

**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:** \_\_\_\_\_