

City of Dallas
Classification Specification

Title:	Senior Court Specialist	Class Code:	43012
Application:	Career Series	Pay Grade:	E
Supplemental/Code:	Clerical/4	Established:	10/01/94
FLSA Status:	Non-Exempt	Revised:	01/01/09

Position Purpose

Provides leadworker assistance to lower level court specialists; performs complex clerical activities; monitors cases and warrant status to avoid unnecessary and inappropriate arrests of citizens.

Essential Functions

1. Assigns and reviews work of subordinate-level court support personnel; provides input in performance appraisals of subordinates.
2. Reviews activity reports; analyzes problems and recommends changes to higher level supervisor.
3. Reviews correspondence and develops response for supervisor.
4. Reviews and approves requests for leave submitted by subordinates; ensures coverage of workstations.
5. Uploads all reviewed documents to the upload file on the computer terminal and server; prepares copies of the uploads on DVD technology.
6. Researches current and archived database for special requests from INS, military, law enforcement agencies, or attorneys.
7. Prepares responses to open records requests using small programs or special search techniques; assembles complete file, prepares for judge to sign warrant on suspect of higher crime.
8. Regular, reliable and punctual attendance is an essential function of the job.

Skills, Knowledge and Abilities Required to Perform Work

Knowledge of the principles and practices of customer service.

Knowledge of city court policies, practices and procedures.

Ability to train others in court procedures, including data entry, cashiering, establishing payment plans, and various department processes and procedures.

Ability to assign, oversee, and review work of others.

Ability to communicate effectively and tactfully with employees, management, and members of the public.

Ability to establish and maintain an effective working relationship with all levels of management, city officials, vendors, other government agencies, other employees and the general public.

Ability to operate computer terminal to enter information into appropriate fields.

Working Conditions and Hazards

Work performed under normal office conditions.

The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.