

# Circuit Court of Missouri

## Thirteenth Judicial Circuit



### JOB DESCRIPTION

**Position:** Adult Court Services Supervisor       State  County  
**Department:** Adult Court Services  
**Reports to:** Court Administrator  
**Position Status:** Regular, Full-time      **Exemption Status:** Exempt - 0  
**Salary Range:** \$49,254 - \$52,332      **Last Revised:** August 31, 2018

#### Definition of Work:

This is a highly responsible administrative and managerial position involving overall direction, coordination and planning of services within the Adult Court Services Division. Work is performed under the supervision of the Court Administrator of the Thirteenth Judicial Circuit Court. The employee is expected to perform administrative functions with minimal supervision. Emphasis of the work is on the management and coordination of the various components in the Adult Court Services Division, on long-range planning and on such administrative duties as developing budget requests, establishing procedures and overseeing day-to-day operation. Work includes responsibility for maintaining high professional standards through giving direction and supervision to subordinate staff members. Responsibilities also include primary liaison with other agencies and the general public, and on-going development, evaluation, and functioning of programs.

#### Examples of Work Performed

These examples do not cover all of the work which may be performed as part of this position.

- In consultation with the Court Administrator, establishes policies and procedures relating to the operation of the Adult Court Services Division.
- Monitors, coordinates, and evaluates the effectiveness of adult Court services programs through process and outcome studies to determine requirements for program modifications
- Is responsible for keeping the Court Administrator informed concerning general developments within the system and to immediately report matters of significance.
- Identifies and makes recommendations concerning the needs of Adult Court Services in consultation with the Court Administrator, including the establishment of goals and priorities within the programs.
- Screens and interviews job applicants, and makes recommendations to the Court Administrator concerning appointments, promotions, transfers and dismissals.
- Directly responsible for supervising the Court Services Officers and for evaluating their work performance periodically in accordance with established personnel policies.

- Prepares, administers and monitors contracts for services.
- Plans and implements strategies to encourage collaboration and partnership with federal, state, and local agencies and organizations to further the general understanding and acceptance of Adult Court Services.
- Has overall responsibility for the operation of all student placement programs within the Adult Court Services Division.
- Prepares and submits an annual report and such other comprehensive reports as may be requested by the Court Administrator.
- Prepares and makes application for local, state and federal grants, and monitors those approved.

### **Required Knowledge, Skills and Abilities**

- Through knowledge of court procedures, legal documents, laws and legal factors pertaining to the court system.
- Thorough knowledge of the organization, functions, responsibilities and procedures of the court system.
- Considerable knowledge of the modern principles and practices of public and judicial administration.
- Some knowledge of chemical addiction and substance abuse treatment.
- Some knowledge of accounting and financial systems, grant management, and modern automated systems.
- Strong ability to establish and maintain effective working relationships with judges, court officials, staff, attorneys, service providers, and the general public.
- Ability to organize, direct and coordinate division meetings, training sessions, and public forums in an effective manner.
- Ability to communicate ideas clearly and concisely, both orally and in writing.
- Ability to make oral presentations to justice system employees and the general public.

### **Physical Demands**

The majority of work is performed in a professional office setting. Must possess vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone and in person.

Position requires continuous sitting, upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate keyboard, equipment controls, and other office equipment; pinch grasp to manipulate writing utensils. Frequent side-to-side turning of neck, walking,

standing, bending and stooping, pushing/pulling, twisting at waist, moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 25 lbs. from below waist to above shoulders and transporting distances up to 50 yards. The employee is routinely required to work with the hand or hands in handling, seizing, holding, or grasping motions and with the fingers in picking or pinching actions; and is occasionally required to maintain body equilibrium while bending at the waist or at the knees. The employee is routinely squatting, kneeling, reaching above and at shoulder height.

### **Work Environment**

This job operates in a professional office environment. Professional attire required. Employee's presence at the work site is required to complete the job. This position routinely uses office equipment such as computers, calculators, multi-line telephones, photocopiers, printers and scanners, hand-held recording devices, filing cabinets and fax machines. This position is routinely in contact with the public, witnesses, defendants, victims, law enforcement agencies, court employees, attorneys, and members of other entities. May be exposed to irate individuals and be responsible for talking with upset litigants. Security is available in all situations.

### **Required Minimum Education and Experience**

The following statement represents the minimum education and experience which will be used to determine qualifications of applicants. Equivalent substitution may be permitted in case of deficiencies of either experience or education. Education above the minimum stated may be substituted for up to two years of the required experience; experience in a similar position with similar job responsibilities may be substituted on a year for year basis for the required education.

Graduation from a four-year college or university with major course work in judicial administration, public or business administration, sociology, psychology, criminal justice or a related field, and three years of responsible professional experience in management or criminal justice and one year of responsible professional experience in management or administration.

EOE & in Compliance with ADA