

TOWNSHIP OF HAMILTON JOB DESCRIPTION

POSITION TITLE: **MUNICIPAL COURT ADMINISTRATOR**
DEPARTMENT: **MUNICIPAL COURT**
UNION: **NO**
FLSA STATUS: **EXEMPT** (*Executive*)

SUPERVISION:

Reports to: Administrative Office of the Court, Township Administrator
Position Titles Supervised: Deputy Court Administrator, Violations Clerical staff

POSITION QUALIFICATIONS:

Education Required: Graduation from an accredited college or university with a Bachelor's degree; applicants who do not meet the education requirement may substitute additional related work experience as described below on a year-for-year basis.

Experience Required: Two (2) years of management experience which shall have included the organization, direction, planning, coordination, or control of significant operating programs in a closely related field.

SPECIALIZED KNOWLEDGE/SKILLS:

- Knowledge of the principles and practices of effective management;
- Knowledge of the methods of assessing staff development needs and evaluating staff development programs;
- Knowledge of the principles of budget development and fiscal management;
- Knowledge of computers, including data and word processing and reading/interpreting computer generated reports;
- Ability to take and maintain a firm and correct stand when controversial matters are considered;
- Ability to organize assigned work and develop effective work methods;
- Ability to effectively meet and deal with the public; ability to read, write, speak and understand English sufficiently to perform the duties of the position.
- Ability to establish and maintain effective working relationships with employees, supervisors, other departments, officials, and the public.

POSITION SUMMARY:

Responsible for the administration of all activities of the municipal court. Managerially responsible for developing goals and objectives, setting of internal operating procedures and integrating and directing court programs.

PHYSICAL/ENVIRONMENT CONDITIONS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms.

Work performed is subject to interruptions.

The employee must occasionally lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The noise level in the work environment is usually moderate.

EQUIPMENT:

Calculator, computer, copier, FAX machine, telephone, postage machine

ESSENTIAL DUTIES/RESPONSIBILITIES:

Includes the following and other duties may be assigned: Prepares reports for state and local agencies, responsible for coordinating budget development and administration, including appropriation of funds, budget hearing testimony, overseeing the preparation of the annual budget and financial discrepancy resolution. Supervises and administers the receipting, depositing and accounting of monies for fines, forfeitures and other Court receipts.

Analyze office operations and make recommendations and implement changes. Evaluates the effects of regulatory changes on budgetary needs, and ensures that these factors are taken into consideration in the preparation of the budget. Acts as the Court's liaison and has extensive contact with executive branch officials on Court related administrative matters, including purchasing, facilities management and personnel administration.

Develops, implements work plans, priorities, and schedules; establishes office procedures and policies in support of program objectives, and assures that staff and resources are effectively

allocated among the various Court activities in order to meet desired work objectives. Responsible for maintaining current knowledge of local and state regulations and their impact upon office policies.

Manages subordinate supervisory employees by providing required direction, advice and training; evaluates their work performance and takes remedial action when necessary.

Directs and participates in studies designed to increase the efficiency and effectiveness of current operations such as the automation of manual procedures.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

CORE COMPETENCIES: To perform the job successfully, an individual should demonstrate the following competencies:

Customer Service – Responds promptly to resident inquiries in a courteous and professional manner. Displays a respectful attitude by way of a positive, affable disposition in serving residents, co-workers, and the general public.

Quality Work – Performs assigned tasks accurately, is thorough and neat, and displays a professional demeanor; exhibits practical/technical knowledge required on the job; is reliable regarding task completion and follow up; observes prescribed work break/meal periods; is punctual; and has an acceptable overall attendance record; works with little or no supervision.

Operational Effectiveness – Follows policies and procedures; supports Township's mission and vision; looks for ways to improve and promote quality; maximizes resources; seeks and accepts new assignments and assumes additional duties when necessary; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.

Communication – Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; writes clearly and informatively, presents numerical data effectively.

Teamwork – Balances team and individual responsibilities; exhibits objectivity and openness to other's views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives.

Safety – Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: Edward Sasdelli, Administrator
Revised: September, 2010
Effective Date: 09/29/10

**TOWNSHIP OF HAMILTON
JOB DESCRIPTION**

POSITION TITLE: **DEPUTY COURT ADMINISTRATOR**
DEPARTMENT: **MUNICIPAL COURT**
UNION: **YES**
FLSA STATUS: **NON-EXEMPT**

SUPERVISION:

Reports to: Municipal Court Administrator
Position Titles Supervised: May direct or train other clerical, temporary or other staff as assigned.

POSITION QUALIFICATIONS:

Education Required: HS Graduate/equivalent.
Experience Required: One (1) year of experience in work related to the administrative operation of a court, law enforcement agency, law office or government agency, including the preparation or processing of legal documents.

SPECIALIZED KNOWLEDGE/SKILLS:

- Knowledge of the methods, techniques and procedures used in planning and implementing work activities;
- Knowledge of modern office procedures;
- Knowledge of accounting and bookkeeping principles and practices;
- Ability to organize assigned work, develop effective work methods and coordinate staff;
- Knowledge of the methods used to establish and maintain required records and files;
- Ability to interpret applicable laws, ordinances, rules, regulations and procedures;
- Ability to take and maintain a firm and correct stand when controversial matters are considered;
- Ability to effectively meet and deal with the public; ability to read, write, speak and understand English sufficiently to perform the duties of the position.
- Ability to direct and train office staff in essential functions as directed.
- Ability to establish and maintain effective working relationships with employees, supervisors, other departments, officials and the public.

