

CIRCUIT COURT SUPERVISOR

FUNCTION OF THE JOB

Under direction, to perform work in the operation, coordination, and direction of a unit or units of a Clerk of Courts division serving the Circuit Court System; performs other duties as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Coordinates and supervises the operation of a unit or units of the County's Circuit Court System including case management, calendaring, public information, electronic cash handling, electronic records management, and distribution of information as required by statute.
2. Selects, plans, assigns, trains, orients, supervises, and evaluates the work of staff; handles personnel problems of the staff.
3. Develops, coordinates, implements, and maintains policies and procedures regarding office and court operation, workflow, legal and statutory requirements, and internal fiscal control; assumes responsibility for orientating the unit on operations.
4. Coordinates support for court proceedings and operations and ensures that case management and scheduling activities are consistent and timely, and efficiently incorporate all legal system participants.
5. Provides information and assistance regarding the work and procedures of the unit with authority to commit to action.
6. Oversees financial operations including supervising the collection of statutory and court-ordered financial obligations and penalties; manages collection efforts.
7. Assists in the planning and implementation of automated court management systems and business processes related to case and financial management; trains employees in automation requirements; coordinates automation with other court related units, and local, state, or federal agencies.
8. Represents the department at planning and policy meetings and acts as a liaison to other agencies or individuals.
9. Responsible for the retention, storage, and destruction of documents, case, and financial records while maintaining confidentiality of records as directed by Supreme Court rules, Wisconsin Statutes or court order.
10. Compiles and prepares information on divisional or unit activities and analyzes and makes recommendations on the operational or fiscal impact for management, strategic plan, and budget preparation purposes.
11. Supervises and directs staff in responding to public record requests involving time limits or constraints and ensures confidentiality.
12. May attend court proceedings and record official minutes pursuant to statute, give oaths, and take custody of exhibits.
13. Prepares and presents detailed written and oral reports; compiles and maintains historical and statistical data.
14. Establishes and maintains effective working relationships with staff, other County departments, outside agencies, and the public.
15. Maintains prompt, predictable, and regular attendance.
16. Performs other duties as required.

QUALIFICATIONS

Essential Knowledge and Abilities

1. Thorough knowledge of the practices and procedures of unit operations.

QUALIFICATIONS

Essential Knowledge and Abilities (continued)

2. Considerable knowledge of administrative, managerial, and supervisory principles and practices.
3. Considerable knowledge of judicial functions, the role of various justice agencies, and the duties and responsibilities of the Office of the Clerk of Circuit Court.
4. Considerable knowledge of federal and state laws, regulations, applicable case law, and local court rules regarding specific unit operations.
5. Considerable knowledge of modern office practices, procedures, and equipment.
6. Considerable knowledge of Internet access, and database, spreadsheet, and word processing programs.
7. Considerable knowledge of bookkeeping, cash management, and internal control procedures and practices.
8. Working knowledge of the capabilities, uses, and requirements of computer-based business applications including Consolidated Court Automation Program (CCAP).
9. Ability to plan, organize, supervise, and evaluate the work of others.
10. Ability to interpret and apply departmental policies, and exercise appropriate judgment and discretion.
11. Ability to evaluate, develop, and implement complex changes to current office practices and procedures.
12. Ability to effectively respond to requests for information and to resolve conflicts.
13. Ability to communicate effectively, both orally and in writing, and to effectively present ideas and concepts.
14. Ability to work cooperatively.
15. Ability to establish and maintain effective working relationships with staff, other County departments, outside agencies, and the public.
16. Ability to effectively interact with sensitivity with persons from diverse cultural, socioeconomic, educational, racial, ethnic, and professional backgrounds, and persons of all ages and lifestyles.

Training and Experience

1. Associate degree in business administration or closely related field.
2. Three (3) years of post high school work experience in office operations, program administration, customer service, or in a court-related or legal office.
3. Additional work experience may substitute for the educational requirement on a year-for-year basis for the post high school education requirement.