



Date	August 2023
Job Code	
FLSA	EXEMPT ADMINISTRATIVE
EEO	

JOB TITLE: Deputy Court Administrator
DEPARTMENT/DIVISION: Municipal Court
REPORTS TO: Court Administrator

SUMMARY:

Under direction of the Court Administrator, assisting with the oversight and operations of Municipal Court. Responsible for supervising support staff including: hiring, evaluating, training, and coaching staff; running and analyzing performance reports to ensure quality, and taking appropriate corrective action as needed; dealing with escalated situations; coordinating special projects or department programs; generating specialized reports and providing analysis to management; maintaining and troubleshooting court software; and, maintaining employee access to department systems. Work requires limited supervision. May serve as Court Administrator in his/her absence.

ESSENTIAL JOB FUNCTIONS:

- Maintains court software by performing regular maintenance jobs, maintaining and implementing software development and/or updates, researching and troubleshooting system problems, testing add-ins and/or updates, and coordinating activities between information technology and third party software/hardware administrators, which includes system and software upgrades, bug fixes, and development of automated processes flow improvements.
- Responds to employee, management, and external requests related to court issues involving court’s software applications.
- Provides primary back-up assistance and training to court staff and provides assistance for other applicable department functions.
- Provides training and communication updates and changes to staff involved in the processing of court transactions. Provides training to staff engaged in utilizing court software applications.
- Troubleshoots and resolves problems with software systems. Collaborates with vendors to resolve the most complex issues.
- Prepares court information in raw data or report form in response to requests from applicable internal staff and/or external agencies, following established guidelines for the dissemination of court/legal information.
- Assists the Court Administrator in the preparation and administration of the department’s annual operating budget.
- Assists the Court Administrator in the development and implementation of new department practices and procedures.

SUPERVISORY/BUDGET RESPONSIBILITIES:

- Coordinates and ensures the maintenance and upgrading of applicable technological

systems, software, and/or databases in assigned area of responsibility.

- Supervises staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations.
- Supervises the day-to-day operations of assigned administrative support area, which includes planning, developing, coordinating, administering, and evaluating projects, processes, procedures, systems, and standards and ensuring compliance with applicable Federal, State, and Local laws, regulations, codes, and/or standards.
- Provides complex, specialized administrative support in processing timesheets, preparing personnel change forms, maintaining lists, preparing meeting agendas and minutes, maintaining departmental records, preparing and publishing legally required notices, setting up and maintaining databases, and/or other related documents.
- Supervises and participates in the preparation, processing, receipt, sorting, and distribution of a variety of reports, lists, correspondence, financial data, packets, payments, credit card billings, payroll information, receipts, purchase orders, requisitions, invoices, check requests, deliveries, and/or other related information.
- Supervises and participates in the creation of a variety of written business documents, which may include: memorandums, applications, brochures, letters, agreements, contracts, flyers, newsletters, digital display, signage, and/or other related items.
- Coordinates assigned specialized programs in assigned area of responsibility.
- Supervises and participates in performing complex administrative support activities, which includes: preparing and proofing reports, forms, and correspondence; updating internal manuals; monitoring the accuracy and implementation of applicable website and related updates; making travel arrangements; maintaining calendars; overseeing and maintaining office filing system; prescreening mail; answering and monitoring phones; and/or, performing other related duties.
- Participates in/on a variety of meetings, committees, and/or other related groups in order to receive and convey information.
- Supervises and participates in responding to complex and escalated requests for information and assistance; provides information regarding applicable rules, policies, and regulations; researches and resolves concerns and complaints from internal and external customers; refers inquiries as appropriate.
- Supervises and participates in the maintenance of appropriate inventory levels within assigned area of responsibility. Requisitions supplies to ensure availability in support of efficient departmental operations.
- Coordinates and monitors the development, implementation, and monitoring of the budget in assigned area of responsibility. Maintains account balances and processes related financial paperwork.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of general accounting principles and practices

- Knowledge of court case management software systems
- Skilled in applying and explaining applicable laws, codes, regulations, policies, and/or procedures
- Knowledge of supervisory principles.
- Knowledge of modern office procedures and equipment;
- Knowledge of administrative support principles and practices in area of assignment;
- Knowledge of inventory maintenance principles;
- Knowledge of project management principles;
- Skilled in monitoring and evaluating employees;
- Skilled in prioritizing and assigning work;
- Skilled in preparing and proofreading a variety of reports and/or documentation;
- Skilled in exercising judgment and discretion;
- Skilled in using proper English, grammar, punctuation, and spelling.
- Skilled in troubleshooting and resolving court management software system problems
- Skilled in reading and understanding complex technical information and instructions
- Skilled in performing mathematical, and basic statistical calculations
- Skilled in prioritizing, organizing, and managing multiple simultaneous projects
- Skilled in recognizing/defining problems, collecting data, establishing facts, and identifying alternative solutions, and making appropriate recommendations; conclusions
- Skilled in preparing clear and concise reports
- Skilled in maintaining sensitive and confidential information
- Skilled in providing customer service, to both internal and external customers
- Skilled in gathering and analyzing information and making recommendations based on findings and in support of organizational goals
- Skilled in operating a computer and related software applications
- Skilled in communicating effectively with a variety of individuals

MINIMUM QUALIFICATIONS:

- Bachelors Degree in Liberal Arts, Business, Finance, Public Administration, Criminal Justice or a related field AND
- Two years of Court experience
- Must possess a valid Texas Class C Driver's License.
OR
- High School Diploma or GED AND
- Six years of Court experience with two years increasingly responsible experience in area of expertise such as a call center, courts, billing, administration, or related area.
- Must possess a valid Texas Class C Driver's License

PREFERENCES:

- Some college coursework/training in computer networking or administration
- Possess a Texas Municipal Court Clerk Level II Certification, or is able to achieve same within 2 years from date of appointment
- Crystal Reporting

- Advanced Microsoft Excel experience
- Bilingual (English/Spanish)

WORKING CONDITIONS:

- Frequent reaching, sitting, standing, walking, talking, seeing, hearing, and manual dexterity.
- Occasional lifting and carrying up to 25 pounds.
- Work is typically performed in a standard office environment.

CONDITIONS OF EMPLOYMENT:

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