



Office of Human Resources Deputy Court Executive - CA3215

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General Statement of Duties

As delegated by the Court Executive or Presiding Judge, plans, organizes, directs, and coordinates the administrative activities of the court., Assists the Court Executive in overseeing and managing various administrative functions of the Court which may include facilities, budget planning, legislative implementation, Court technology design and implementation, safety and security initiatives, continuity of court operations and other activities having organization-wide impact. In the absence of the Court Executive, the Deputy Court Executive may act as Court Executive, with the approval of the Court Executive or the Presiding Judge. The Deputy Court Executive is responsible for compliance with all applicable laws, regulations, and policies.

Distinguishing Characteristics

The Deputy Court Executive is distinguished from the Clerk of Court, who manages and directs activities related to the Court record. The Deputy Court Executive assists the Court Executive in managing and directing the administrative functions of the Denver County Court. The Presiding Judge or Court Executive delegates and assigns all duties and responsibilities to the Deputy Court Executive.

Essential Duties

In the absence of the Court Executive, the Deputy Court Executive may act as the Court Executive, with authorization of the Court Executive or Presiding Judge.

Apprises the Presiding Judge, the Appointing Authority, on all administrative matters.

Manages various complex projects including Court's continuity of operations (COOP) emergency planning protocols, information technology modernization and transitions, and various contracts.

Reviews and assesses pending legislation for actual or potential impact to the Court.

Assists the Communications Director and Court Data Analyst with CCJRA, general data and other inquiries/requests.

Assists in determining the goals and objectives of the organization, and initiates proposals for change in organizational functions, resource allocations, procedures, and priorities.

Manages multiple operations or programs. Plans and provides broad direction, establishes standards, and evaluates operations and programs.

Assists in the development and implementation of court policies and procedures; directs employees in the preparation, reproduction, and distribution of court orders, directives, and communications.

As delegated provides representation in meetings with internal and external stakeholders. Represents the County Court on various committees and workgroups as a participant or leader in a wide variety of local and state-wide projects. Meets with internal and external stakeholders to positively problem solve, as needed.

Assists in resolving complaints on court related matters from the public, law enforcement agencies, attorneys, and others.

Supports the Denver County Court Bench and Court administration with staffing, planning and coordination of judicial rotations, training, needs assessments, building, and facility needs.

Prepares and analyzes statistical data to assist in informing business needs.

Assists with all Court property and facilities including space allocation, needs assessment, security, facilities planning, and maintenance of all Court property.

Reviews, develops or modifies work plans, methods, and procedures, determines work priorities and develops work schedules to provide adequate staff coverage. Provides work instruction and assists employees with difficult and/or unusual assignments; encourages innovation. Assigns and distributes work, reviews work for accuracy and completeness, and returns assignments with recommendations for proper completion.

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

Assists in identifying needed areas of improvement for the Court. Assists in developing Court strategies to address these needs.

Attends meetings and training as required.

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

Accountability - Holds self and others accountable for measurable high-quality, timely, and cost-effective results. Determines objectives, sets priorities, and delegates work. Accepts responsibility for mistakes. Complies with established control systems and rules.

Adapting and Responding to Change - Adapts to changing circumstances and direction. Accepts new ideas and change initiatives.

Administration and Management – Knowledge of business and management principles involved in strategic planning, resource allocation, leadership technique, production methods, and coordination of people and resources.

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

Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Deciding and Initiating Action - Takes responsibility for actions, projects, and people; makes quick, clear decisions which may include tough choices, after considering risks.

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

Manages and Organizes Information - Identifies a need; gathers, organizes, and maintains information; determines its importance and accuracy, and communicates it by a variety of methods.

Problem Solving- Identifies and analyzes problems; uses sound reasoning to arrive at conclusions; finds alternative solutions to complex problems; distinguishes between relevant and irrelevant information to make logical judgments.

Knowledge & Skills

None

Level of Supervision Exercised

Directs and oversees multiple areas of the Court by supervising managers, supervisors, and individual contributors.

Education Requirement

Bachelor's Degree in public, business, or judicial administration or a related field based on a specific position(s).

Experience Requirement

Four (4) years of management level work experience that must include managing subordinate personnel. Three years' experience in a court, legal or similar setting.

Education & Experience Equivalency

Two (2) years 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

By position, requires a valid Driver's License at the time of application.

Licenses and certifications must be kept current as a condition of employment.

Working Environment

Effectively manages unanticipated crisis on short notice.

Occasional pressure given the nature of the position.

Subject to long, irregular hours, as needed.

Subject to many interruptions.

Subject to varying and unpredictable situations.

Level of Physical Demand

2-Light Work (10-20 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/Talking: Perceiving and comprehending the nature and direction of sounds/ability to communicate ideas.

Lifting: Moving objects weighing no more than 20 pounds from one level to another.

Oral Comprehension: Ability to discern the meaning of oral speech.

Repetitive motions: Making frequent or continuous movements. Sitting: Remaining in a stationary position.

Standing: Remaining in a stationary position.

Talking: Communicating ideas or exchanging information.

Walking: Ability to move or traverse from one location to another.

Written Comprehension: Ability to discern the meaning of written words.

Background Check Requirement

Criminal Check

Education Check

Employment Verification

By position, Motor Vehicle Record

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: EX-17

FLSA Code: Y

Established Date: 11/3/2019

Established By: GT

Revised Date: 4/12/2024

Revised By: BM

Class History: 11/27/2022 - Revised pay grade as a result of CN1746; 4/12/24 - The following classification specification sections were updated to current requirements as requested by Denver County Court: General Statement of Duties, Distinguishing Characteristics, Essential Duties, Competencies, Level of Supervision Exercised, Experience Requirement, Working Environment and Physical Demands.