JOB OVERVIEW

<table>
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<tr>
<th>Job Title</th>
<th>Court Administrator</th>
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<tr>
<td>Department</td>
<td>Municipal Court</td>
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<tr>
<td>Location</td>
<td>City Hall</td>
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<td>Reports To</td>
<td>City Administrator and Municipal Court Judge</td>
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<tr>
<td>FLSA Category</td>
<td>Exempt</td>
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<tr>
<td>EEOC Category</td>
<td>Officials and Administrators</td>
</tr>
<tr>
<td>Pay Group</td>
<td>27</td>
</tr>
<tr>
<td>Pay Range</td>
<td>$57,408 - $83,242</td>
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GENERAL JOB DESCRIPTION

Manage the non-judicial functions of the municipal court, including staffing and direct supervision of non-judicial court personnel. Statutes refer to position as The Clerk of the Court. Design and implement policies and procedures, and administer the day-to-day operations of the court, including budget and financial analysis. Make recommendations for purchases, capital items, and additional court personnel. Maintain information technology resources and various automated court information and management systems. Research, compile, evaluate, and analyze the court statistical data and required reports.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

Manage all Municipal Court services and activities; lead, plan, coordinate, and direct administrative services involving highly complex limited jurisdiction court functions in fiscal management, automation, personnel administration, case flow management, records, and information.

Operates under the general direction of the City Administrator and Municipal Court Judge.

Prepare and/or process a variety of Court paperwork which may include warrants, extension applications, delinquency paperwork, payment agreements, motions, complaints, citations, appeals, deferred disposition requests, jury selection forms, dockets, and/or other related paperwork.

Monitor and maintain a variety of data and information in support of Court operations, which may include preparing and verifying listings of cases ready for warrant; preparing and verifying listings of delinquency cases; activating warrants; downloading and requesting transfers of tickets into cases; preparing backlog warrant reports; processing collection requests; evaluating, verifying, and processing applications for extension of time to pay; preparing, verifying, and disseminating delinquent account notices; monitoring compliance of pay agreements; and/or performing other related activities.
Maintains and reconciles cash drawer daily; processes checks, cash, money orders, and credit transactions; scans check payments and prepares electronic deposits daily; prepares bank deposit daily.

Responds to requests for information and inquiries from a variety of individuals, which may include internal staff, attorneys, defendants, Judges, the public, and/or other interested individuals.

Develops, improves, and implements policy and Court practice recommendations as needed for efficient operation of the Court.

Manage the development and implementation of Municipal Court goals, objectives, policies, and priorities; recommend and administer policies and procedures.

Assigns or supervises and directs the work of all non-judicial employees of the Court; directs personnel management including training, performance evaluation, coaching and counseling.

Supervises, directs, and reviews the preparation of all financial accounts, records, and daily transaction reports of Municipal Court.

Oversee and participate in the development and administration of the Municipal Court budget; approve expenditures and implement budgetary adjustments as appropriate and necessary.

Investigates and resolves complaints relating to the operation of the Court’s function.

Supervises the development, implementation, and maintenance of the Court Records Systems / data base management and reporting functions.

Serve as the Clerk of the Municipal Court. Administer the collection of all fines, penalties, fees, and costs imposed by the Court as well as fines mandated by the State of Texas.

Implements and supervises the audit techniques and processes of the Municipal Court to ensure the accuracy and integrity of the financial data being entered into and retrieved from the Municipal Court database and the City’s financial management system.

Communicate and advise judges and lawyers concerning the administrative procedures of the court; identifies and corrects deficiencies affecting the Court.

Serves as administrative representative of the Court to city administration, other City departments, courts, government agencies, and the public.

Coordinates with prosecuting attorneys in setting cases.

Resolves complaints on court related matters from the public, law enforcement, attorneys, and others.

Perform all other duties as assigned.

**EDUCATION & EXPERIENCE**

Bachelor’s degree from an accredited college or university with major course work in court administration, criminal justice, public administration, business administration or degree related to the core functions of this position preferred.
Five (5) years of highly responsible experience in the administration and management of a Court or legal system, preferably with experience in management operations relating to a municipal court.

Other combinations of experience and education that meet the minimum requirements may be substituted.

**LICENSES & CERTIFICATES**

Possession of a valid driver’s license.

Certification Level II through the Texas Municipal Court Clerks Association required, with the city supporting candidate’s pursuit of a Level III certification soon.

Must be able to obtain and maintain Notary Public commission within sixty (60) days of employment.

Must be bondable.

**KNOWLEDGE, SKILLS & ABILITIES**

Knowledge of municipal court operation functions including organization and operating procedures and have the ability to work in a fast-paced organization with multiple challenges.

Ability to perform effectively as a member of a team in carrying out the city’s mission and goals.

Considerable knowledge of court record keeping and reporting terminology.

Ability to effectively manage the non-judicial operations of the Municipal Court.

Ability to read and interpret applicable state and local laws, ordinances or regulations concerning Court operations.

Maintain a high level of professionalism and confidentiality.

Knowledge of principles and practices of probation and warrant functions.

Knowledge of electronic records management procedures and computer information systems operation.

Knowledge of LT Systems court software preferred.

Ability to plan, assign, coordinate, supervise, and manage the work of subordinate employees engaged in a variety of court activities.

Ability to delegate authority and responsibility.

Ability to analyze problems, identify solutions, project consequences of proposed action, recommend best options and implement recommendations in support of goals.

Communicate clearly and concisely, both orally and in writing.

Ability to deal effectively and courteously with associates and the public.

Knowledge of budgeting and accounting principles and audit procedures of all Court financial transactions and records.
Ability to organize, set priorities and exercise sound, independent judgment and present an overall professional image of the Court.

Ability to establish work priorities and meet deadlines.

Must be able to maintain confidentiality of Court documents and records.

Ability to maintain harmonious and effective working relationships with other employees, supervisors, and other departments.

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