



Office of Human Resources  
Court Executive - CA3214  
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### General Statement of Duties

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.

### Distinguishing Characteristics

The Court Executive is distinguished from the Deputy Court Executive who 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.

### Essential Duties

Supervises and directs court employees.

Provides effective leadership by delegating and overseeing top management reports.

Fosters positive working relationships between Administration, the Presiding Judge and Judges.

Delegates appropriate duties and responsibilities to the Deputy Court Executive.

Develops or implements procedures with approval from Presiding Judge to assure the Court is in compliance with all state, federal, constitutional, charter, ordinances, and Canons of Judicial Conduct.

Coordinates the activities of the court and maintains productive relationships with Judicial Officers, Budget Office, City Council, the Mayor, other City stakeholders, other Court Executives, State Court Administrator's Office, other courts, the bar association, law enforcement agencies, general public, and correction institutions.

Assists with budget and fiscal oversight responsibilities in conjunction with the Presiding Judge. Partners with the Presiding Judge on evaluation of business processes, and policy and decision-making when planning and organizing multiple programs, projects, operations or functions.

Apprises the Presiding Judge (the Appointing Authority) on all administrative matters.

Provides case flow management and reporting in conjunction with the Clerk's office, ensuring proper docket management.

Oversees IT goals as set forth by the Court, and acts as a member of the IT Committee.

Implements policy changes as directed or approved by the Presiding Judge and the Court.

Consults on the recruitment, selection and termination of court employees.

Establishes expectations and provides employee performance feedback on an on-going and annual basis. Assists direct reports in establishing goals.

Evaluates direct reports' goal achievement through regular meetings and feedback. Makes decisions regarding direct reports' employment probationary/trial period.

Provides orientation and on-going training, mentoring and coaching to direct reports.

Makes provisions for court employees to attend outside training. May provide cross-training and interdepartmental training.

Assigns duties and responsibilities to court employees; develops and establishes procedures for operating and maintaining required administrative systems in conjunction with the judges.

Oversees the development and management of the budget, purchasing and accounting functions. Authorizes expenditures.

Participates in the design, acquisition, and implementation of automation for court processes and proceedings.

Directs all court property and facilities including space allocation, needs assessment, security, facilities planning, and maintenance of all court property, ensuring that staff have adequate equipment and safe working environment.

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. Fosters and maintains a healthy work environment.

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 of any endeavor. Focuses on customer needs and satisfaction. Consistently achieves project goals.

Thinking Strategically - Thinks strategically, promotes and advances best practices and evidence-based leading-edge ideas.

Written Communication – Possess strong writing skills. Composes, reviews, edits, and issues written materials for diverse stakeholders and communicates purpose in a succinct and organized manner that is appropriate for context, time, place, and audience.

### **Knowledge & Skills**

None

**Level of Supervision Exercised**

Directs multiple divisions of the Court and must supervise directors, managers, supervisors, and may supervise individual contributors.

**Education Requirement**

Bachelor's Degree in Business Administration, Public Administration, Court Administration, or a related field based on a specific position(s).

**Experience Requirement**

Five (5) years of executive level work experience that must include managing subordinate personnel. Three (3) years of experience in 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: Ability to move quickly and easily.

Balancing: Maintaining equilibrium.

Carrying: Transporting or moving an object.

Color vision: Ability to distinguish and identify different colors.

Crouching: Positioning body downward and forward.

Depth Perception: Ability to judge distances and space relationships.

Eye/Hand/Foot Coordination: Performing work through using two or more body parts or other devices.

Feeling: Perceiving attributes of objects by means of skin receptors, communication, or otherwise.

Field of Vision: Ability to sharply detect or perceive objects peripherally.

Fine Dexterity: Sufficient coordination to operate a vehicle and manipulate objects.

Fingering: Picking and pinching, through use of fingers or otherwise.

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.

Kneeling: Assuming a lowered position.

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

Neck Flexion: Perceiving objects located above or below.

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

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

Pushing: Exerting force upon an object so that it moves away from the person.

Reaching: Extending the hands and arms or other device in any direction.

Repetitive motions: Making frequent or continuous movements.

Sitting: Remaining in a stationary position.

Standing: Remaining in a stationary position.

Stooping: Positioning oneself low to the ground.

Talking: Communicating ideas or exchanging information.

Vision Far Acuity: Ability to perceive or detect objects clearly at 20 feet or more.

Vision Near Acuity: Ability to perceive or detect objects at 20 inches or less.

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: A-820**

**FLSA Code: Y**

**Established Date: 11/3/2019**

**Established By: GT**

**Revised Date:**

**Revised By:**

**Class History:**