



Office of Human Resources
Court Division Supervisor - CA0759
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General Statement of Duties

Provide divisional supervision to ensure the critical business needs, including daily operations, records and project management, and administrative duties for the Denver County Court. Supports Court Division Managers to establish effective operations, processes, and policies through collaboration with judicial officers and court administration including understanding and managing legislative changes that effect court processes.

Distinguishing Characteristics

The Court Division Supervisor is distinguished from the Court Division Manager who performs management level work by providing leadership over the day-to-day operations of a court division and ensures the critical business needs of customers, staff, judicial officers, and Court administration are met. This position determines strategic development and implementation of court goals and objectives in collaboration with Court Administration and the Judicial Bench.

Essential Duties

Supervises and administers the work of court employees responsible for processing cases and/or warrants, and documents before the court.

Develops goals, documents performance, provides performance feedback and formally evaluates the work of the employee; provides reward and recognition for proper and efficient performance. Assists staff to achieve performance standards and identifies opportunities for continual improvement to performance standards.

Conducts hiring interviews and selects candidate(s) for job opening(s).

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.

Resolves problems and mediates conflicts encountered during daily operations and determines appropriate solutions; promotes teamwork. Encourages regular communication, informs staff of relevant business issues and their impact on the organization.

Compiles, reviews and analyzes statistical reports.

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

Performs other related duties as assigned.

Employees may be re-deployed to work in other capacities in their own agencies or in other City agencies to support core functions of the City during a City-wide emergency declared by the Mayor.

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.

Competencies

Delivering Results - Sets high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.

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

Influencing - Collaborates with, persuades and influences others.

Problem Solving - Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

Reasoning - Identifies rules, principles, or relationships that explain facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.

Coaching - Provides others with clear direction, motivates, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching.

Knowledge & Skills

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.

Level of Supervision Exercised

Supervises two or more professional, technical, and/or administrative support staff.

Education Requirement

Bachelor's Degree in Criminal Justice, Business Administration, Public Administration, Political Science, or a related field.

Experience Requirement

Three (3) years of experience performing technical, paraprofessional, and/ or administrative work.

Education & Experience Equivalency

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

Licensure & Certification

None

Working Environment

Pressure due to multiple calls and inquiries.
Subject to many interruptions.

Level of Physical Demand

1-Sedentary (0-10 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Eye/Hand/Foot Coordination: Performing work through using two or more body parts or other devices.

Handling: Seizing, holding, grasping, through use of hands, fingers, or other means.

Hearing: Perceiving and comprehending the nature and direction of sounds.

Lifting: Moving objects weighing no more than 10 pounds from one level to another.

Sitting: Remaining in a stationary position.

Talking: Communicating ideas or exchanging information.

Background Check Requirement

Criminal Check

Employment Verification

Education Check

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: EX-09

FLSA Code: Y

Established Date: 9/21/2018

Established By: LS

Revised Date: 10/17/2022

Revised By: GT

Class History: Following sections revised when the Court Division Manager job spec created: Statement of General Duties, Distinguishing Characteristics, Essential Duties, Level of Supervision Exercised, and Experience Requirement.