

## **MUNICIPAL COURT ADMINISTRATOR TOWN OF COLUMBINE VALLEY, COLORADO**

The Town of Columbine Valley is looking for a responsible, detail oriented, Municipal Court Administrator. The Town of Columbine Valley is nestled along the Platte River in the south-Denver metro area. Established in 1959, the Town is comprised of approximately 600 homes surrounding Columbine Country Club. The Town staff is small but very effective, dedicated to providing high-quality service and deliverables to a population of just over 1,500 people.

### **JOB DESCRIPTION:**

TITLE: Municipal Court Administrator

DEPARTMENT: Administrative

JOB STATUS: Full Time

SUPERVISOR: Town Administrator

PAY RANGE: \$30.76 - \$34.61 an hour

BENEFIT PACKAGE: Full-time employees are eligible for medical, 100% paid for employees, 50% paid for dependents, dental, vision, supplemental and life insurance policies. 401(a) with match.

### **JOB SUMMARY:**

The Municipal Court Administrator reports to the Town Administrator and leads the Municipal Court functions for the Town and serves in a front-line customer service capacity.

The Municipal Court Administrator works closely with the Municipal Court Judge, Town Attorney, and members of the Board of Trustees and interacts with the public on a daily basis.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required. The organization retains the right to modify or change the duties or essential functions of the job at any time.

#### **Municipal Court:**

- Manages and performs day-to-day court operations, including but not limited to: scheduling court dates, receiving and recording all payments received in person,

via phone or through the mail, posting and releasing of all bonds, preparing required and requested reports, preparing jail orders, preparing discovery and records requests, providing information relating to municipal court and directing customers to other agencies as appropriate

- Processes incoming summons and documents related to municipal court offenses and maintains detailed record of cases
- Receives, accounts for and transmits fees, issues summons, subpoenas and writs of execution. Also receives fines, forfeitures and fees on traffic and other municipal offenses
- Maintains and schedules court/council chambers, court docket, and the judicial calendar. Communicates and coordinates schedule changes with the Judge, Attorney, Police Department and others
- Creates letters, forms, judgments and other court related documents
- Retrieves and accesses CCIC records for arrest and driving histories
- Coordinates with Police Department and other agencies the transportation of inmates to and from court
- Maintains court filing system
- Schedules and prepares for jury trials and trials of the court
- Prepares for judges' approval and processes bench and arrest warrants
- Responsible for the management of the virtual court sessions
- Manages the collection process

## **OTHER DUTIES AND RESPONSIBILITIES**

- Serves as the public's initial point of contact (phone and walk-ins)
- Creates/maintains Standard Operating Procedure documents for the functions under their jurisdiction
- Open/close building daily, answer main phone line, and responds to citizen/public inquiries via in person, email and phone
- Works with elected officials and community members on a regular basis
- General Support to the Board and Town Administrator
- Good steward of Town human, financial and capital resources
- Other tasks or duties as assigned
- This is a generalist position and does not include supervision

## **QUALIFICATIONS AND JOB REQUIREMENTS**

- B.A or B.S degree in Public Administration, Justice, Business Administration, or other applicable field preferred.
- 3+ years of relevant professional work experience, public sector experience preferred
- Working knowledge of municipal court functions and proceedings.
- Ensures adherence to policies and procedures set by Town Administrator, Municipal Judge, state statute and Town ordinance.

- Customer service experience with demonstrated ability to effectively assess customer's needs, quickly respond, problem solve, and solution provider required.
- Intermediate to advanced familiarity with MS Excel and Microsoft Office Suite, and other special computer applications as required; and the ability to learn new technology/software quickly a must.
- Excellent communication skills, including written, interpersonal and presentation skills.
- Demonstrated analytical skills, especially in the areas of process improvement and problem solving.
- Ability to prioritize work, handles multiple tasks simultaneously, set goals and enforce deadlines, while maintaining flexibility to reassess and re-prioritize.
- Ability to maintain confidentiality and discretion in sensitive matters
- Able to influence, build trust, and manage conflict.
- Ability to interact effectively as a team member and independently with Town staff and with a diverse client base.
- Ability to read, write, and speak English, ability to read write and speak Spanish is preferred.

## **LICENSES AND CERTIFICATES**

- Valid Colorado driver's license at time of hire
- Must provide finger prints and pass background check
- CCIC certification within 6 months
- Notary Public within 6 months

## **WORKING CONDITIONS**

Work schedule is in office, typically Monday through Friday, 8:00 a.m. to 4:30 p.m. Sufficient clarity of speech and hearing or other communication capabilities that permits the employee to communicate effectively on the telephone and in person. Sufficient vision or other powers of observation that permits the employee to review, evaluate and prepare a variety of written documents and materials. Sufficient manual dexterity that permits the employee to operate computer equipment and other office equipment. Sufficient personal mobility and physical reflexes, which permits the employee to work in an office setting. Work may include extended periods of time viewing a computer video monitor and/or operating a keyboard.

The Town of Columbine Valley is an equal opportunity employer. Discrimination does not occur against an employee or application on the basis of race, creed, color, age, sex, national origin, marital status, sexual identity, sexual orientation, religious or political affiliation, disability or any other classification considered discriminatory under applicable law.

This 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.

**Please apply at:**

**[Municipal Court Administrator, Littleton, CO - Job Details - Indeed for Employers](#)**