

# **CITY OF CHATTANOOGA**

## **Classification Specification Title: Court Administrative Supervisor**

**Department: City Judges**

**Pay Grade: GS.08**

**Supervision Received From: City Judge**

**FLSA Status: Exempt**

**Supervisory Responsibility For: None**

**Established: 5/19/23**

**Revision Dates: 4/1/25;**

**8/27/24; 10/20/23**

### **CLASSIFICATION SUMMARY:**

The Court Administrator is responsible for providing the administration of judicial support through planning, direction and supervision of the court operations. Under the direction of the City Judge, the Court Administrator provides and coordinates administrative duties to the Judges including, but not limited to, fiscal management, statistical analysis, public relations and personnel management, including directing day-to-day operations, and implements court policies adopted by the Judges.

### **SERIES LEVEL:**

The Court Administrative Supervisor is a stand-alone position.

### **ESSENTIAL FUNCTIONS:**

*(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)*

Performs administrative duties to assist the Presiding Judge while coordinating daily operations of the Court which includes planning and supervising activities of the court business office and may act as liaison with governmental agencies and the public.

Supervises support personnel of the Court. May supervise employees in specific divisions of the court.

Coordinate and schedule pre-trial hearings, trials, conferences, and committees.

Determine the type of case or hearing and allotted time required to be scheduled and review the calendar for available times.

Coordinate and schedule courtroom assignment and support personnel such as court reporters, bailiffs, and clerks.

Prepare, review and monitor reports and cases to insure compliance:

Request files from Clerk's Office, and review for accuracy, format compliance, and completeness before scheduling hearings.

Supervises maintenance and upkeep of all records and files. Assigns, schedules, and supervises work activities of the court.

Coordinates with other agencies and/or departments concerning operation of the court and related programs.

Coordinates new and current programs to provide judiciary alternatives.

Keeps abreast of legislative activities affecting operation of the court Attends conferences and meetings as required.

Assists with developing policies, procedures, and rules.

Analyzes and evaluates caseloads and/or various programs.

Plans for physical space requirements of court or various programs.

Assists with preparing the annual budget.

Assists with formulating long and short-range goals and objectives for better operating efficiency.

Prepare, review and monitor reports and cases to insure compliance:

Provide quality service to internal and external customers by providing prompt and accurate case information, document preparation, and customer contact.

Act as judge's liaison and receptionist for the purpose of greeting, assisting, and informing litigants, attorneys, law enforcement personnel, and witnesses regarding court procedure and policy.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS:

Associates degree in Business Administration or Paralegal Studies or a closely related field and two (2) years responsible experience as a legal secretary or paralegal; or any combination of equivalent experience and education. Bachelor's degree in a related field preferred.

LICENSING AND CERTIFICATIONS:

None

#### KNOWLEDGE & SKILLS:

Knowledge of principles and practices in assigned area of responsibility; customer service principles; English language, grammar, and punctuation; modern office procedures, methods, and equipment; meeting and/or special event scheduling techniques; applicable Federal, State, and Local laws, ordinances, codes, rules, regulations, policies and procedures; basic report preparation techniques; recordkeeping principles; keyboarding techniques; mathematical principles; public relations principles; conflict resolution techniques; consensus building techniques; data collection and analysis techniques; and, filing principles and practices.

Skill in prioritizing and assigning work; using computers and related software applications; providing customer service; filing; composing a variety of business correspondence; performing mathematical calculations, including standard statistical calculations; mediating and resolving conflict; planning, organizing, scheduling, and prioritizing details for meetings, special events, conferences/workshops, receptions, ceremonies, and other related events; reading and interpreting specialized data and information in assigned area of responsibility; keyboarding; using modern office equipment; interpreting and applying applicable laws, ordinances, codes, rules, regulations, policies and procedures; processing and reconciling financial documents and information; preparing and proofreading a variety of routine reports and/or documents; maintaining confidentiality; maintaining records and files; and, communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the general public, sufficient to exchange or convey information and to receive work direction.

#### PHYSICAL DEMANDS:

Positions in this class typically require: reaching, fingering, grasping, talking, hearing, seeing and repetitive motions.

#### WORK ENVIRONMENT:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

#### SPECIAL REQUIREMENTS:

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.