

# **POSITION: Court Administrator**

**EMPLOYMENT STATUS:** Full-Time

**SALARY:** \$ 47,840-\$52,000.00



## **POSITION SUMMARY**

The Court Administrator manages the daily operations of the City of Bellefontaine Neighbors Municipal Division at the direction of the Judge. This position plans, organizes, oversees court staff, ensures compliance with Supreme Court Operating Rules 37, maintains court records Missouri Court Rule 8.

## **ESSENTIAL DUTIES & RESPONSIBILITIES**

- Plans, organizes, and directs all non-judicial activities of the municipal court, including preparation of dockets, collections of fines, issuance and processing of warrants, accepting complaints, and preparation of reports
- Attends all court sessions, ensuring proper documentation of proceedings and implementation of judicial decisions.
- Plans, allocates, and monitors time, equipment, and other resources for the Court to ensure efficient organization and completion of work.
- Prepares annual municipal court budget, including forecasting revenue and expenditures; administers adopted court budget in accordance with city policies and procedures.
- Oversees accounting of revenues, bank deposits and expenditures, including bank reconciliations.
- Implements and regularly reviews systems of internal controls to ensure that all costs, fines, and forfeitures imposed by the municipal court or collected under its authority are regularly reconciled and paid into the city treasury
- Provides information and assistance concerning court procedures, payments, warrants, and other court related matters without giving legal advice
- Processes papers, letters, reports, documents, correspondence, and handles telephone calls for the Judge and the court.
- Oversees the maintenance of court records in accordance Missouri Court Rule 8.
- Ensures the timely processing of cases, warrants, and other court documents through the court management software system.
- Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
- Ability to work the allocated hours of the position and respond after hours as needed. This will include attending a minimum of two (2) court nights per month.
- This work requires the occasional exertion of up to 25 pounds of force.
- Work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions.
- Occasionally requires walking, stooping, kneeling, crouching or crawling and reaching with hands and arms.
- Performs additional duties as assigned by the Judge.

## **MINIMUM QUALIFICATIONS**

### **Education and Experience:**

- Certified Court Administration (CCA) certification required
- Three to Five years' experience in Show Me Courts, IMDS Plus, and OSCA reporting, as
- High school diploma/GED required
- Bachelor's degree preferred

Submit resumes to [finance2@cityofbn.com](mailto:finance2@cityofbn.com); ATTN: HR Department