

April 4, 2023

**City of Pacific, Missouri
Position Posting
Municipal Court Administrator**

The City of Pacific, Missouri is seeking qualified candidates for the position of Court Administrator. This full-time position is responsible for the day-to-day management of the City of Pacific Municipal Court. The Court Administrator works in cooperation with the Municipal Judge in the administration of court functions and is responsible for the preparation and maintenance of court records, dockets, warrants, files, orders and other notices and records of the Court. The Court Administrator manages regular communications with defendants, defendants' attorneys, the prosecuting attorney, municipal judge and others as may be required in the day-to-day operation of the Court. The Court Administrator is responsible for regular financial reports to the City Clerk, Board of Aldermen and other officials of the City as may be required. The Court Administrator manages the courts' reporting to state government and other government agencies as may be required. The Court Administrator also performs occasional additional duties for the City's administrative offices and functions.

The ideal candidate will have a background in municipal government, criminal justice, law enforcement or related field. The ideal candidate will have excellent verbal and written communications skills, excellent customer service skills, and be able to work well with the general public as well as supervisory staff and fellow employees. The ideal candidate will have a thorough knowledge of office software such as Microsoft Outlook, Word, and Excel, as well as knowledge of specialized office software systems such as Show-Me Courts.

Minimum qualifications include a high school diploma, GED, or equivalent. A Bachelor's Degree from an accredited four-year institution is preferred. The starting pay range for this position is \$19 to \$22 per hour, depending on experience and qualifications. The City of Pacific offers an excellent benefits package, including health, dental and vision insurance, paid vacation and other leave benefits, and the Missouri LAGERS defined benefit pension plan. The successful candidate must pass a criminal background check, drug test and other pre-employment screenings as may be required, prior to employment with the City of Pacific.

A copy of the complete job description and required employment application is available on the City website, www.pacificmissouri.com. Prospective applicants should send a completed employment application, including resume and cover letter, to the City of Pacific, 300 Hoven Drive, Pacific, MO 63069, attn. Steve Roth, City Administrator. Applications may be sent by email to sroth@pacificmissouri.com.

This position is open until filled. The City of Pacific is an Equal Opportunity Employer.

POSITION DESCRIPTION

Position Title: Court Administrator

FLSA classification: Hourly, Non-exempt

Department: Administration



POSITION SUMMARY

The Court Administrator performs a variety of complex administrative and clerical duties in managing the daily (non-judicial) activities of the City of Pacific Municipal Court. Such duties and tasks may include, though not necessarily be limited to, maintenance and preparation of all court records, dockets, warrants, files, orders and other notices and documents of the Court. The Court Administrator manages regular communications with defendants, defendants' attorneys, the prosecuting attorney, municipal judge and others as may be required in the day-to-day operation of the Court. The Court Administrator is responsible for regular financial reports to the City Clerk, Board of Aldermen and other officials of the City as may be required. The Court Administrator manages the courts' reporting to state government and other government agencies as may be required. The Court Administrator also performs occasional additional duties for the City's administrative offices and functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Court Administrator is directly responsible for the following tasks and duties:

- Receives and processes all inquiries regarding municipal court operations and procedures.
- Maintains compliance with relevant state, federal and local laws, ordinances and regulations, case law directives and professional standards.
- Prepares court dockets for court sessions.
- Attends all court sessions.
- Maintains court documents and all records.
- Receives fines, keeps records, and approves the disbursement of appropriate amounts to the state.
- Responsible for all court correspondence and orders.
- Input a variety of data into electronic and manual databases and prepare reports as needed.
- Respond to requests for department information, services and/or assistance; receive complaints and route to appropriate staff member for resolution.
- Other duties as may be assigned.

PERIPHERAL DUTIES

- Assists the City Administrator, City Clerk, City Collector and other City Hall administrative staff as assigned.
- Participates in training activities and opportunities relevant to the Department.
- Assists with the City's response in event of emergency.

SUPERVISION RECEIVED

Works under the direction of the Municipal Judge with respect to conduct of the Municipal Court. Works under the broad policy guidance and supervision of the City Administrator with respect to the day-to-day management of the Court Administrator office.

SUPERVISION EXERCISED

Part-time Court clerical staff as may be assigned.

MINIMUM QUALIFICATIONS

- A high school diploma, GED, or equivalent; and
- Minimum of two years experience working in a professional office setting; or
- Any equivalent combination of education and experience.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to communicate effectively, orally and in writing, with citizens, customers, employees, other governmental agency representatives, City officials and the general public; ability to use computers and computer software programs typical in a business and / or professional office setting, and ability to use mobile phone and data devices (smartphones) in a business setting.

SPECIAL REQUIREMENTS

- This position must be able to respond immediately to an emergency failure of City infrastructure or other emergency requiring a City response.
- Must pass criminal background checks and other pre-employment screenings as may be required for this position.
- Must possess a valid State driver's license or have the ability to obtain one prior to employment.
- Must be a United States citizen or produce documentation of status to be lawfully employed in the United States.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The Court Administrator is required to operate a computer, telephone and other office equipment; must be able to stand or sit for extended periods of time; must be able to converse with and exchange information with co-workers and the general public.
- The Court Administrator works in an indoors office environment and may on occasion travel to training events.