



JOB SPECIFICATION
COURT LIASION SUPERVISOR

Code 19360
Grade GS 45

General Purpose

Under general supervision, oversee and participate in the efficient scheduling of court appearances by law enforcement personnel.

Typical Duties:

Serve as a liaison between police officers, municipal court, various other courts and attorneys. Involves: Obtain officers master schedule, monthly municipal court schedule, case status information and subpoena for appearance. Notify officer by phone, memo or e-mail of any scheduled pre-trials, trials or cancellations. Receive notification from officers advising of scheduled vacation, training dates or extended unavailability. Maximize court scheduling while officer is on duty to minimize overtime. Notify municipal court when officer will not be available for scheduled appearance. Review and approve or correct court overtime certificates submitted by officers, forward documentation to payroll for payment and maintain totals for monthly report. Notify supervisor of officers' failure to appear for scheduled court appearance. Answer questions from officers regarding overtime payment or payment disputes. Track court schedules, officers response to notification and dates officers will not be available in personal computer. Interact with court personnel, attorneys and law enforcement personnel in maintaining court schedule. Assist prosecutors in finding officers for appearance on short notice. Assist in locating officers who are no longer employed by the City. Prepare monthly activity report detailing total number of subpoenas issued, officers notified and overtime cost.

Supervise assigned staff. Involves: Assign and monitor work. Appraise employee performance. Provide for staff training and development. Counsel, motivate and maintain harmony. Identify and resolve staff differences, conflicts and deficiencies. Interview applicants. Recommend hiring, termination, transfers, discipline, merit pay or other employee status changes. Enforce personnel rules and regulations and work behavior standards firmly and impartially. Track attendance and approve/disapprove leave requests. Post time sheets and order supplies for section.

Perform duties of subordinates to ensure continuity of operations during absences.



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Knowledge, Skills, and Abilities

- Application of considerable knowledge of modern office practices and procedures, business English, spelling, grammar and punctuation.
- Application of good knowledge of court processes and procedures, legal terminology, police department regulations and collective bargaining agreement provisions relating to court appearances and overtime.
- Application of good knowledge of effective customer service/public relations practices and procedures.
- Application of some knowledge of personal computers and business software applications.
- Application of some knowledge of supervisory techniques and practices.
- Read and interpret oral, written, or legal information to identify and solve practical scheduling problems.
- Proof, record, extract, organize and summarize data from manual or automated sources; prepare and maintain detailed records in an automated environment according to established deadlines.
- Establish and maintain effective working relationships with officials, judges, supervisors, law enforcement personnel and the general public.
- Clear, concise oral and written communication.
- Skill in the safe operation of common office equipment including personal computers.

Other Job Characteristics

- Extended sitting.

Minimum Qualifications

Education and Experience: A High School diploma or GED, and four (4) years general clerical experience, including two (2) years experience in a court or law enforcement environment.

Licenses and Certificates: None.