

JOB DESCRIPTION

CITY OF FARMINGTON

JOB TITLE: COURT SERVICES COORDINATOR

PAY CLASS: PAT-6 - Non-Exempt

DEPARTMENT/DIVISION: Administration/Municipal Court

LATEST REVIEW DATE: 1/08

PERSONNEL REVIEW: P. Hardin

DEPARTMENT REVIEW: W. Liese

JOB DUTIES

This is an at-will position which serves at the pleasure of the COURT.

ESSENTIAL DUTIES:

Works under the supervision of the Court Services Administrator.

Supervises all defendants placed on supervised probation by the Municipal Judge.

Supervises all defendants referred to probation for pre-sentence supervision by the Municipal Judge.

Performs numerous clerical functions such as preparing files, retrieving files, updating information, etc.

Prepares pre-sentence reports upon request for the Municipal Judge.

Prepares Probation Violation Reports and presents them in court to the Municipal Judge.

Provides referral service to various care providers.

Conducts random UA's and BAC's on defendants on supervision.

Conducts random home and work checks.

Execute Probation Holds.

NON-ESSENTIAL DUTIES:

May serve on a variety of employee committees.

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The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

QUALIFICATIONS

This position is subject to the City of Farmington's Drug and Alcohol Free Workplace Policy.

Graduation from high school or GED equivalent and five (5) years prior work experience in a court environment; or any equivalent combination of education and experience.

Certified substance abuse counselor or five (5) years experience in the criminal justice system required.

Ability to type 45 WPM, or at a rate sufficient to perform duties of the job and enter data accurately.

Thorough knowledge of New Mexico judicial system, language and procedures.

Thorough knowledge of legal language and legal procedures related to municipal court functions.

Valid New Mexico driver's license required.

Strong customer service skills and ability to handle irate customers.

Working knowledge of police department procedures in order to answer inquires and follow through with work assignments.

Skill in the operation of the listed tools and equipment.

Ability to perform duties accurately and professionally in stressful situations.

Ability to communicate effectively verbally and in writing.

Ability to work independently and to be flexible.

Ability to maintain effective working relations with employees, other departments, officials and the public.

Comprehensive knowledge of alphabetical and numeric filing systems. Knowledge of records management filing systems. Ability to maintain accurate records.

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TOOLS EQUIPMENT USED:

Personal computer system, including word processing and specialized court software, 10-key calculator, typewriter, phone, copy and fax machine, motor vehicle, various breath test instruments, U/A test kits and handcuffs.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk and hear. The employee is occasionally required to stand, walk, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms.

Ability to detain or restrain defendants until police arrives and or transport to jail.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is a normal office setting. The noise level in the work environment is usually quiet.
