



## Career Service Authority

### Court Division Supervisor

Page 1 of 4

#### GENERAL STATEMENT OF CLASS DUTIES

Supervises and administers the activities of a jurisdictional division of the Denver County Court.

#### DISTINGUISHING CHARACTERISTICS

This class is distinguished from the Technical Support Supervisor by the level of supervision exercised, which is second level. This class is responsible for conducting continuing review and analysis of court procedures and operations for the purpose of developing new systems to meet the needs of the court. This class is distinguished from the class of Manager One which is a tactical/operational manager whose responsibilities are predominately managerial in nature and include but are not limited to fiscal analysis, along with preparing and presenting budget recommendations.

#### ***Guidelines, Difficulty and Decision Making Level:***

Guidelines are in the form of stated objectives for the section, unit, function or project. Work assignment is generally unstructured and employee is responsible for assigning and supervising a variety of functions to achieve the objectives of the section, unit or project. Duties performed involve weighing and evaluating factors requiring judgment, analytical ability and problem solving. Employee is responsible for simultaneous coordination and supervision of several functions, programs or projects in various stages of completion.

#### ***Level of Supervision Received and Quality Review:***

Under managerial direction, the employee has personal accountability for carrying out the work objectives of an organizational unit or section within the scope of established guidelines and the mission of the agency or department. Employee is expected to resolve problems that arise in the normal course of the work. Work may be discussed with higher level supervisors and reviewed for soundness of judgment and feasibility of decisions.

#### ***Interpersonal Communications and Purpose:***

Contacts of a non-prescribed nature involving the negotiation and resolution of non-routine problems encountered and where exceptional degrees of discretion and judgment and specialized knowledge are required in carrying out the programs and policies of an organization.

#### ***Level of Supervision Exercised:***

Supervises two or more first level supervisors

## ESSENTIAL DUTIES

Supervises and administers the work of technical and clerical court supervisors and employees responsible for processing cases before the court.

Plans, schedules, coordinates, and assigns work and establishes goals and priorities for subordinate employees.

Confers with court, judiciary, law enforcement personnel and associates regarding the overall plans, problems and progress of court activities and specific matters before the court.

Makes recommendations for functional revisions using knowledge of current statutes, rules and ordinances governing legal proceedings.

Conducts continuing review and analysis of court procedures and operations for the purpose of developing new systems to meet the need and objectives of the court.

Conducts confidential research investigations for the presiding judge and court administrative officer.

Compiles, reviews and analyzes statistical reports.

Directs personnel in the preparation, identification, filing and disposition of court records.

Performs other related duties as assigned or requested.

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Any one position may not include all of the duties listed.  
However, the allocation of positions will be determined by  
the amount of time spent in performing the essential duties  
listed above.  
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## MINIMUM QUALIFICATIONS

### ***Competencies, Knowledges & Skills:***

**Problem Solving** - Expresses ideas and facts to individuals or groups effectively; makes clear and convincing oral presentations; listens to others; facilitates and open exchange of ideas.

**Written Communication** - Expresses facts and ideas in writing in a succinct and organized manner.

**Oral Communication** - Expresses ideas and facts to individuals or groups effectively; makes clear and convincing oral presentations; listens to others; facilitates an open exchange of ideas.

**Interpersonal Skills** - Considers and responds appropriately to the needs, feelings, and capabilities of others; adjusts approaches to suit different people and situations.

**Technical Competence** - Understands and appropriately applies procedures, requirements, regulations, and policies related to specialized expertise; maintains credibility with others on technical matters.

**Flexibility** - Is open to change and new information; adapts behavior and work methods in response to new information, changing conditions, or unexpected obstacles; effectively deals with pressure and ambiguity.

**Leadership** - Inspires, motivates, guides others toward goals; coaches, mentors, challenges staff, adapts leadership styles to various situations; models high standards of honesty, trust, openness, and respect for individuals by applying these values daily.

**Managing Diverse Workforce** - Is sensitive to cultural diversity, race, gender, and other individual differences in the workforce; manages workforce diversity.

**Human Resources Management** - Empowers staff by sharing power and authority; develops lower levels of leadership, pushing authority down and out throughout the organization, shares rewards with staff, ensures staff are properly selected, used appraised, and developed, and are treated fairly.

Knowledge of supervisory theories and methods sufficient to be able to perform a variety of supervisory functions.

Knowledge of analysis and research techniques sufficient to be able to determine what information is needed; gather and analyze the information and formulate logical recommendations.

Skill in establishing and maintaining effective working relationships with other employees, organizations, and the public.

Skill in exercising initiative, judgment, and decision making in solving problems and meeting the objectives of the unit or project.

Skill in applying existing guidelines or creating new approaches to a variety of unprecedented and problematic situations for a unit or project.

***Physical Demands:***

Sitting: remaining in the normal seated position.

Handling: seizing, holding, grasping, or otherwise working with hand(s)

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by ear.

Eye/hand/foot coordination: performing work through using two or more.

***Working Environment:***

Pressure due to multiple calls and inquiries.

Subject to many interruptions.

***Education Requirement:***

Baccalaureate Degree in Criminal Justice, Business Administration, Public Administration, Political Science, or a related field.

***Experience Requirement:***

Three years of supervisory experience in a court/legal environment, which must have included assisting in the planning and development of operational objectives, policies and procedures.

***Education/Experience Equivalency:***

A combination of appropriate education and experience may be substituted for the minimum education requirement.

***Licensure and/or Certification:***

None.

**CLASS DETAIL**

***FLSA CODE:*** Exempt

***ESTABLISHED DATE:*** 09/16/1995

***REVISED DATE:*** 05/25/2008

***REVISED BY:*** Hameed Pousti

***CLASS HISTORY*** The former class was Court Division Manager.  
05/25/08 - Experience requirement has been expanded to include three years of supervisory experience in a court/legal environment.