CITY OF MADISON POSITION DESCRIPTION

New Court Admin. Position Description (formerly JSC3)

1. Name of Employee (or "vacant"):

   Christie Zamber

   Work Phone: (608) 264-9282

2. Class Title (i.e. payroll title):

   Court Administrator

3. Working Title (if any):

4. Name & Class of First-Line Supervisor:

   Municipal Court Judge

   Work Phone: (608) 264-9282

5. Department, Division & Section:

   Municipal Court

6. Work Address:

   210 Martin Luther King Jr. Blvd., Rm. 203

7. Hours/Week: 38.75

   Start time: 8:00 am End time: 4:30 pm

8. Date of hire in this position:

   06/05/1995

9. From approximately what date has employee performed the work currently assigned:

   06/04/2014

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10. Position Purpose: (How this position fits into the overall mission, vision, and goals of your agency and work unit.)

    This is a responsible and specialized position in support of the programs and functions of the Madison Municipal Court, an independent branch of the government operated under the jurisdiction of an elected Municipal Judge. Under the general supervision of the Municipal Judge, a Court Administrator exercises independent judgment, discretion and neutrality within the restrictions required for appropriate court operation.

11. Position Summary:

    Oversee and manage various administrative functions of the court. Assign, prioritize and monitor workflow and assist in all of the work of the Judicial Support Clerk 2.

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12. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)

20% A. Court Administration

1. Assist Municipal Judge with managing and overseeing the operation of the court.
2. Assist with hiring and training of court employees and support staff
3. Organize and oversee mandatory training for all department staff and make travel arrangements when necessary.
4. Assist with performance evaluations
5. Assist Municipal Judge with discipline and termination in accordance with City policy
6. Manage employee schedules and maintain appropriate staffing
7. Process and manage employee records and payroll
8. Maintain oaths and bonds and file with appropriate agency
9. Assist with developing and recommending policies and procedures to improve court efficiency and maintain the effective use of judicial resources
10. Assist with and plan for implementation of new technology and procedures, including procurement of equipment and software and the respective maintenance
11. Collaborate with the Municipal Court judge to draft and administer the court's annual budget
12. Organize and distribute court calendars and schedules
13. Act as a liason for the court with public and other governmental agencies
14. Work with IT staff to develop, improve and/or implement new computer systems and/or equipment
15. Develop and manage content of agency website
16. Generate court statistics and other reports
17. Coordinate courtroom security
18. Review and follow up on unresolved cases
19. Periodically review and order information handouts
20. Update Standard Operating Procedures and training resources

35% B. Accounting Operations

1. Oversee and manage court accounting procedures
2. Prepare for the annual audit
3. Prepare for and participate in quarterly projection meetings with Budget Analyst
4. Prepare the monthly financial report for the Dept. of Administration
5. Set up and maintain budgetary account status records
6. Recommend fund transfers
7. Process refunds and troubleshoot payments
8. Process accounts payable
9. Process and pay witness fees and restitution payments
10. Direct unclaimed funds to the state unclaimed property fund

35% C. Court Processing

1. Set up and prepare for court
2. Process and distribute court orders from the Municipal Judge
3. Assist Judicial Clerks with daily operations

5% D. Purchasing

1. Act as purchasing agent
2. Order and maintain needed supplies
3. Draft, maintain and track vendor contracts
4. Participate in the competitive bidding process in accordance with City policy

5% E. Records Custodian

1. Act as agency's records custodian
2. Respond to and process bulk records requests and other more complex open records requests, including coordinating inter-agency requests

3. Draft, maintain and track vendor contracts
4. Maintain file storage, records retention and record destruction schedules for paper and electronic records.

13. Primary knowledge, skills and abilities required:

Thorough knowledge of general office principles and practices. Knowledge of related legal terminology and its application within a judicial system. Thorough knowledge of computer software applicable to the duties of this position, including word processing, spreadsheet, and court records management software. Thorough knowledge of budgetary methods, forms and controls. Ability to monitor and budget resources. Ability to communicate effectively, both orally and in writing. Working knowledge of business math and basic accounting and budgeting procedures. Knowledge of management principles and practices. Ability to perform basic mathematical calculations. Ability to collect forfeitures and fees and make change accurately. Ability to exercise independent judgment in the application of legal concepts. Ability to perform multiple tasks with constant interruptions. Ability to interact, provide accurate information, and maintain composure with citizens who are often irate, argumentative and emotional, and diffuse potentially hostile situations. Ability to show empathy and compassion in difficult situations while maintaining neutrality and confidentiality. Ability to maintain a high level of accuracy under stressful conditions. Ability to manage assigned administrative personnel and their activities. Ability to establish and maintain effective and courteous working relationships with employees , managers and the public. Ability to type 50 words per minute. Ability to maintain adequate attendance. Ability to be bonded, take oath of office, and pass a criminal history check.

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14. Special tools and equipment required:

15. Required licenses and/or registration:

16. Physical requirements:

This work is sedentary in nature. The incumbent will be expected to sit or stand for extended periods of time and will be expected to respond to a large number of public contacts in a day.

17. Supervision received (level and type):

General

18. Leadership Responsibilities:

This position:
- ☐ is responsible for supervisory activities (Supervisory Analysis Form attached).
- ☐ has no leadership responsibility.
- ☒ provides general leadership (please provide detail under Function Statement).

19. Employee Acknowledgment:

- ☒ I prepared this form and believe that it accurately describes my position.
- ☐ I have been provided with this description of my assignment by my supervisor.
- ☐ Other comments (see attached).

Christina Lambert
EMPLOYEE

10/26/2022
DATE

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20. Supervisor Statement:

- ☐ I have prepared this form and believe that it accurately describes this position.
- ☒ I have reviewed this form, as prepared by the employee, and believe that it accurately describes this position.
- ☐ I have reviewed this form, as prepared by the employee, and find that it differs from my assessment of the position. I have discussed these concerns with the employee and provided them with my written comments (which are attached).
- ☐ I do not believe that the document should be used as the official description of this position (i.e., for purposes of official decisions).
- ☐ Other comments (see attached).

Daniel Koval
SUPERVISOR

10-24-2022
DATE

Instructions and additional forms are available from the Human Resources Dept., Room 261, Madison Municipal Bldg., calling 266-4615 or visiting cityofmadison.com/employeenet/policies-procedures/position-descriptions.