POSITION SUMMARY:

Assists the Municipal Court Administrator in all or most phases of the overall activities of a municipal court, as well as duties entailed by a Violations Clerk I, II, III, IV, V and VI position.

PHYSICAL/ENVIRONMENT CONDITIONS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is required to stand; walk; use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms.

Work performed is subject to interruptions.

The employee must occasionally lift and/or move twenty (20) pounds. Specific vision abilities required by this job include color vision, depth perception, and the ability to adjust focus.

The noise level in the work environment is moderate.

EQUIPMENT:

Telephone; personal computer, including word processing software and ATS/ACS computer program; copy machine; postage machine; fax machine; calculator.

ESSENTIAL DUITES/RESPONSIBILITIES:

Assists the Municipal Court Administrator in planning, developing, coordinating and implementing procedures for the efficient and effective operation of a municipal court.

Assigns duties to court personnel, and supervises and evaluates their performance.

Participates in case processing, which includes determining whether a summons or warrant should be issued, interacting with defendants, witnesses and attorney; docketing; recording payments and fines.

Determines whether alleged facts justify the issuance of either a summons or warrant for the arrest of the defendant. If a warrant for arrest is issued, may determine bail amount consistent with parameters established by Statutes and Rules of the Court.

Accepts complaints and takes oaths.

Attests to court writs, processes, commitments, search warrants, bench warrants and subpoenas.

Provides information and responds to issues or complaints involving court operations.
Answers correspondence, memos and inquiries as needed.

Receives and disburses all bail.

Required to be on call during evening and/or weekend hours.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

CORE COMPETENCIES: To perform the job successfully, an individual should demonstrate the following competencies:

Customer Service – Responds promptly to resident inquiries in a courteous and professional manner. Displays a respectful attitude by way of a positive, affable disposition in serving residents, co-workers, and the general public.

Quality Work – Performs assigned tasks accurately, is thorough and neat, and displays a professional demeanor; exhibits practical/technical knowledge required on the job; is reliable regarding task completion and follow up; observes prescribed work break/meal periods; is punctual; and has an acceptable overall attendance record; works with little or no supervision.

Operational Effectiveness – Follows policies and procedures; supports Township’s mission and vision; looks for ways to improve and promote quality; maximizes resources; seeks and accepts new assignments and assumes additional duties when necessary; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.

Communication – Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; writes clearly and informatively, presents numerical data effectively.

Teamwork – Balances team and individual responsibilities; exhibits objectivity and openness to other’s views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives.

Safety – Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: Edward Sasdelli, Administrator
Revised: September, 2010
Effective Date: 09/29/10

**TOWNSHIP OF HAMILTON
JOB DESCRIPTION**

POSITION TITLE: **VIOLATIONS CLERK**
DEPARTMENT: **MUNICIPAL COURT**
UNION: **YES**
FLSA STATUS: **NON-EXEMPT**

SUPERVISION:

Reports to: Municipal Court Administrator and/or Deputy Court Administrator
Position Titles Supervised: None

POSITION QUALIFICATIONS:

Education Required: HS Graduate/equivalent with specialized course work in general office practices and bookkeeping.

SPECIALIZED KNOWLEDGE/SKILLS:

- Working knowledge of computers and data processing;
- Working knowledge of modern office practices and procedures; some knowledge of accounting principles and practices;
- Ability to organize assigned work and develop effective work methods;
- Skill in operation of general office equipment;
- Ability to perform cashier duties accurately; to add, subtract, multiply and divide decimals.
- Ability to effectively meet and deal with the public; ability to read, write, speak and understand English sufficiently to perform the duties of the position.

POSITION SUMMARY:

Under the direction of the Municipal Court Administrator and/or Deputy Court Administrator, performs a variety of routine clerical work involving collection of fees for traffic and criminal violations in relation to the acceptance of appearance, waivers of trail, pleas of guilty, payment of fines and costs under the standard operating policies and procedures of the department; does other related duties as required.

PHYSICAL/ENVIRONMENT CONDITIONS:

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accommodations may be made to enable individuals with disabilities to perform the essential functions.

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Work performed is subject to interruptions.

The employee must occasionally lift and/or move twenty (20) pounds. Specific vision abilities required by this job include color vision, depth perception, and the ability to adjust focus.

The noise level in the work environment is moderate.

EQUIPMENT:

Telephone; personal computer, including word processing software and ATS/ACS computer program; copy machine; postage machine; fax machine; calculator.

ESSENTIAL DUTIES/RESPONSIBILITIES:

Enters names of traffic and criminal violators, their addresses, amounts of fines, and dates of payment in ATS/ACS computer system.

May be assigned to assist at court sessions.

Answers in-coming calls and routes callers or provides information as required.

Handles special requests for information in accordance with prescribed rules and regulations.

Receives and reviews complaints.

Answers inquires and handles correspondence.

Prepares reports and statements.

Makes decisions requiring thorough knowledge of the department's standard operating policies and procedures.

Maintains, classifies, indexes, and cross references records and files.

Serves as cashier including receipting of payments and posting monies to appropriate files/records.

Receives, stamps, and distributes in-coming mail; processes out-going mail.

Operates listed equipment as required.

SELECTION GUIDELINES:

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