

Court Operations Manager

MAJOR FUNCTION

The Court Operations Manager provides operational guidance, analysis, researches, and develops funding opportunities for drug court programs. Coordinates and manages grants and funding issues, including budget; prepares and submits required reports. Serves as a liaison for court programs with judiciary, other constitutional officers, builds, establishes and fosters good working relationships with criminal justice agencies, treatment providers and various community entities. In addition, this is an administrative position providing professional administrative assistance for the Department Director in a variety of financial and administrative functions, including management of operational programs, coordination of special projects, and preparation of the annual budget. Employees perform essential functions as outlined herein according to the department, division, or functional assignment area.

ESSENTIAL FUNCTIONS

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the work load.

- Analyzes, researches, develops funding opportunities for drug court programs; coordinates and manages grants and funding issues, including budget, prepared & submits required reports
- Reviews and evaluates data in order to ensure compliance with grant requirements.
- Performs preparatory work with reimbursements and summarizes by analyzing financial findings in preliminary and final reports.
- Provides recommendations for corrective actions and sets deadlines for submission of reporting data and analyses and ensures accuracy.
- Reviews federal, state and local laws, rules and regulations and ensures program compliance.
- Responds to telephone inquiries from the public and other departments when information requested is specifically provided and known, such as from published records, specific deliveries and procedures, and calendar of events, or within established department guidelines.
- Uses office machines such as computers and software, typewriter, adding machine, cash register, mail room equipment, photocopier, and other standard office equipment.
- Maintains a pleasant cooperative attitude with co-workers. Maintain professional appearance, grooming and dress consistent with department image.
- Required to report to work at the appointed hour, as scheduled, and to work the entire assigned schedule.

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SECONDARY FUNCTIONS

- Performs additional assignments as directed.

CUSTOMER SERVICE

This is a front-line position for providing excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.

SUPERVISION

Responsible for directly and regularly supervising work of 2 or more employees.. Includes assigning, directing, evaluating and reviewing the work of subordinate employees. Responsibilities include providing on the job training, evaluating job performance, recommending selection of new staff members, promotion, status changes, and discipline; planning, scheduling, and coordinating work operations.

EDUCATION, EXPERIENCE, LICENSES, CERTIFICATIONS

Education and Experience.

Bachelor of Science or Arts in Business Administration, Public Administration, or a related field. Seven (7) years progressive experience in Court Operations, of which at least two years must be at a supervisor or higher level authority; greater experience in the field may substitute for a portion of the required education; or an equivalent combination of education and experience. Master Degree in Business Administration or Public Administration is preferred.

Licenses.

Depending on area of assignment, may require valid driver license.

JOB SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the knowledge, skills, and ability required.

Language Skills

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.

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- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.

Mathematical Skills

- Ability to calculate figures and amounts to such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra and geometry.

Problem Solving Ability

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardized exists.
- Ability to interpret a variety of instructions furnished in written, oral or diagram form.
- Interprets complex and detailed technical data. May participate in development of policy, programs, plans or procedures.
- Study manual work process to determine most effective methods as essential tasks.

Specialized Skills and Abilities

- Knowledge of modern office methods and procedures, filing, telephone techniques, and office equipment.
- Knowledge of business English usage, spelling, grammar, and punctuation.
- Knowledge of reporting requirements for grants and grant requirements
- Ability to work independently
- Ability to learn, interpret, and apply local ordinances and resolutions.
- Ability to establish and maintain working relationships with coworkers and the general public and to use sound judgment in recognizing scope of authority.
- Ability to work efficiently and accurately in an atmosphere of frequent interruption.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team

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members are committed to the goals and objectives of the team.

Machines and Equipment

This employee will be required to operate a computer, calculator, telephone, fax machine, copy machine, and other general office equipment in the completion of the tasks of the position.

PHYSICAL DEMANDS

While performing the duties of this job, the employee will occasionally be required to use hands to finger, handle, or feel, reach with hands and arms and lift up to twenty-five pounds; will regularly be required to stand, walk and sit; and will frequently be required to talk and hear. Special vision requirements are close vision and the ability to adjust focus to bring an object into sharp focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job in a typical indoors office environment. The noise level for this environment will be moderate.

Established: 10/2011 Pay Grade: 18 Job Description Number: 6111	Category: 6 Status: E
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