

# JACKSON COUNTY

## COURT SERVICES MANAGER

### General Summary

Under the supervision of the Court Administrator and Deputy Court Administrator, serves as supervisor of the traffic, civil, or criminal division of the District Court. Trains staff, responds to operational/procedural issues within the division, and ensures the proper documentation and processing of all cases within the division. Assists the Deputy Clerks in the processing of cases and performs some of the more complex tasks of the division. Performs the functions described for a Deputy District Court Clerk.

### Essential Functions

1. As supervisor of the Deputy Clerks in an assigned division of the District Court, participates in employment interviewing and selection, trains staff, makes work assignments and shifts assignments to meet workload. Schedules staff, reviews and evaluates performance, and deals with performance issues.
2. Responds to operational and procedural questions of staff and others related to assigned area.
3. Provides input on procedures to guide the processing of cases within assigned division and serves as a resource for court staff on issues related to the division. Designs or revises forms used within the division. Responsible for the development, preparation and implementation of procedures of assigned division and maintained in the policy/procedure manual.
4. Oversees the processing of cases within the assigned division, includes ensuring that proper case documentation is prepared and maintained, cases are closed in the appropriate manner, and that other case processing is performed as required. Implements records retention schedule in assigned area.
5. Assists Deputy Clerks with the case processing issues, advises on the appropriate course of action, and explains court policies and procedures to attorneys and the public.
6. Performs some of the more complex and difficult functions of the assigned division. Performs accounting functions within division including posting revenues, balancing checking accounts, preparing revenue transmittals and preparing financial summaries.

7. Responsible for monitoring and evaluating the caseload within the assigned division and addressing problems in this process. Seeks ways of improving the flow of cases and information.
8. Assists in planning and preparing the budget as it impacts the assigned division.
9. Prepares files for cases on appeal, prepares list of documents, ensures completeness of file, and makes and distributes copies to parties and the Circuit Court.
10. May write checks to victims for reimbursement of expenses.
11. Performs the functions described for a Deputy District Court Clerk as necessary.

### Other Functions

12. May serve as back-up Court Recorder.
13. May provide administrative support to the Administrator and Deputy Administrator, such as preparing vouchers for payment of invoices upon proper authorization, assisting in preparation of the operating budget, and providing other forms of research, project assistance and general administrative support.
14. Assists in maintenance and troubleshooting of computer and other office equipment.

*This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.*

### Employment Qualifications

**Education:** Bachelors Degree in business, public administration, data processing, court administration, criminal justice or a related area.

**Experience:** Three years of experience in a court or related legal setting involving caseload management, financial record keeping, computer applications and operations, and public contact. Ability to type 60 wpm.

### **Other Requirements:**

**FLSA Status:** Non-exempt.

*The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.*

**Physical Requirements** *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable*

*accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

Ability to access various files throughout the court.

Ability to operate cash register, copying machine, and other office equipment.

Ability to operate copying machine.

Ability to enter and access information to the computer.

**Working Conditions:**

Works in office conditions.

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Human Resources

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Dept. Head