



# Mosaic

## Court Executive IV Job Description

**Job Title:** Court Executive IV  
**Job Code:** R41040  
**Full Time Salary Range:** \$14,437.33 - \$14,437.33  
**Job Series:** Court Executive  
**FLSA Status:** Excluded  
**OCC Group:** Executive (EXC)

**Signature of the State Court Administrator approval available on file in the Human Resources Division.**

**General Statement Of Duties:** Directs and provides for the administration of all aspects of a judicial district.

**Distinguishing Factors:** This Court Executive classification series (I-IV) is distinguished from other classifications by providing administration for a judicial district. Supervision is received from the Chief Judge. The Court Executive is a classified, non-certified position that is considered at-will and may be terminated at any time with or without cause.

The criterion to determine the Court Executive classification level is based on the FTE of Judicial Officers within the district per Court Services verification and the number of counties within the district. The weighting for the score is 25% for counties and 75% for Judicial Officer FTE.

The point factor and level salary information is as follows:

- Counties: 25% of total score (points x 1 factor)
  - 1 to 2 = 1 point;
  - 3 to 4 = 2 points;
  - 5 to 6 = 3 points;
  - 7 or more = 4 points
- Judicial Officer FTE: 75% of total score (points x 3 factor)
  - 1 to 8 = 1 point;
  - 9 to 16 = 2 points;
  - 17 to 24 = 3 points;
  - 25 or more = 4 points

Chief Probation Officer & Court Executive I- 0-5 points  
 Chief Probation Officer & Court Executive II- 6-9 points  
 Chief Probation Officer & Court Executive III- 10-12 points  
 Chief Probation Officer & Court Executive IV- 13+ points

An upgrade in classification level will occur if the points calculated based on the two factors increases to the next level. Should the district's points fall below the current incumbent's classification level, the classification will remain frozen until the position is vacated, or the points meet the qualifications of the current classification. Court Executives who administer more than one district shall have points for each district added together to determine the level of classification.

**Essential Functions Of the Position:** Supervises and directs court employees including: Clerk of Court staff, jury commissioner, and other administrative staff for the district.

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

Develops and implements new policies in conjunction with judges and court staff.

Implements policy changes from the State Court Administrator's Office and Chief Justice Directives.

Ensures maintenance of law library materials.

Responsible for recruitment, selection and termination of court employees.

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

Evaluates subordinates' goal achievement through conferences or informal meetings. Makes decisions regarding subordinates' employment probationary/trial period.

Provides orientation and on-going training, mentoring and coaching to existing subordinates.

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

Assigns duties and responsibilities to staff; develops and establishes procedures for operating and maintaining required administrative systems.

Develops and manages the budget, purchasing and accounting functions. Authorizes expenditures.

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

Provides for facility maintenance and space needs, ensuring that staff have adequate equipment and safe working environment.

Coordinates the activities of the court and maintains productive relationships with Judicial Officers, County Commissioners, State Court Administrator's Office personnel, other courts, the bar association, law enforcement agencies, general public, and correction institutions.

Apprises the Chief Judge on all administrative matters.

Attends meetings and training as required.

Performs other duties as assigned.

#### **Supervisor**

#### **Responsibilities:**

Responsible for the overall direction and supervision of a judicial district.

#### **Minimum Education:**

Graduation from an accredited college or university with a bachelor's degree in business, public or court administration. Five years of professional, administrative, supervisory, or management experience is required. Advanced degree preferred. As a condition of continued employment, the employee must be able to complete mandatory supervisory training provided by the Colorado Judicial Department.

#### **Physical Demands:**

While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to sit and reach with hands and arms and perform repetitive motions with wrists, hands, and fingers. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

#### **Work Environment:**

The noise level in the work environment is usually moderate. This position is subject to varying and unpredictable situations; may handle emergency or crisis situations; is subject to many interruptions; may handle multiple calls and inquiries simultaneously and may occasionally handle absentee replacement on short notice.



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