

ASSISTANT COURT ADMINISTRATOR

Municipal Court

PURPOSE: The Assistant Court Administrator serves as operations manager of the Municipal Court, performing a broad range of administrative, supervisory, and human resource management activities, including scheduling and distributing workload, supervising the day-to-day activities of the Administrative Services and the Court Room Proceedings Sections, indirectly supervising the Accounting and Reception Sections, and acting on behalf of the Chief Court Administrator in her absence.

ESSENTIAL FUNCTIONS:

- Manage administrative functions and court room proceedings operations, directly supervising twenty employees in the Records, Case Preparation, and Court Room Proceedings Sections. This includes ensuring the smooth and complete processing of cases in the courtroom, monitoring the maintenance of the Court calendar, and coordinating the work and information flow among the various sections.
- Plan and implement changes to written policies and procedures arising from changes in State Statutes, City ordinances or resolutions, and Court rules and management policy; ensure that the Municipal Court Operations Manual is updated accordingly.
- Engage in workforce and strategic planning, program evaluation, and the development of performance standards.
- Oversee development of the training manual for the Administrative, Accounting, Reception, and Court Room Proceedings Sections; serve as the Court's Training Coordinator.
- Manage the interview, selection, and hiring processes for all non-judicial positions, except three IT positions.
- Prepare and update position descriptions.
- Prepare and maintain management evaluation material for all Court management staffers.
- Enforce City Service and departmental work rules, initiating corrective action and discipline when necessary.
- Prepare and maintain the Court's employee handbook, assuring that all guidelines and rules are in compliance with local, state, and federal employment laws.
- Mediate grievances and resolve conflicts among employees and their peers and/or supervisors.
- Supervise personnel functions related to time entry, payroll and benefit adjustments, new employee orientation, and personnel file contents.
- On behalf of the Court, work with the Department of Employee Relations regarding personnel-related issues.
- Serves as the Court's Affirmative Action Officer.
- Oversee revisions of the Municipal Court Deposit Schedule and electronic ordinance tables.
- Consult with judges and develop written policies and procedures for community court program initiatives and changes in court operations.
- Identify court policy and procedural issues that require the Judges' attention, and work with them to resolve the issues. Codify the resulting procedures for Court staff.
- Serve as liaison between the Court and ...
 - the Milwaukee Sheriff's Department law enforcement staff.
 - the Milwaukee Police Department staff..
 - various other public agencies and the general public.
- Serve as the Court's point of contact for the contracted data entry provider on issues related to Court schedules, ordinances, and data entry issues.
- Represent the department at Common Council Committee meetings, ad hoc committee meetings, Court-related agencies, and other groups as delegated by the Chief Court Administrator.
- Develop, implement, and maintain a formal public complaint mechanism to monitor and assure quality customer service.
- Act on behalf of the Chief Court Administrator in her absence.
- Perform other related duties as assigned.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

MINIMUM REQUIREMENTS:

1. Bachelor's Degree in business administration, public administration, judicial administration, or a related field from an accredited college or university.
2. Four years of progressively responsible managerial experience with supervisory responsibilities performing duties related to this position.
3. Residency in the City of Milwaukee within six months of appointment and throughout employment.

NOTE: *Equivalent combinations of education and experience may also be considered.*

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:

- Knowledge of principles and practices of management and supervision, including team building, conflict resolution, and human resource development.
- Knowledge of business and public administration principles such as strategic planning, resource allocation, and continuous improvement.
- Knowledge of the legal process and court procedures.
- Ability to effectively lead and supervise a diverse multi-level staff, including the ability to develop performance standards, evaluate employee performance, and take disciplinary action when necessary.
- Ability to build successful teams.
- Ability to analyze and interpret State Statutes, City Ordinances, legal handbooks, and other technical materials.
- Oral communication and business writing skills.
- Interpersonal skills and the ability to build and maintain effective working relationships with a wide range of people.
- Listening and negotiation skills.
- Facilitation and training skills.
- Skill in recognizing and solving complex problems.
- Ability to exercise sound judgment in making decisions.
- Organizational and program management skills.
- Ability to multi-task, handle frequent interruptions, and change course as needed.
- Ability to serve the public with the highest degree of honesty and integrity.
- Knowledge of computer applications such as word processing, spreadsheet, human resource information systems, and court management software.
- Knowledge of statistics.

THE CURRENT SALARY RANGE IS (10): \$64,805 to \$ 90,728 annually with excellent benefits. Recruitment is normally at the beginning of the pay range.

THE SELECTION PROCESS will be job related and will consist of one or more of the following: training and experience evaluation; written, oral or performance examinations; or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job. The examination will be held as soon as practical after **December 30, 2009**. Receipt of applications may be discontinued after this date without prior notice, however, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified by mail of the date, time and place of the examination.

APPLICATIONS and further information may be obtained from www.milwaukee.gov/jobs, by calling 414.286.3751, or in person or via mail from City of Milwaukee, Department of Employee Relations, Room 706, City Hall, 200 E Wells St, Milwaukee, WI 53202-3554.