

## CIRCUIT COURT DIVISION COORDINATOR

### FUNCTION OF THE JOB

Under direction, to be responsible for the operation, coordination, and direction of a division of the Circuit Court; performs other duties as required.

### CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Manages, coordinates, and supervises a division of the Circuit Courts including judicial support services, case management, calendaring, public information, jury management, court security, cash handling, records management, and distribution of information and related services pursuant to applicable Wisconsin Statutes, Supreme Court rules, Wisconsin Court System policies, state model court record keeping procedures, administrative code and local rules.
2. Oversees and directs financial operations to ensure enforcement of statutory and court-ordered financial obligations and penalties.
3. Selects, plans, assigns, trains, orients, supervises, and evaluates the work of staff; handles personnel problems of the staff.
4. Develops, coordinates, implements, and maintains policies and procedures regarding Business Center operations, workflow, legal and statutory requirements, and internal fiscal and financial operations and control; orients the unit and all court participants on Court operations.
5. Coordinates and supervises the collection and reimbursement of court-related fees including, but not limited to, division payment receipting, restitution payments and other refunds, case/account payee distribution or crediting, case disbursement and reconciliation with case parties, the public, and various business partners; oversees the maintenance of accurate records on all financial transactions.
6. Provides information and assistance regarding the work and procedures of the unit with authority to commit to action.
7. Supervises the implementation of court-ordered enforcement action such as civil judgments, wage assignments, tax intercept, wage garnishments and similar initiatives.
8. Coordinates and supervises e-Payment services.
9. Oversees, prepares, and reconciles account services with the department including cash and credit card receipting, invoicing, purchasing, accounts payable, general ledger, and cash management.
10. Monitors, evaluates, recommends, and implements changes due to new or changing legislation affecting the division operations; develops and presents related in-service training to justice partners and staff.
11. Assists in the planning and implementation of automated court management systems and business processes related to case and financial management; assigns staff, trains judiciary employees and court participants in automation; coordinates automation with other justice partners, court participants and local, state, or federal agencies.
12. Operates and assists in the evaluation, planning, implementation, and maintenance of state-of-the-art computer, exhibit presentation, file tracking, document imaging, and other technology and software related to court activities and operations.
13. Represents the department at planning and policy meetings and acts as a liaison to other agencies or individuals.
14. Develops, coordinates, implements, maintains, and ensures adherence to policies and procedures regarding the division records management system in accordance with state and County requirements, including electronic retention, storage, and destruction of documents, case and financial records while maintaining confidentiality of records in accordance with Supreme Court rules, Wisconsin Statutes, local rules, state model court record keeping procedures, or court order.
15. Compiles and maintains divisional or unit activity data and analyzes and makes recommendations on the operational or fiscal impact for management, strategic planning, and budget preparation purposes.
16. Prepares and presents detailed electronic, written, and oral reports.
17. Assists in the analysis and development of the annual divisional budget.
18. Participates in internal and external financial audits.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES (continued)

19. Develops and maintains divisional content on Circuit Court Services Internet and intranet sites and provides training on available services and information.
20. Establishes and maintains effective working relationships with judiciary, staff, attorneys, other County departments, justice partners, state and local agencies, and the public.
21. Maintains prompt, predictable, and regular attendance.
22. Performs other duties as required.

QUALIFICATIONS

Essential Knowledge and Abilities

1. Thorough knowledge of the practices and procedures of operations and procures related to felony, misdemeanor, criminal traffic, traffic forfeitures, civil, family, paternity, juvenile and probate matters.
2. Thorough knowledge of administrative, managerial, and supervisory principles and practices.
3. Thorough knowledge of Supreme Court rules regarding the retention and maintenance of court records.
4. 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.
5. Considerable knowledge of federal and state laws, regulations, applicable case law, and local court rules regarding division operations.
6. Considerable knowledge of modern office practices, procedures, and equipment.
7. Considerable knowledge of bookkeeping, cash management, and internal control procedures and practices.
8. Working knowledge of the capabilities, uses, and requirements of various computer hardware and software applications and court-based business applications including Consolidated Court Automation Program (CCAP) and New World – FMIS.
9. Working knowledge of internet access, spreadsheet, and word processing programs.
10. Working knowledge of court orders and forms.
11. Ability to plan, organize, train, supervise, and evaluate the work of others.
12. Ability to interpret and apply departmental rules, directives, and policies, and exercise appropriate judgment and discretion.
13. Ability to evaluate, organize, implement, and perform complex tasks.
14. Ability to evaluate, develop, and implement complex changes to current office practices and procedures.
15. Ability to effectively respond to requests for information and to resolve conflicts.
16. Ability to communicate effectively, both orally and in writing, and to effectively present ideas and concepts.
17. Ability to work cooperatively.
18. Ability to establish and maintain effective working relationships with judiciary, staff, attorneys, other County departments, justice partners, state and local agencies, and the public.
19. Ability to effectively interact with sensitivity with persons from diverse cultural, socioeconomic, educational, racial, ethnic, and professional background, 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, or customer service; two years of this experience in a court-related or legal office and two (2) years experience as a supervisor.
3. Additional work experience may substitute for the educational requirement on a year-for-year basis for the post high school education requirement.