



City of Kansas City, Missouri Job Class Specification

Job Title:	DEPUTY COURT ADMINISTRATOR	Department:	MUNICIPAL COURT
Job Code:	4137	Status:	EXEMPT
		Grade:	EX-6

Summary This is an advanced position with critical responsibilities in the Court's Administration Division. Work involves full coordination, development, implementation and management of policies and procedures for the Municipal Court. Work involves a high level of detail, coordination, critical thinking and independent decision making. This position acts as the Administrator of the Municipal Court in their absence.

Duties and Responsibilities

- Communicates and coordinates information with citizens, private agencies, attorneys and court staff.
- Collects, analyzes, organizes and interprets information and presents to constituents.
- Administers and directs clerical operations of the court including collection of monies, processing court transactions and probation and specialty court functions.
- Interprets state statutes, city ordinances and court operating rules affecting municipal court operations.
- Assists the Court Administrator in oversight of daily operations of the court.
- Establish and maintain relationships with elected officials, elected judiciary, employees, contractors, consultants, attorneys and the general public.
- Performs other duties as assigned by Court Administrator and elected judiciary.

Technical Skills

Thorough knowledge of:
Methods and terminology involved in municipal court operations, principles and procedures involved in collecting, accounting and modern office practices, procedures and equipment.

Ability to:
Interpret rules, regulations and policies and to make independent decisions. Perform administrative detail independently, including the composition of important letters, memoranda and reports. Main and keep complex record files. Exercise broad discretion while performing daily tasks; work performed may also be governed by strict security and confidentiality.

Knowledge of case management software is preferred.

Education and Experience

Master's degree in Business, Public Administration, Criminal Justice or related field or a Juris Doctorate, with at least five (5) years administrative and supervisory experience of a progressively responsible nature and three (3) years in a court related setting.

**Certificates/
Licenses/Special
Requirements**

Must pass a background check as prescribed by the City.

**Supervisory
Responsibility**

Supervision is exercised over a large staff of non-judicial employees of the court.

**Supervision
Received**

Work is performed under the general administrative supervision of the Administrator of Municipal Court.

Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.

**Created
Revised**

8/2022 , 01/2024