matching all paperwork, cash bonds, workbook entries to defendant's name.
2. Processes and helps prepare tickets, summonses, and arrest warrants.
3. Oversees and assists in maintaining records of case dispositions.
4. Assist prosecutor as directed.
5. Oversees and assists in the collection of all monies for court fines and citations, ensures that receipts are issued for all transactions and assists in reconciling bank balances and deposits.
6. Ensures that balances of cash drawer; payments; and bank deposits are in compliance with applicable city standards, the Justice Information System, and common acceptable accounting methods.
7. Oversees and assists in the proper coding of traffic tickets which may include entering data for traffic tickets and complaint forms into the court system software.
8. Sorts and files docket sheets and court paperwork as necessary for the efficient operation of the court.

9. Answers questions pertaining to court procedures and fines.
10. Assists in providing training for employees.
11. Assists Judge during court sessions: collects fines, prepares payment agreements, retrieves files and papers, and prepares letters of incarceration.
12. Performs general clerical duties.
13. Ensures that the bond account is maintained and in balance.
14. Prepares monthly cash receipts report and other reports as required.
15. Assists in the acceptance of restitution payments; may record and disburse payments via certified mail.
16. Ensures that background checks for government agencies and for military are prepared in compliance with law.
17. Assist in the processing of all Court mail.
18. Supervises and performs evaluations of all personnel assigned to the Court under the direction of the Finance Director.
19. Attends conferences, seminars, workshops, and other training as necessary for professional development.
20. Performs other related duties as assigned.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements does not exclude them from the position if the work is similar or related to the position.

Minimum Qualifications:

1. High School diploma or GED
2. 3 years experience in an administrative capacity within a business environment or other similar related experience.
3. Knowledge of accounting procedures, municipal court operation, and the Justice Information System preferred.
4. Ability to be bonded
5. Missouri driver's license

Necessary Knowledge, Skills, and Abilities:

1. Knowledge of basic accounting and mathematics.
2. Ability to acquire knowledge of court procedures and applicable State laws.
3. Ability to acquire knowledge of statutes pertaining to the release of open and closed records.
4. Skill in maintaining confidential records and reports.
5. Skill in operating standard office equipment.
6. Skill in operating a computer and various software programs.
7. Skill in dealing with the public, public officials, and other City employees.
8. Skill in oral and written communication.

Guidelines:

1. City codes and ordinances, State laws and regulations.
2. Court procedures set by the Judge.
3. Administrative rules set forth by the judicial system.
4. Procedures set forth by the Finance Director.
5. Administrative rules and procedures required by the Justice Information System.
6. Guidelines may require independent judgment, selection, and interpretation in application.

Complexity:

The work consists of varied duties related to maintaining an efficient court operation under the direction of the Municipal Judge and the Finance Director. The number of guidelines and steps to be followed contributes to the complexity of the work.

Principal Working Relationships:

Co-workers, law enforcement officers, judges, lawyers, defendants, Police Department personnel, probation officers, military agencies, and the general public, other city employees.

Purpose of Contacts:

Contacts are typically to give or exchange information, provide services, resolve problems, motivate or influence persons, and clarify, justify, defend, negotiate, or settle matters.

Supervisory and Management Responsibility:

This position has functional supervision over Court Clerks assigned to the Municipal court.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work is typically performed while sitting at a desk or table with intermittent standing or stooping. Some reaching and bending may be required. The employee occasionally lifts light and heavy objects, and may be required to distinguish between shades of color.

Work Environment:

The work is mostly sedentary and typically is performed in an office. Work may involve the prolonged use of the telephone and personal computer equipment.