



Chief Magistrate Court (2208)

FLSA Status: Non-Exempt (Hourly)

Pay Grade: 16

Safety-Sensitive: No

Purpose

The purpose of this classification is to supervise daily operations of the Magistrate Court. Responsibilities include providing general management and oversight of departmental functions, assisting in the development and implementation of policies and procedures, and overseeing work of assigned staff.

Primary Responsibility

Provides excellent service, pursues continuous improvement and exceeds expectations.

Typical Duties

Supervises regular and temporary staff: plans, coordinates, assigns and reviews work of individuals and the team; evaluates training needs and provides instruction; schedules staff vacations and approves sick leave; recommends discipline, disciplinary actions, discharge and salary increases; interviews candidates; conducts employee performance evaluations; and establishes and promotes employee morale.

Organizes, prioritizes, and assigns work; prioritizes and schedules work activities in order to meet objectives; consults with assigned staff to assist with complex/problem situations and provide technical expertise; and provides progress and activity reports to management.

Processes departmental payroll: calculates leave time and compiles monthly reports; prepares timesheets; and forwards timesheet information and reports for calculation of paychecks.

Performs court related accounting/financial functions: arranges payments for consent judgments; accepts payments and prepares receipts; enters payment information into appropriate database; maintains database for proper disbursement of funds; rejects checks for incorrect payment amounts; reconciles and maintains bank accounts; verifies balances with account records for trust, filing fee, and check recovery accounts and makes corrections to accounts as needed; prepares monthly reports for all checking accounts to County Manager; and remits payments to these accounts.

Provides assistance to the public: answers telephone inquiries; provides information, answers questions about document preparation, procuring criminal warrants, or other Magistrate Court policies and procedures; assists in research of specific cases; and responds to requests for information through the mail.

Prepares, completes and maintains a variety of court documents: receives and reviews pleas, judgements, work orders, financial reports, and other documents; reviews, completes processes, forwards or retains as appropriate; prepares or completes various forms, reports, or other documents including case filing reports, disbursement reports, court calendars, or other required paperwork; and ensures that appropriate paperwork is placed in the correct case file and properly located.

Maintains inventory of office equipment and supplies: ensures that appropriate levels of supplies are

stocked for proper functioning of Magistrate Court; oversees maintenance of office machinery; prepares work orders and purchase orders for repairs and purchases; ensures that expenditures are compliant with department budget; and verifies invoices and sends for payment.

Communicates with Judges, Law Enforcement Officials, vendors, third party service providers, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Maintains a current, comprehensive knowledge and awareness of applicable laws, regulations, principles and practices relating to court operations: reads professional literature; maintains professional affiliations; and attends meetings, workshops, hearings, and training sessions as required.

Performs other related duties as required.

Minimum Qualifications

High school diploma or GED required; supplemented by five years as a Magistrate Clerk III; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Performance Aptitudes

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to act as a first-line supervisor, including instructing, assigning and reviewing work, maintaining standards, coordinating activities, and evaluating employee job performance.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA Compliance

In compliance with the Americans with Disabilities Act (ADA), the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as noise extremes, human bites, explosives, firearms, violence, disease, pathogenic substances, or rude/irate individuals.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to make changes at any time without notice.

Created July 2019