



CITY OF OVERLAND PARK - POSITION DESCRIPTION

TITLE:	Court Supervisor	BAND/LEVEL:	MGT I
DEPARTMENT:	Municipal Court	JOB NO:	4750
DIVISION:	Municipal Court	DATE:	09/28/2020
REPORTS TO:	Court Administrator	FLSA STATUS:	Exempt
FT/PT/SEASONAL:	Full-time	COST CENTER:	131
REPLACES:	Court Clerk, Deputy	LAST REVISED DATE:	12/01/2017

JOB SUMMARY STATEMENT: Provides direct supervision to all Municipal Court clerks and manages operational procedures related to daily court business.

DUTIES AND RESPONSIBILITIES:

1. Supervises all Municipal Court clerks. Hires, selects, and trains all clerical staff member performance. Provides coaching, Conducts corrective counseling, scheduling, and duty assignments. Processes payroll and leave requests for all direct reports. Investigate complaints and take action as needed.
2. Ensures compliance with operational policies and procedures as mandated by the department, city, and state. Monitor's clerical work activity and audits case files to assure proper completion of all documents and facilitation of judge's orders.
3. Completes all required daily, weekly, and monthly financial reports and completes financial tasks including the bond ledger/log, restitutions, invoice processing, budget preparation, and reconciling the daily deposit with financial activity reports.
4. Serves as technical manager/administrator of Court Case Management System. This includes serving as technical IT liaison for all Case Management System issues, modifications and updates of court software tables and forms.
5. Oversees maintenance of all office equipment.
6. Provides backup up to all clerk's office positions, within policy.
7. Coordinates the police officers' court appearance schedule and establishes all court dockets.
8. Imports new citations from electronic ticketing and report printing from Record Management System on a daily basis.
9. Provides oversight for all daily cash handling and required change orders. Processes Cash bond entries. Processes refunds as required. Investigates and responds to the Credit Card Processor regarding chargebacks.
10. Accountable for the division's financial operations.
11. Assists Court Administrator and/or Presiding Judge in special projects as assigned.
12. Performs any other duties as requested by the supervisor.

13. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors, and any other persons or organization with whom interaction is required to accomplish work and employer goals.
14. The employee must be punctual and timely in meeting all performance requirements.

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

- Bachelor's degree in public administration, business administration, human services or related field.
- Access to the Kansas Criminal Justice Information System (KCJIS) is required, so the following KCJIS requirements apply:
 - Must be at least 18 years of age.
 - Must have not been convicted of a felony or serious misdemeanor.

EXPERIENCE:

- A minimum of four (4) years as a senior court clerk with increasingly technical clerical work preferred.
- A minimum of three (3) years supervisory and/or management experience preferred.

SKILLS:

- Good oral and written communication skills.
- Good listening skills.
- Manual dexterity.
- Analytical skills.
- Organizational skills.
- Leadership and supervisory skills.
- Technical/Computer skills.

MENTAL REQUIREMENTS:

- Alpha and numeric recognition.
- Ability to work in an environment with frequent interruptions or distracting conditions.
- Ability to promptly assess situations and use judgement in responding.
- Ability to recognize and protect confidential information.
- Ability to break down complex issues into individual steps.
- Ability to perform all job duties with a high degree of accuracy.

PHYSICAL REQUIREMENTS:

- Hand and eye coordination adequate to operate computer, copier, typewriter.
- Visual stamina and acuity adequate to review alpha/numeric data and to spend extended periods looking at computer screens.
- Ability to communicate effectively over the telephone.
- Ability to attend court proceeding at the justice center.

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

- Court Clerks and Senior Court Clerks.

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.