



City of Kansas City, Missouri Job Class Specification

Job Title:	ADMINISTRATOR OF THE MUNICIPAL COURT	Department:	MUNICIPAL COURT
Job Code:	1650	Status:	EXEMPT
		Grade:	EX-8

Summary

This is highly responsible administrative work in directing the operation of the Municipal Court under the City Manager and in cooperation with the elected judiciary.

Work involves responsibility as the executive officer of the court for carrying out the administrative policies established by the City Manager, City Council, and the municipal judges. An employee in this class is responsible for all municipal court records and for the collection, disposition, and accounting for all fines and bonds set by the court. The incumbent has wide latitude for using professional and administrative judgment and initiative, and requires constant liaison with the court judiciary and legal representatives in planning and organizing the work of the court. Work is reviewed through conferences, audits, study of regular and special reports, and general observations of the effectiveness with which objectives are obtained.

Duties and Responsibilities

- Administers and directs all clerical operations of the court including the collection and accounting of monies, processing court transactions, and keeping court records.
- Analyzes operations of the court and initiates improved operational procedures and form revisions to improve efficiency; interprets state statutes and city ordinances affecting operational activities.
- Investigates complaints relating to the operation of the court; takes such action on the complaint as appears appropriate in the circumstances and makes a report of the more serious cases to the judge concerned.
- Supervises the preparation of monthly, quarterly, and special activity and statistical reports including information on the expenditures and receipts and other activities of the court; establishes reconciliation procedures for revenue accounts.
- Prepares and submits budget estimates and appropriations necessary for the proper maintenance and operation of the court.
- Approves requisitions for the purchase of necessary materials, supplies, and equipment on funds appropriated for the court and approves all claims for the expenditure of such funds; prepares bid specifications for capital outlay items; negotiates and prepares service contracts.
- Acts as executive secretary for Board of Qualifications for bondsmen and bondsmen's agents which qualifies and issues permits allowing professional bondsmen and their agents to do business in the Municipal Court; acts as secretary of regular meetings and conferences of the court en banc.

Technical Skills	Extensive knowledge of: The methods and terminology involved in municipal or traffic court operations. The principles and procedures involved in collecting and accounting for fines and bond forfeitures. Modern office practices, procedures, and equipment.
	Thorough knowledge of: The organization and operation of a municipal or traffic court.
	Considerable knowledge of: Municipal accounting principles and procedures, and the maintenance of records.
	Ability to: Plan, organize, and administer the work of a moderately large number of employees engaged in the collection, disposition, and accounting for large sums of money. Review and revise systems and procedures as the need arises. Make accurate and concise interpretations of existing codes, ordinances, laws, and regulations. Establish and maintain effective working relationships with judges, attorneys, and the public under circumstances requiring the utmost discretion and tact.
Education and Experience	Master's degree in Business, Public Administration, Criminal Justice or related field or Juris Doctorate, with at least seven (7) years administrative and supervisory experience of a progressively responsible nature and five (5) 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 City Manager.
	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	4/73
Revised	9/06,4/17, 8/2022, 01/2024