

<b>Job Class Code: 0186</b>	<b>FLSA Status: Exempt</b>
<b>Pay Basis: Salary (Annual)</b>	<b>EEO Category: 2</b>

**GENERAL DESCRIPTION OF CLASS**

The purpose of the class is to plan and oversee court docket and case administrative activities and operations. The class is responsible for reviewing and administering dockets, coordinating with staff, screening continuance requests, analyzing and developing procedures, and preparing and maintaining reports. The class works within broad policy and organizational guidelines; independently plans and implements projects; reports progress of major activities through periodic conferences and meetings.

<b>TYPICAL TASKS</b>	
<ul style="list-style-type: none"> <li>• Reviews and administers dockets including scheduling motions and trials, assigning judges, ordering court reporters, and disseminating information to court personnel.</li> <li>• Coordinates with staff including judges, attorneys, clerks, and other agencies to accomplish goals including case flow management.</li> <li>• Screens all continuance requests to determine status of case and researches case files as necessary for judges prior to the submission of such request to reviewing authority.</li> <li>• Analyzes and develops policies and procedures for making improvements to docket administration and case management.</li> <li>• Prepares and maintains statistical reports based on the collection of data from the Case Management System.</li> <li>• Ensures minimum continuances by controlling the number of trials scheduled per day.</li> <li>• Assists in the preparation and monitoring of budget and expenditures.</li> <li>• Performs related tasks as necessary such as serving as backup for and assisting with jury coordination and administrative duties.</li> <li>• Performs other related duties as assigned.</li> </ul>	

<b>GENERAL STANDARDS</b>	
<b>Data Involvement</b>	Coordinates or determines time, place or sequence of operations or activities based on analysis of data or information and may implement and report on operations and activities.
<b>Interpersonal/People Involvement</b>	Negotiates and exchanges ideas, information, and opinions with others to formulate policy and programs or arrive jointly at decisions, conclusions, or solutions.
<b>Reasoning Requirements</b>	Performs work involving the application of logical principles and thinking to solve practical problems within or applying to a unit or division of the organization.
<b>Mathematical Requirements</b>	Performs addition and subtraction, multiplication and division and/or calculates ratios, rates and percents.
<b>Language Requirements</b>	Reads technical journals, abstracts, or legal documents; speaks before professional and civic groups, participating in panel discussions and speaking extemporaneously on a variety of subjects; writes complex articles and reports; develops presentations for sophisticated audiences.
<b>Mental Requirements</b>	Performs professional level work requiring the application of legal or managerial methods in the solution of administrative or legal problems; applies extensive understanding of operating policies and procedures to solve complex problems.
<b>Decisions/Supervisory Control</b>	Makes decisions as a major part of the job, affecting a major segment of the organization and the general public; develops policies and practices.

**EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS**

<b>Vocational/Educational Requirement</b>	Requires any combination of education and experience equivalent to a bachelor's degree in court administration or a closely related field.
<b>Experience</b>	In addition to satisfying the vocational/education standards, this class requires a minimum of four years of related, full-time equivalent experience.
<b>Special Certifications and Licenses</b>	None.
<b>Special Requirements</b>	Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties.

**ADA REQUIREMENTS**

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

*This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.*

Revised 07/16/2020