



City of Peoria

HUMAN RESOURCES

Title: Court Supervisor

FLSA STATUS: Exempt from overtime under FLSA.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from Court Administrator.

Exercises direct supervision over para-professional staff.

MINIMUM QUALIFICATIONS

- **Education:** Six to twelve months of education beyond high school/some college
- **Experience:** Minimum of three years related experience. Requires a working knowledge of specialized practices, equipment and procedures.
- **Licenses/Certifications/Special Requirements:** None noted.

PREFERRED/DESIRABLE QUALIFICATION(s):

- Experience in a municipal or government setting.
- Previous supervisory experience is preferred.

JOB SUMMARY

The purpose of this position is to provide administrative and technical assistance in the development, administration, and implementation of procedures for the municipal court. Supervises staff, investigates inquiries and complaints, works with other agencies, assigns and schedules work; assists with departmental goal setting; prepares and maintains monthly records and reports; oversees court operations; ensures compliance with guidelines and regulations.



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ESSENTIAL FUNCTIONS

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

#	Essential Functions
1	Manages staff by planning and prioritizing tasks, ensuring policy and procedure compliance, recommending changes and adjustments, and monitoring staff performance and development.
2	Supervises court operations. Schedules and coordinates staff assignments; oversees case initiation, front counter, public assistance, payments, records requests, mail processing, and case processing collections; schedules calendars; maintains and orders supplies; manages jury selection and warrant processes; ensures compliance with applicable laws; participates in special projects; works with outside agencies on new programs and developments.
3	Provides financial management for the department. Prepares financial reports; processes check requests; voids transactions; supervises and prepares cashier drawers; reconciles drawers and credit card procurements; disburses receipts; prepares monies for deposit; enters financials; verifies, enters, and submits department payroll.
4	Assists with budget preparation and cost estimates; manages and maintains filing systems; retains court files.
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PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Physical strength for this position is indicated below with "X" The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.					
Sedentary	X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.		Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

Work Environment for this position is indicated below with "X" The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.				
Office	X	Outdoors	Vehicle	Office and Field/ Plant/ Warehouse
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.		Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration.	Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.	The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Computers, printers, and related software, letter folder, vehicle.

PROTECTIVE EQUIPMENT REQUIRED:

Protective gloves.