



COLUMBIA COUNTY, OREGON
JOB TITLE: COURT ADMINISTRATOR
DATE: JANUARY 1, 2024

EXEMPT (Y/N):	No	CLASSIFICATION:	CSC
DEPARTMENT:	Justice Court	JOB CODE:	097
SUPERVISOR:	Justice Court Judge	SALARY RANGE:	24
UNION (Y/N):	Yes	LOCAL:	AFSCME 1442

GENERAL STATEMENT OF DUTIES: Perform administrative duties to support the Justice Court Judge and ensure an efficient operation.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other related duties may be assigned.

Coordinate with law enforcement, attorneys, and defendants to schedule all hearings and trials as needed. Prepare and distribute notice of docket. Select jury panels for jury trials and notify appropriately.

Examine legal documents submitted to court for court procedures, prepare case folders and post, file, and route documents.

Attend all court proceedings and ensure defendants have signed in. Ensure the Judge has citations organized in the order in which people have signed in and process all paperwork following adjudication by the Judge, including class registration forms and payment plans. Accept payments as needed and answer defendant's questions.

Explain procedures or forms to parties in cases.

Secure information for judges, contact witnesses, attorneys, and litigants to obtain information for court and instruct parties when to appear in court.

Notify and prepare files for the District Attorney's Office of cases prosecuted by the District Attorney.

Administer oath to witnesses.

Process all traffic citations including receiving pleas.

Record case disposition, court orders, and arrange for payment of court fees.

Collect court fees or fines and record amounts collected. Turn over delinquent accounts to a collection agency. Deposit monies received with the bank and prepare reports for the County Treasurer, and the cities of Vernonia and Clatskanie. Maintain accounts and prepare necessary reports. Prepare and assist in annual audit.

Maintain records and files, including claims for payment. Oversee purging of records in accordance with federal and state rules, regulations, and laws.

Perform administrative duties including preparing documents and reports. Answer telephone, route calls, take messages, and make appointments. Respond to routine inquiries regarding court processes and procedures. Process travel arrangements and maintain inventory of office supplies.

Follow all safety rules and procedures established for work areas. Comply with all relevant state and county policies and procedures.



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Maintaining regular attendance during the assigned work schedule is an essential requirement of this position. The ability to serve and meet in person with members of the general public, co-workers, and others is required.

SUPERVISORY RESPONSIBILITIES: Supervision of employees is not a responsibility assigned to this position. This position may nominally supervise or oversee the daily activities of the Justice Court Clerk and temporary employees.

SUPERVISION RECEIVED: Work is performed under the general direction of the Justice Court Judge who provides policy, procedure, and administrative direction and reviews performance.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The competencies below represent the required knowledge, skills, and/or abilities. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

EDUCATION and/or EXPERIENCE: Equivalent to a high school diploma with specialized training as a legal secretary or assistant. Five years' of increasingly responsible experience as a court clerk or in a related field. Any satisfactory combination of experience and training, which demonstrates the required knowledge, skills, and abilities may be substituted for the above requirements.

DESIRABLE QUALIFICATIONS: Team player willing to work collaboratively toward shared goals and be open to diverse ideas and perspectives. Receive constructive feedback in a positive manner.

CERTIFICATES, LICENSES, REGISTRATIONS: Must be able to obtain Law Enforcement Data Systems (LEDS) certification and Criminal Justice Information Systems (CJIS) certification within three months of hire. Must possess a valid driver's license and be insurable under the county's liability policy.

KNOWLEDGE, SKILL, AND ABILITY: Advanced knowledge of legal office practices and procedures, court proceedings, terminology and related documents. Basic knowledge of bookkeeping practices.

Skill in business software programs along with Microsoft Office products. Skill in virtual meeting platforms for court appearances, hearings, and trials.

Ability to:

- Organize, prioritize, and produce an accurate work product.
- Express ideas effectively, both verbally and in writing. Use sound judgment.
- Adapt to change or new situations and openly acknowledge and work through conflict. Accept responsibility and be able to work well with ambiguity.
- Work independently and as a team.
- Act in such a manner as to maintain the confidentiality of the records and issues and other matters that may be encountered.
- Develop and maintain harmonious and effective working relationships with employees, other agencies, county officials, and the general public.
- Pass CJIS and LEDS testing biannually.
- Prioritize and accomplish quickly and efficiently a large number of diverse tasks.
- Remain calm and use good judgement during confrontational or high-pressure situations.



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SPECIAL NECESSARY QUALIFICATIONS: Must be able to pass a pre-employment background screening.

PHYSICAL DEMANDS: The physical demands described here must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Minimal, involving the movement of files, books, boxes, equipment, etc., seldom exceeding 20 pounds.

WORK ENVIRONMENT: 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 essential functions.

General office environment. Frequent exposure to the public which may include upset or dissatisfied individuals.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

***Columbia County has the right to revise this job description at any time.
This description does not represent in any way a contract of employment.***