



LARAMIE COUNTY

JOB DESCRIPTION

TITLE: District Court Supervisor

FLSA: Non-Exempt

DEPARTMENT: District Court

REVISED:

Summary: Under limited supervision, supervises and coordinates the activities and operations of an assigned area of the Clerk of District Court Office.

Essential Job Functions: *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Coordinates the operations and activities of an assigned area of the Clerk of District Court Office including non-child support bookkeeping, civil/legal, intake, and child support enforcement departments; ensures compliance with applicable laws, regulations, polices and procedures.
- Hires, supervises, trains and evaluates the performance of assigned personnel; monitors/coordinates staff coverage during vacations and absences; provides and/or coordinates staff training; processes timesheets for assigned personnel.
- Processes judges' orders and mass orders including filing, certifying and distributing documentation to relevant parties as required.
- Monitors criminal docketing, journalizing and filing activities; ensures compliance with applicable State of Wyoming statutes, performs functions in relation to filing, pulling court files, docketing and journalizing pleadings, processing mass orders, certifying, opening new cases, filing new pleadings, and distributing orders as required.
- Provides customer service assistance including answering phones, providing information to the general public, receipting and collecting fees, liaising with attorneys and their staff; and responding to correspondence.
- Researches, responds to and resolves complex problems and issues for customers, attorneys, judges, outside agencies, banks and mortgage companies; controls access to confidential court files as required.
- Performs various financial management activities including processing cash payments and daily deposits, issuing payments via printed check or electronic transfer, resolving problems with lost checks and transaction/bank encoding errors, refunding overpayments, and reconciling bank statements; manages petty cash as required.
- Prepares and coordinates reports for area of assignment; tracks and analyzes report information; ensures report accuracy as well as compliance with all applicable reporting requirements.
- Oversees the maintenance and processing of case files; ensures the accuracy of case file information.
- Supervises and/or performs functions specific to area of specialization including jury selection, courtroom duties, monitoring Notices of Appeal, and escheating unclaimed property as required.
- Provides troubleshooting assistance in relation to departmental computers; trains assigned personnel in relation to new features or system upgrades as required.
- Performs other duties as assigned or required.



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Knowledge and Skills:

- Knowledge of all aspects of daily operations relative to an assigned area within the District Court.
- Knowledge of laws, statutes and regulations applicable to the activities of area of specialization.
- Knowledge of reporting standards and regulatory requirements relevant to area of specialization.
- Knowledge of court procedures and file/case management standards and protocol.
- Knowledge of financial management/accounting processes and standards.
- Knowledge of supervisory principles, practices, and methods.

- Skill in coordinating the day to day District Court operations and activities for an assigned area.
- Skill in providing customer service assistance and liaising with internal and external parties.
- Skill in researching and resolving complex problems and issues.
- Skill in preparing reports and ensuring compliance with applicable reporting requirements.
- Skill in performing and monitoring various financial management activities.
- Skill in supervising, leading, and delegating tasks and authority.

Minimum Qualifications:

High School Diploma or equivalent; four (4) years District Court experience, equivalent combination of education, training and experience.