



Office of Human Resources
Deputy Court Executive - CA3215
THIS IS A PUBLIC DOCUMENT

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.

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

Level of Supervision Exercised

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

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: 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-818

FLSA Code: Y

Established Date: 11/3/2019

Established By: GT

Revised Date:

Revised By:

Class History: