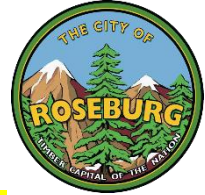


**EMPLOYMENT OPPORTUNITY**  
**City of Roseburg, Oregon**  
**MUNICIPAL COURT SUPERVISOR**  
**\$30.7349 - \$39.3433/hour**



**Applications Close – 5:00 p.m., Tuesday, August 20, 2024**

*Essential competencies of this job are described under the headings below. They may be subject to change at any time. 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. The job description does not constitute an employment agreement between the employer and employee, and may be changed by the employer at any time.*

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions, providing that an accommodation(s) does not create an undue hardship for the employer, remove an essential job function, and/or, create a direct safety threat to the individual, or others.*

### **GENERAL POSITION SUMMARY**

Performs complex and varied clerical and administrative work related to the operations of the Municipal Court, which includes the preparation and maintenance of records, coordination of court docket and proceedings, responding to public inquires, and providing related administrative services for the Court and Municipal Judge.

### **SUPERVISION RECEIVED**

Works under the supervision of the Finance Director who reviews work for accuracy and conformance to standards. Routine work is performed with little or no supervision.

### **SUPERVISION EXERCISED**

Manage, coordinate and supervise all court staff. Establish department goals and priorities in alignment with the City's goals and objectives. Ensure work and daily activities are completed timely and accurately.

### **ESSENTIAL FUNCTIONS**

*Unless specifically identified as a "Non-Essential Job Function", the information included in this job description, and any referenced supplemental documents, is considered an "Essential Job Function". Temporary modifications to provide reasonable accommodations, or transitional work assignments, do not waive any of the essential functions for this position*

- Processes all citations issued by the Police Department, which can include counting, docketing, dating and filing for court date; prepares files for pending cases.
- Issues all warrants and subpoenas approved by the Court; maintains record of active warrants for arrest.
- Maintains accurate computer records in LEDS. Monitors, updates, or provides training for all LEDS certified court employees in the proper use of LEDS and CJIS systems.
- Ensure CJIS certification for all non-LEDs certified employees and vendors with access to the Municipal Court area.
- Sets court trials, issues trial postponements, maintains court calendar, and prepares and maintains files for each trial; subpoenas witnesses and officers for court appearance.
- On court days, delivers case files to Judge ensuring that the file is complete; receipts all monies collected for fines and bail.
- Maintains a computerized daily cash ledger of fines, bails, accounts receivable, bail refunds and forfeitures.
- Submits bookkeeping records and monies to Finance Department

- Prepares various reports and files with appropriate agencies including a monthly report on cases filed and heard by the court and a monthly report of fine assessments; prepares abstracts of traffic citations.
- Classifies all infractions and sets bail according to pre-established schedule for traffic infractions and misdemeanors.
- Answers inquiries from law enforcement officers, attorneys, court-related personnel and the public in person, over the telephone or in writing pertaining to citations, court dates, non-payment of fines, postponements, jury duty, request for records and related court matters.
- Produces correspondence for the Court and the Judge, which involves some original composition; prepares various court records.
- Maintains quarterly jury panel including compensation for service.
- Manage court proceedings and docketing in accordance with state statutes, laws and ordinances.
- Monitor changes to laws, regulations and technology that may impact court operations; make recommendations and implement policy changes once approved.

### **KNOWLEDGE, SKILLS & ABILITIES**

- Considerable knowledge of Law Enforcement Data Systems (LEDS), Oregon State Traffic Code, and state laws pertaining to the operations of the Municipal Court.
- Considerable knowledge of Municipal Court procedures and functions.
- Knowledge of legal terminology encountered in the performance of work.
- Reasonable knowledge of the principles and procedures of financial bookkeeping, record keeping, and reporting practices.
- Knowledge of and experience with supervision and administrative skills.
- Skill and accuracy in typing and processing records and reports.
- Skill in the operation of 10 key, computer and spreadsheet applications, word processing, and other programs.
- Ability to work independently and make individual decisions on compiling information and statistics on complex reports and statements.
- Ability to supervise co-workers.
- Ability to organize, file, and maintain moderately complex reports and records.
- Ability to use tact, judgment, and courtesy while providing exceptional customer service to the public and other officials.
- Ability to maintain accurate court and financial records and compose routine correspondence.
- Ability to establish and maintain effective working relationships with the public and other employees.
- Ability to read, understand, interpret, and apply complex laws and regulations.
- Ability to read small print and various handwriting styles.
- Ability to communicate orally and in writing.
- Ability to work efficiently with interrupted workflow in open areas.
- Ability to remain calm and decisive in a sometimes-challenging customer atmosphere.

## WORK STANDARDS

- Demonstrates regular, reliable and punctual attendance.
- Must be honest and truthful in all tasks and responsibilities.
- Conduct oneself with integrity, morality, character, and trustworthiness.
- Exhibit self-control.
- Detail-oriented.
- Thorough when completing work tasks.
- Manage multiple priorities and work without constant supervision
- Willingness to accept supervision and constructive criticism.
- Reliable, responsible, and dependable.
- Willingness to take on responsibilities and challenges.
- Independence of action within industry standards and departmental guidelines is stressed.

## EDUCATION & EXPERIENCE

*Education and experience requirements listed are minimum standards. Other equivalent combinations of education, certifications, training, and experience may be considered.*

Education: Graduation from high school or completion of the equivalent GED Certificate.

Experience: Four years of experience in administrative work involving considerable keyboarding, working with data systems, bookkeeping and customer service. At least two years in a supervisory capacity.

Two years of experience in a municipal court setting sufficient to demonstrate knowledge of the laws and court procedures.

Any satisfactory equivalent combination of experience and training, which ensures the ability to perform the work, may substitute for the above.

## SPECIAL REQUIREMENTS & CERTIFICATIONS

Law Enforcement Data System (LEDS) certified or must become LEDS certified within 60 days. Assume responsibility as Terminal Agency Coordinator for the court.

Must successfully pass a criminal history background check.

Must be able to pass the department's security clearance standards for unescorted access to certain City facilities.

## WORKING CONDITIONS

*The City of Roseburg is committed to complying fully with the Americans with Disabilities Act (ADA) and Oregon's Disability Accommodation and Discrimination laws. We are also committed to ensuring equal opportunity in employment for qualified persons with disabilities. The City of Roseburg will make reasonable efforts to accommodate a qualified applicant or employee with a known disability, unless such accommodation creates an undue hardship on the City of Roseburg's operations, or a safety risk to employee or coworkers, or removes an essential job function. Employees should request an accommodation as soon as it becomes apparent that a reasonable accommodation may be necessary, to enable the employee to perform the essential duties of a position, or to participate in the employment process. To discuss an accommodation request, please contact John VanWinkle, Human Resource Director.*

While performing the duties of this job, work is performed primarily indoors in mostly office settings, with a noise level that is usually quiet. Requires bending, hearing voice and telephone conversation, seeing, keyboarding, and sitting and standing for extended periods of time, moving between work locations regularly, and long periods of work requiring attention to detail. May be required to perform a full range of motion with lifting and/or carrying supplies, materials, equipment and/or items weighing up to 25 pounds.

*The factors described herein, are representative of, but not all-inclusive of, those that must be met by an individual to successfully perform as a Municipal Court Supervisor.*

## **BENEFIT SUMMARY**

The City of Roseburg provides a comprehensive benefit package to employees including Medical, Vision, Dental, Long Term Disability, Life Insurance and various voluntary benefits including MASA Medical Transport Solutions and Aflac. The City participates in the State of Oregon Public Employees Retirement System (PERS) and currently pays the entire contribution on behalf of employees. All full-time employees working over 20 hours per week are eligible for medical benefits the first of the month following their date of employment. Links to the complete benefits resource guide can be found at:

<https://www.cityofroseburg.org/departments/human-resources/employee-benefits>

### **Insurance Benefits:**

- Medical, vision and dental benefits for employee and family, paid at 100% by the City with the opportunity to buy-up to a lower deductible plan.
- Long-term disability insurance provided by the City.
- Life and Accidental Death and Dismemberment Insurance – policy value of \$25,000 paid by the City.
- Health Reimbursement Account (HRA-VEBA) contributions provided by the City.

### **Additional Benefits:**

- Paid vacation, sick leave, and holidays.
- Employee Assistance Program (EAP)
- The City has a fully equipped fitness center available 24 hours a day.

## **VETERANS' PREFERENCE**

The City of Roseburg follows Oregon law regarding Veterans' Preference, you must complete the Veteran's Preference Form and attach a copy of your DD214 / DD215. If you are a disabled veteran, you must also include a copy of your Veteran's Administration benefit summary/award letter with your application.

**How to Apply:** Complete an application form available via one of the following methods.

**Electronically:** <https://www.cityofroseburg.org/departments/human-resources/employment>

**In-Person:** City of Roseburg – Administration, 900 SE Douglas Avenue, Roseburg, OR 97470

**Email:** [jobs@roseburgor.gov](mailto:jobs@roseburgor.gov)

Submit completed application to Human Resources by the closing date listed in the job announcement. Applications must be received or postmarked no later than 5:00 p.m. on the closing date. All required documents should be presented with the application. Resumes are accepted in addition to, not in lieu of, the City of Roseburg application form.

**Selection Process:** Applications are thoroughly reviewed and screened by the Human Resources Office. Since these are competitive selection processes, applicants whose backgrounds appear to most closely match the needs of the particular vacancy will be considered. Once the screening is complete, Human Resources notifies all candidates of their status. This process can take from one to four weeks after the closing date. Due to the number of applicants and the limited number of job opportunities, not all applicants proceed in the recruitment process.

The City of Roseburg does not discriminate on the basis of disability in the admission to, access to, or operations of its programs, services or activities. The City of Roseburg does not discriminate on the basis of disability in its hiring or employment practices.

**Questions:** Please direct questions to City of Roseburg Administration at 541-492-6866.

**Equal Opportunity Employer**

## Roseburg – The Hub of Southern Oregon

The City of Roseburg is situated at the heart of the Hundred Valleys of the Umpqua in scenic, Southwestern Oregon. On Interstate 5, it is 67 miles south of Eugene, and 123 miles north of the California border. Traveling by State Highway 38/138 or 42, Roseburg is about 80 miles inland from the Pacific coastal communities Reedsport and Coos Bay. Highway 138 continues east from the city along the North Umpqua River. It is 79 miles to Diamond Lake at the summit of the Oregon Cascades and just 20 miles more to Crater Lake National Park.

The elevation is 465 feet, and features a mild, fair seasonal climate. Winters are cool without much freezing and provide most of the rainfall that brings blossom-filled springs. A warming trend begins in April and May, continuing into the summery days of July and August. Fall weather is pleasant and crisp, producing brilliant leaf colors in late October. The Hundred Valleys of the Umpqua have been compared geographically and climatologically with Italy and Southern France. Extremes of heat and cold are rare. The summer humidity is low and snowfall is rare on the valley floor. The normal growing season is 217 days. Roseburg enjoys one of the lowest average wind velocities in the United States.

Roseburg is the county seat and largest city in Douglas County. The population is 24,258 with an urban daytime population of approximately 60,000. Roseburg is the hub of retail, government activity and medical services for Central Douglas County. The City is served by Roseburg School District #4, which has an excellent reputation and community support. Umpqua Community College is 5 miles north of the City and offers a varied curriculum with extensive adult education and community oriented classes. Multiple locations at the college are available for cultural activities, and there is a thriving community theater group with its own venue in a city park.

The city boasts numerous park areas, including tennis courts, soccer and ball fields, a 9-hole golf course, skate park, disc golf course, dog park and walking trails. Roseburg is the location of choice for many who seek a high quality living environment at a reasonable price. Various community events, including Graffiti Week, Art and Wine Festivals and Music on the Half Shell, among others, are held throughout the year for local residents and tourists.

For Roseburg area tourism information go to [www.experiencerooseburg.com](http://www.experiencerooseburg.com)

There are numerous shopping opportunities from specialty shops in historic downtown to nationwide chain stores. Housing is available in various price ranges. Roseburg's economy has diversified in recent years while retaining strong ties to its natural resource base. Efforts to bring clean industries and new jobs to the area have been fruitful and are continuing through support by a coalition of government agencies and funding. In recent years, the retirement and senior population has grown considerable, and various residential facilities have been constructed to meet the needs of this segment of population.

Local wineries are an expanding area of economic development with many being recognized in national and international competitions. Umpqua Community College built the Southern Oregon Wine Institute as a center for classes, a training winery and activity center to prepare students for jobs in the industry and to function as a research industry for all of Southern Oregon.

