



<b>DATE</b>	August 2023
<b>JOB CODE</b>	
<b>FLSA</b>	EXEMPT ADMINISTRATIVE
<b>EEO</b>	

JOB TITLE: Court Administrator  
 DEPARTMENT/DIVISION: Municipal Court  
 REPORTS TO: Administrative Services Director

**SUMMARY:** Provides leadership, direction, and general administrative oversight of the Municipal Court including the employees responsible for the development, maintenance and operation of the department; collaborates with other City departments on strategy and policy to ensure that the City’s mission and core values are incorporated into operational activities and services.

**ESSENTIAL JOB FUNCTIONS:**

- Directs and manages the administrative activities of the Municipal Court by supervising, scheduling and coordinating all court activities, overseeing the preparation of dockets, issuance of warrants, preparation and maintenance of accurate and detailed files and records, as well as monitoring the processing, posting, balancing, reconciliation and deposit of various payments for court services, probations, and citations.
- Monitors and maintains the Municipal Court case management system to ensure proper data input and processing of information as well as accountability. Analyzes program specifications for completeness and conformity to State law requirements.
- Compiles, analyzes, and extracts data from a variety of sources for both city and state required reporting, benchmarking, and performance metrics.
- Oversees and manages the Municipal Court budget by preparing and administering the budget, managing cash handling procedures, monitoring expenditures, ensuring revenue is recorded properly to the appropriate funds, and following established purchasing procedures.
- Develops and maintains a workforce committed to, and with highly developed competencies in, customer service, results orientation, and teamwork. Directly or through managers, appoints, supervises, provides for training, development, performance evaluation, and ensures accountability of Municipal Court employees.
- Establishes and maintains a working environment conducive to positive morale, quality services, and innovation. Provides for the training in, promotion of, and accountability for safe work practices and working conditions for employees.
- Manages court dockets by coordinating programs and activities with the Municipal Judge, Police Department personnel, prosecutors, attorneys, witnesses, defendants and other outside agencies and volunteers related to court activities; ensuring jury trials are coordinated and all court process is prepared and executed accurately and timely.
- Performs other duties as assigned.

## **SUPERVISORY/BUDGET RESPONSIBILITIES:**

- Supervisory responsibility over other departmental staff.

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

Knowledge of:

- Knowledge of Federal, State and Municipal laws, rules and regulations related to the administration of a Municipal court;
- Knowledge of organization and operation of the court and all related agencies;
- Knowledge of management principles and practices;
- Knowledge of public administration and governmental operations;
- Knowledge of basic accounting and financial management principles;

Skilled in:

- Skilled in planning, developing and implementing Municipal court administrative procedures and objectives;
- Skilled in reading, interpreting, applying, and explaining laws, codes, ordinances, rules, regulations, policies, and procedures;
- Skilled in reading, interpreting, and applying policies and regulations;
- Skilled in tactfully communicating with a wide variety of diverse populations;
- Skilled in establishing and maintaining effective working relationships with others;
- Skilled in monitoring and evaluating employees;
- Skilled in analyzing complex problems, identifying alternative solutions, projecting consequences of proposed actions, and implementing recommendations in support of goals;
- Skilled in preparing and administering budgets;

## **MINIMUM QUALIFICATIONS:**

- Bachelor's Degree in General Business Administration, Public Administration, Criminal Justice or a related field.
- Eight years of progressively responsible experience, including three years at a Supervisory/Manager level, or its equivalent.
- Certifications/licensure may be required depending on area of assignment.
- Must possess a valid Texas Class C Driver's License

## **PREFERENCES:**

- None.

## **WORKING CONDITIONS:**

- Frequent sitting, talking, seeing, hearing, and manual dexterity.
- Occasional lifting and carrying up to 10 pounds.

- Work is typically performed in a standard office environment.
- Depending on area of assignment, may occasionally be exposed to risk of electrical shock, vibration, fumes, airborne particles, infectious diseases, criminal suspects, and/or prison inmates.

**CONDITIONS OF EMPLOYMENT:**

- Must pass pre-employment drug test.
- Must pass criminal history check.
- Must pass motor vehicle records check.