



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

Supervises and administers the activities of a jurisdictional division of the Denver County Court.

### Distinguishing Characteristics

This class is distinguished from the Technical Support Supervisor by the level of supervision exercised, which is second level. This class is responsible for conducting continuing review and analysis of court procedures and operations for the purpose of developing new systems to meet the needs of the court. This class is distinguished from the class of Manager which is a tactical/operational manager whose responsibilities are predominately managerial in nature and include but are not limited to fiscal analysis, along with preparing and presenting budget recommendations.

### Essential Duties

Supervises and administers the work of technical and clerical court supervisors and employees responsible for processing cases 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.

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.

Compiles, reviews and analyzes statistical reports.

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

Performs other related duties as assigned or requested.

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 first level supervisors.

### **Education Requirement**

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

### **Experience Requirement**

Three (3) years of supervisory experience in a court/legal environment, which must have included assisting in the planning and development of operational objectives, policies and procedures.

### **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:** A-810  
**FLSA Code:** Y  
**Established Date:** 9/21/2018  
**Established By:** LS  
**Revised Date:**  
**Revised By:**  
**Class History:**