



Office of Human Resources
Deputy Court Executive - CA3215
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General Statement of Duties

Plans, organizes, directs, and coordinates the activities of the court. Responsible for overseeing the administration of multiple divisions of the Court, as well as supervision of managers, supervisors and individual contributors, as delegated. 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 Court Executive, who manages and directs the administration of the Denver County Court. Responsible for overseeing the administration of the Denver County Court, which includes the Chief Clerk duties as set forth in the Denver Revised Municipal Code, as well as supervision of directors, managers, supervisors and individual contributors. The Court Executive is responsible for compliance with all applicable laws, regulations, and policies. The Court Executive delegates and assigns all duties and responsibilities to the Deputy Court Executive, with the approval of the Presiding Judge.

Level of Supervision Exercised

Directs and oversees multiple divisions of the Court by supervising managers, supervisors, and may supervise individual contributors.

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

As delegated, directly or indirectly supervises subordinate clerks and administrative staff involved in case processing, data processing, personnel support services, and cashiering/collection of fees.

When delegated, directs and evaluates selection, training, evaluating performance, coaching, and motivating the employees.

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

Assists the Court Executive/Chief Clerk by providing representation in meetings with public and private agencies.

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

Directs the maintenance, microfilming/imaging and destruction of all court case file(s), financial and administrative records according to policy and legal requirements.

As assigned, prepares statistical reports for Judges, news media, the Judicial Branch, other agencies and the public.

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

Meets with stakeholders to positively problem solve, as needed.

Attends meetings and training as required.

Performs other related duties as assigned.

Any one position may not include all 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

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

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.

Thinking Strategically - Thinks strategically and promotes best practices and leading-edge ideas.

Knowledge & Skills

None

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, law enforcement or legal 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.

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.):

Agility: bends, stretches, twists, or reaches out with the body, arms, or legs.

Balancing: maintaining body equilibrium to prevent falling over.

Carrying: transporting an object; usually by hand, arm, or shoulder.

Color vision: ability to distinguish and identify different colors.

Crouching: bending body downward and forward by bending legs.

Depth Perception: ability to judge distances and space relationships.

Eye/Hand/Foot Coordination: performing work through the use of two or more.

Feeling: perceiving attributes of objects by means of skin receptors.

Feeling: perceiving attributes of objects by means of spoken word.

Field of Vision: ability to adjust vision to bring objects into focus.

Field of Vision: ability to see peripherally.

Fine Dexterity: Coordinate eye-hand to operate a vehicle, reach, hold, grasp and turn objects.

Fingering: picking, pinching, or otherwise working with fingers.

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

Handling: seizing, holding, grasping, or otherwise working with fingers.

Hearing/Talking: Hear and determine direction of sound.

Kneeling: bending legs to come to rest on one or both knees.

Lifting: raising or lowering objects weighing no more than 20 pounds, from one level to another.

Mental Demands: mathematical reasoning, memorization, oral comprehension, spatial orientation, and written comprehension.

Neck Flexion: Moving neck upward/downward.

Oral Comprehension

Pulling: Exerting force upon an object so that it is moving to the person

Pushing: exerting force upon an object so that the object is moving away from the person.

Reaching: extending the hand(s) and arm(s) in any direction.

Repetitive motions: Making frequent movements with a part of the body.

Sitting: remaining in the normal seated position.

Standing: remaining one one's feet in an upright position.

Stooping: Bending the body by bending the spine at the waist.

Talking: Expressing or exchanging ideas by means of spoken words

Vision Far acuity: ability to see clearly at 20 feet or more.

Vision Near acuity: ability to see clearly at 20 inches or less.

Walking: moving about on foot on uneven surfaces.

Walking: moving about on foot.

Written Comprehension.

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: A-818

FLSA Code: Y

Established Date: 11/3/2019

Established By: GT

Revised Date:

Revised By:

Class History: