**Job Announcement**

**20250174 Court Administrator**

## **CLOSING DATE: June 04, 2025**

## **APPLY ONLINE AT LONGMONTCOLORADO.GOV/JOBS**

Department: Judicial Department

Division: Municipal Court

Hiring Range: $9,710 - $10,789/month

Monday – Friday, 8:00 am – 5:00 pm.

Regular Full-time with Benefits

Benefits include: Medical, Dental, Vision, Flex Spending, Defined Benefit Pension Plan, 401(a) Money Purchase Plan, Life & Survivor, Term Life & AD&D, Long Term Disability, Bereavement, Jury & Witness Duty, FMLA, Military Leave, Parental and Caregiver Leave, Sick, Vacation at start of employment, Holiday pay, EAP, Tuition Assistance.

Other benefits: Optional, employee elected, voluntary benefits are available.

# **Definition:**

# Administer, supervise, and participate in the non-judicial operations of the Municipal Court including administrative, financial, and clerical operations. Serve as the official Clerk of the Court for the Longmont Municipal Court.

# **Principal Duties:**

* Plan, assign, supervise, and evaluate the work and performance of the Municipal Court Administrative Assistants and temporary workers. Manage multiple contracted services, such as court interpreters, court security, and educational instructors. Direct, assign, and evaluate their performance.
* Participate in recruitment of Municipal Court staff and volunteers in coordination with the Presiding Municipal Judge. Coordinate and supervise daily operations and activities and ensure compliance with Municipal Court requirements.
* Train and monitor all work of new hires, temporary workers, and other division administrative employees.
* Review the Court’s performance for compliance with laws, regulations, and departmental policies. Review the Court’s procedures for conformance with statutory and ordinance requirements and higher court rulings.
* Develop and implement policy and procedure to improve efficiency in operations, monitor financial transactions, and ensure compliance with court procedures and standards.
* Identify needs, recommend options, and implement new programs for more efficient and effective Court operations.
* Direct the collection of and accounting for all fees, fines, court costs, and any miscellaneous judgements or revenue payable to the Municipal Court. Review all financial operations for accuracy.
* Prepare periodic fiscal, statistical, and other reports related to Municipal Court operations.
* Act as NCIC/CCIC coordinator for the Longmont Judicial Department, including both the Municipal Court and Probation, according to the guidelines of the Colorado Bureau of Investigation.
* Supervise the preparation and processing of a wide variety of legal documents and forms issued by the Court including warrants, subpoenas, summons, holds, and other necessary documents. Recommend revisions to standard forms and documents as needed.
* Prepare the Municipal Court budget and monitor all expenditures of funds.
* Provide information and assistance relating to court policies, procedures, and decisions to the public and other governmental agencies.
* Prepare and monitor case appeals for the district court.
* Analyze and evaluate pending caseloads and implement recommendations for effective courtroom management.
* Act as the official custodian of all Municipal Court records.
* Ensure that the Municipal Court provides access to interpretation and/or translation services for hearings, court forms and documents, and other court services through appropriate resources.
* Maintain familiarity with applicable laws and the rules of procedure promulgated by the Colorado Supreme Court.

Performs essential duties and additional tasks in a manner which enhances City Attributes.

# **Working Environment:**

Work is performed primarily in a standard office environment, requiring sitting for extended periods, walking and standing. Involves continuously working closely with others and occasionally working alone. Requires visual and physical capabilities to work on computers and associated equipment for prolonged periods of time, continuous hearing, speaking, reading, and writing, maintaining confidentiality, problem solving, customer contact, using math and reasoning, and performing detailed work and multiple concurrent tasks. Includes frequent light to moderate lifting/carrying (up to 49 pounds), reaching, bending/stooping, twisting, squatting, and occasional bending/stooping and kneeling. May involve working with angry or upset customers and enforcing adherence to the collection of fines, fees, and court costs within established time deadlines. Requires the ability to hear and communicate in both verbal and written form, read and understand a variety of written materials and create reports. Confidentiality is required.

# **Qualifications:**

Any combination of education and experience equivalent to a Bachelor’s degree from an accredited college or university and five years of management or supervisory experience is required.

An associate’s degree supplemented by course work in practices and principles of supervision and court administration, five or more years of progressively responsible administrative support experience specifically in judicial and/or law enforcement, and supervisory or lead experience, or demonstrated skills/training in supervision, may substitute for the bachelor’s degree and management or supervisory experience.

A master’s degree, juris doctor, or other advanced degree may be considered in lieu of management or supervisory experience.

***Special Qualifications:*** Must be able to obtain CCIC/NCIC and CBI clearances for criminal background. Proficiency in the use of software programs and products including, but not limited to, Internet Explorer, Google Chrome, and Microsoft Office products such as Excel, Word, PowerPoint, and Outlook.

Additional preference given for experience with court management systems, financial accounting systems, law enforcement record systems (e.g. Tiburon, Spillman), criminal justice and legal related programs (e.g. Colorado Court Access, ICCES, Lexis-Nexus, Westlaw, Casemaker, etc.) and/or familiarity with the programs utilized presently by the City.

Must obtain a Notary Public Commission from the State of Colorado within six months of placement and maintain such Commission at all times while employed in this position.

# **Selection**

The selection process will include complete job description review, personal interview, background investigation, criminal background check, and substance screening.

**DEADLINE: 11:59 P.M. ON June 04, 2025**

**Online application (required)** must be successfully submitted by 11:59 p.m. on June 04, 2025. The online application process is available for this position on our website at [**www.longmontcolorado.gov/jobs**](http://www.longmontcolorado.gov/jobs). Resumes will be accepted in lieu of the full City Application; however, they must be submitted via the City application site for consideration. For more information, call (303) 651-8609.

The City of Longmont is an equal opportunity employer. The City affirms its commitment to diversity and to complying with all applicable federal, state, and local laws regarding nondiscrimination in employment. The City will not discriminate against any person in recruiting, examining, appointing, hiring, training, placement, termination, layoffs, recall, transfer, leave of absence, promoting, compensating, retaining, disciplining, or any other personnel action on the basis of age, race, color, creed, religion, sex, sexual orientation, gender identity or expression, national origin, ancestry, genetic information, marital status, veteran status, status with regard to public assistance, physical or mental disability, or any other characteristic protected by federal, state, or local law, except when any of these categories constitutes a bona fide occupational qualification (i.e., an actual qualification for performing a job). If you need special assistance in the selection process, please contact the Human Resources Department in advance to make arrangements.

AN EQUAL OPPORTUNITY EMPLOYER

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