

## CITY OF ST. LOUIS CLASSIFICATION SPECIFICATION

### CLASSIFICATION

**TITLE:** Environmental Court Coordinator

**CLASS CODE:** 3881

### GENERAL DESCRIPTION OF DUTIES:

Incumbents in this classification plan, coordinate and supervise the activities and staff of the Court Section within the Building Division. Incumbents are responsible for coordinating and supervising the processing of cases through the Housing/Environmental Court and developing cooperative measures with various agencies with City codes and ordinances.

### DISTINGUISHING CHARACTERISTICS:

This is an advanced-level managerial classification in the Code Enforcement Series – Adjunct Group job family within the City of St. Louis. Incumbents within this classification perform considerable complex duties with a variety of related tasks. The distinguishing characteristics of this classification within the series include responsibility for planning and directing Environmental Court office activities and staff.

Incumbents work under general direction. They are generally in charge of an organizational unit, plan and carry out assignments with considerable independence, and have some latitude in developing procedures and methods. Supervision is given by occasional conferences.

This class contains positions whose incumbents are delegated on a regular and recurring basis full authority to integrate and coordinate a group of dissimilar functions, all contributing to a common objective. Positions in these classes are held accountable for the work performance of subordinate supervisors, lead workers and other staff. This level of work interprets and explains individual and collective objectives set by senior management from overall goals to subordinate staff.

### EXAMPLES OF WORK (Illustrative Only):

***(The list of duties is intended to be representative of the duties performed in positions within this classification. It does not include all the duties that may be assigned to a position and is not necessarily descriptive of any one position in this class.)***

Supervises inspectional investigators and support personnel assigned to the Court.

Reviews cases prepared by investigators and resolves complex issues involving ownership or questionable areas of responsibility.

Coordinates the activities of the various City agencies involved in the execution of the legal processes related to the Housing/Environmental Court.

Schedules the docketing of all cases presented to the Court for violations of the Basic Building Code, Zoning Ordinance, Property Maintenance Code, and environmental regulatory ordinances of the City of St. Louis such as those governing weed, trash and lead poisoning control.

Keeps the judge, prosecutor and court officers apprised of the status of warrants, summonses, and related court information.

Maintains comprehensive recordkeeping system relative to all court cases.

Consults with building inspectors and neighborhood development personnel to identify problems and develop measures to aid violators in achieving compliances with City codes.

Monitors progress of cases through docket process and facilitates expedient adjudication.

Serves as member of various committees and assists in coordinating efforts of City agencies taking direct role in eliminating building and environmental code violations, particularly in targeted areas where violators have not responded to legal action.

Recommends, implements and coordinates new procedures to improve efficiency of court operations.

## **KNOWLEDGE, SKILLS AND ABILITIES:**

### **Data Utilization:**

Requires the ability to perform mid to upper-level data analysis including the ability to coordinate, strategize, systemize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data, and overseeing the execution of these decisions.

### **Human Interaction:**

Requires the ability to manage and direct a large group of employees. Oversees and controls employee discipline, selection and allocation, and planning of human resources.

### **Equipment, Machinery, Tools and Materials Use:**

Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and tools such as a personal computer, calculator, fax machine and/or materials used in performing essential functions.

### **Verbal Aptitude:**

Requires the ability to utilize a variety of advisory data and information such as City of St. Louis building, zoning, property maintenance, and environmental codes and ordinances, and non-routine correspondence.

**Mathematical Aptitude:**

Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, and decimals.

**Functional Reasoning:**

Requires the ability to apply principles of influence systems such as supervision, managing, leading, teaching, directing, planning, coordinating and controlling. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

**Situational Reasoning:**

Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or multiple programs.

**Environmental Factors:**

Work is normally performed in an office environment under generally safe and comfortable conditions where exposure to irate individuals poses a very limited risk of injury.

**Physical Requirements:**

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds, such as lifting files.

Tasks may involve extended periods of time at a keyboard or workstation.

**Sensory Requirements:**

Requires the ability to recognize and identify individual characteristics of colors, shapes and sounds, associated with job-related objects, materials and tasks, such as responding to subordinate questions. Requires the ability to distinguish objects clearly at close-range, such as identifying storage boxes.

The City of St. Louis is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of St. Louis will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.