



Police Court Coordinator

Class Code:
10842

Bargaining Unit: SCEA - Professional and
Technical

CITY OF STOCKTON
Established Date: May 2, 2006
Revision Date: Jul 7, 2006

SALARY RANGE

\$28.06 - \$36.02 Hourly
\$4,864.15 - \$6,244.17 Monthly
\$58,369.80 - \$74,930.04 Annually

FLSA:

Non-Exempt

DEFINITION:

Under direction, performs advanced technical administrative work related to planning, organizing, coordinating and monitoring court appearances by Police Department staff in response to subpoenas and related documents; acts as liaison regarding subpoena response; maintains statistics and prepares reports; may lead or supervise subordinate office administrative staff; and performs related work as assigned.

CLASS CHARACTERISTICS:

This single-position civilian class coordinates various Police Department's subpoena response activities and administers programs designed to minimize overtime costs and related problems associated with court-required staff appearances. The incumbent works with substantial independence to communicate with the District Attorney's Office and the courts in order to meet the Department's legal requirements.

PRINCIPAL DUTIES (ILLUSTRATIVE ONLY):

1. Plans, coordinates, organizes and monitors all court appearances for Police Department personnel; receives, accepts and enters local and federal subpoena information; cancels subpoenas and appearances as required; distributes active subpoenas for scheduling.

2. Obtains and maintains contact information for personnel scheduled to appear in court; obtains and reviews employee work schedules; obtains basic case information to determine whether case calendar modifications are likely.
3. Develops and maintains a master calendar of scheduled court appearances; monitors and tracks daily court-related case activities; communicates with attorneys and court staff regarding case status and calendar changes; communicates status and changes to employees who are scheduled to appear; coordinates staff appearances.
4. Administers the Police Department Standby Program; identifies and authorizes standby status; monitors court activities and attends hearings; contacts staff and requests appearance when necessary.
5. Provides liaison between the Police Department, the District Attorney's Office and the Superior Court system; resolves issues or concerns; researches and follows up.
6. Monitors and documents actual court appearances; verifies and approves court appearance and standby overtime submitted by employees, reporting any discrepancies; prepares statistical and other reports; compiles data; develops and presents recommendations for policy and procedure changes.
7. Identifies, researches, reports and maintains records on officers/personnel who "fail to appear" in court; prepares letters and memoranda.
8. Coordinates and assists with providing training to personnel regarding the subpoena process ; develops and prepares written training materials; maintains policy and procedure manuals.
9. Represents the Department at meetings; meets with the Chief of Police to review statistics, issues and potential changes to court coordination process.
10. May lead or supervise.

MINIMUM QUALIFICATIONS:

Education/Experience:

Possession of an Associate of Arts degree or completion of sixty semester units or equivalent quarter hours from an accredited college or university with major coursework in business administration, public administration, administration of justice, records management, information technology or a related field; AND two (2) years of experience at a level comparable to the City's class of Office Specialist in a law enforcement or legal setting that included records management, legal processing and/or data reporting. Additional qualifying experience may substitute for the college education on a year-for-year basis to a maximum of two (2) years.

Other Requirements:

- Must possess a valid California driver's license.
- Must be able to pass a background investigation.

Knowledge of:

- Principles, methods and techniques of modern office and records management;

- Principles and practices of data maintenance and analysis;
- Basic law enforcement principles, practices and terminology;
- Basic laws and practices related to officer court appearances and subpoenas;
- Court practices, procedures and terminology;
- Principles and practices of employee supervision, including selection, work planning and scheduling, training, evaluation and discipline.

Skill in:

- Compiling, developing and analyzing statistical data;
- Exercising sound independent judgment, good organizational skills, and decision-making in daily work activities;
- Establishing and maintaining effective relationships with those encountered in the course of work;
- Interpreting court proceedings, dispositions and sentencing from court case minutes;
- Handling confidential information with discretion;
- Interpreting and applying complex procedures, regulations and policies;
- Maintaining organized and accurate records of work unit activities;
- Communicating effectively, both orally and in writing;
- Reviewing and evaluating work products, methods and procedures and proposing/implementing improvements;
- Training staff in work procedures;
- Planning, organizing, assigning, reviewing, directing, and evaluating the work of assigned staff.

HISTORICAL NOTE:

Established: 5/2/06
Resolution: CC06-0226
Spec Adopted: 5/18/06
Resolution: CS06-067
CS Status: Classified
Unit: P&T