

COURT ADMINISTRATOR

REPORTS TO: FINANCE DIRECTOR

FY2025 POSITION PAY GRADE: 44

SALARY RANGE: \$23.45/HOUR - \$35.69/HOUR

POSITION SUMMARY: The Court Administrator is responsible for the administrative functions of the municipal court, including coordinating court proceedings, scheduling cases, ensuring compliance with legal procedures and regulations, managing court records and documentation, and managing the court's budget.

OBJECTIVES:

- Facilitates and attends all court proceedings, scheduling cases and hearings, preparing and maintaining court dockets, and creating docket entries to reflect Judge orders.
- Implement policies and procedures to ensure compliance with court rules and Missouri state statutes, case law and new legislation.
- Process and receipt court payments and prepare bank deposits and bank reconciliations.
- Issue warrants and summonses as directed by the Court.
- Manage the court information system, court records and documentation daily.
- Coordinate with the municipal court judge, the municipal prosecuting attorney, and the police department.
- Prepare and manage the court's budget, process payment requests and invoices for payment.
- Prepare required reports and correspondence.
- Promotes transparency, accountability, compliance, efficiency, and trust within the city through effective communication and excellent and responsive customer service to the public, attorneys, court officials, police department and city staff.

COMPETENCIES:

- Attention to detail.
- Empathy, compassion, kindness and patience.
- Proficiency in performing mathematical computations quickly and accurately.
- Proficiency in using Show-Me Courts software, adobe, email and Office 365, including Excel, TEAMS and Word.
- Analytical problem-solving.
- Effective time management skills.
- Organizational and filing skills.
- Excellent time and project management skills.
- Excellent verbal and written communication skills to interact with colleagues, superiors, and the community effectively.

- Ability to work with and maintain confidential and sensitive information.
- Proficiency reviewing and checking work products to ensure accuracy.
- Ability to understand and follow directions.
- Ability to work without direct supervision.
- Ability to establish and maintain effective working relationships with city employees, vendors, and the public.

EDUCATION AND EXPERIENCE:

- High School Diploma/GED and two years of experience performing clerical, secretarial, paralegal, or administrative work in a heavy customer service-oriented environment; OR an equivalent combination of education, training, and experience. Must possess and maintain Court Administrator Certification within four years of hire.

PHYSICAL REQUIREMENTS:

Work is performed in a standard office environment. Must have the ability to sit for prolonged periods. Must be able to lift and carry up to 30 to 40 pounds periodically.

ABOUT US:

The City of Kearney serves to create a thriving, sustainable and desirable community.

Our core values are integrity, compassion, service, and teamwork. We are honest and transparent in our communications and operations. We treat all people with respect and dignity. We express ourselves in a genuine and honest way. We apply the laws and rules that govern us to every decision we make and every action we take. We are kind, friendly and considerate towards the community and our colleagues, regardless of their status or disagreement with us. We listen well and seek to understand before responding. We nurture and embrace differing perspectives to make better decisions. We care about our community and are sensitive to its needs. We work towards mutually beneficial solutions to get to yes for positive outcomes. We believe learning never stops and are committed to continuous improvement. We admit mistakes freely and openly so that we can learn and become better. We are passionate about helping others and making Kearney a better place to live, work and visit. We recognize and appreciate that our differences make us stronger and smarter, allowing us to do amazing things for Kearney. We question actions inconsistent with our values and provide candid, helpful, and timely feedback to our colleagues. We take responsibility for our actions and decisions and following through on our commitments and promises. We value creativity, a positive attitude and enjoying ourselves at work.

The City of Kearney offers competitive pay and a great benefit package, including health insurance, 13 paid holidays, paid vacation and sick time and the L-7 Missouri LAGERS retirement pension for all full-time employees. We also offer a wellness plan, tuition reimbursement, annual service awards and an Employee Assistance Program.

The City of Kearney is an Equal Opportunity Employer and values diversity in its workforce.

If this position interests you, send your application, resume and cover letter to Sheila Erzen at sernzen@kearney-mo.us.