

## Court Administrator

**Department:** Municipal Court  
**Reports to:** Finance Director  
**Pay Range:** \$41,323.46 - \$43,920.24  
**FLSA Status:** Non-Exempt

### **JOB SUMMARY**

Under supervision of the Finance Director, the Court Administrator manages the professional services of the Municipal Court. The Court Administrator plans, coordinates, and directs the non-judicial services, activities, and operations of the Court. This position establishes, develops, monitors, interprets, and enforces policies and procedures set by the Judge, Prosecutor, and State and Local law. Researches, compiles, evaluates, and analyzes Court statistical data. Produces reports for local and state agencies. Responsible for the maintenance of the computer software program in conjunction with updates to legislation. Responsible for case management and records management. Acts as the Court Clerk of the Municipal Court in accordance with State law, City Charter, and Ordinances.

This position requires extensive knowledge of Municipal Court operations and Municipal Court law. Performs a wide variety of complex, responsible, and confidential administrative duties in direct support of the Municipal Court. Must exercise a high degree of independent judgment and discretion. Manages issues and information of a sensitive nature.

### **QUALIFICATIONS**

#### **Education and Experience:**

- Must be a citizen of the United States or eligible to work in the United States.
- A high school diploma or GED is required.
- Must have a valid class C driver's license issued by the State of Texas.
- Associate degree in related business discipline, paralegal, public administration, or criminal justice.
- Preference will be given to holders of a Court Clerk Certification through the Texas Court Clerks Association (TCCA), which may also be considered a substitute for higher education.
- Three to five years of progressively responsible management/supervisory experience in a Court environment.
- Must have a working knowledge of the Texas Code of Criminal Procedures, Texas Penal Code, Texas Motor Vehicle Laws, Alcohol Beverage Code, Education Code, City Ordinances, and other laws applicable to Class C misdemeanors.

#### **Special Qualifications:**

Must attend the State's annual training. Court Clerk Level I Certification is required of the position, if not already held, must be obtained within one year. Court Clerk Level II Certification must be obtained in three years, if not already held.

**Knowledge, Skills, and Abilities:**

- Requires experience managing trial dockets and Court calendar, coordinating availability of the courtroom and scheduling attendees for Court. Setting cases on trial dockets. Summoning the jury panel. Preparing cases for trials including all legal documents, processing summons and subpoenas, reviewing complaints, and creating jury charges.
- In-depth knowledge of the organizational and operational requirements, procedures, characteristics, services, and activities of a Municipal Court.
- Requires knowledge of legal terminology, Court policies, procedures and practices, and ability to adhere to record retention schedules. Ability to establish documented procedures and policies as needed.
- Requires knowledge of the laws, codes, ordinances, and regulations served by the Court.
- Cash handling experience and the ability to resolve issues in processing payments.
- Requires knowledge of modern office organization, information flow, and utilizing computer equipment.
- Requires well-developed knowledge of personal computer-based information systems used by Courts, including specialized databases for storing and retrieving information and common office productivity software.
- Requires well-developed skill using the English language to prepare paralegal correspondence.
- Requires well-developed interpersonal skills to maintain a positive image of the Court, convey technical information, and exhibit patience and sensitivity in dealing with upset customers.
- Bilingual abilities preferred.

**ESSENTIAL JOB FUNCTIONS**

- Requires the ability to perform all duties of the position efficiently and in an open environment with interruptions and distractions.
- Manages citations and inflow/outflow of information on behalf of the Athens Municipal Court. Inputs and oversees the data entry of citations, updates the Incode Court system and maintains accurate Court records.
- Responsible for accurately documenting pleas and obtaining required identification for Court records.
- Plans, coordinates, and supervises the activities of the Court including jury selection, conducting jury and bench trials, aiding Municipal Court Judge and City Prosecutor and other tasks required of conducting Municipal Court.
- Issues warrants, updates fees as needed, sends information to collections and timely processes collection of Judge approval and communications to Police Department.
- Process restitution, bonds, application of time served, community service, and other citation resolutions.
- Communicates with Court collection agency regarding outstanding defendant balances and prepares reports as needed.
- Researches, complies, evaluates Court statistical data, and prepares monthly reports including reports to the Texas Judicial Council/Office of Court Administration, the State Comptroller, the Department of Public Safety, and others as required.
- Prepares payment requests for Court related expenses and works with Supervisor to monitor budget balances.

- Supervises and reviews the performance of assigned staff. Plans tasks for Court Clerk for a productive work schedule.
- Requires the ability to define issues, analyze problems, evaluate alternatives, and develop sound, independent conclusions, and recommendations in accordance with laws, regulations, rules, and policies.
- Must be able to interpret, explain and apply knowledge of department organization, operations, programs, functions, and special terminology when performing assignments.
- Requires the ability to plan, organize and prioritize work to meet schedules and timelines.
- Requires the ability to work as contributing member of a team, work productively and cooperatively with other teams and external customers, and convey a positive image of the City and its services.
- Provides responses to requesting agencies through the City Secretary's office for open records requests in accordance with legal requirements.
- Requires the ability to maintain confidentiality of private and sensitive information.
- Provides customer support for City Hall patrons in person and via phone.

### **PHYSICAL REQUIREMENTS**

This position must be able to work indoors in a fast-paced office environment. Physical requirements include the ability to lift/carry up to twenty-five pounds occasionally, visual acuity, speech and hearing, hand and eye coordination, and manual dexterity necessary to operate a computer and office equipment. Subject to sitting, client/customer contact, standing, walking, vision to monitor, repetitive motion including stooping/kneeling, squatting, bending, and reaching to perform essential functions. Requires manual and finger dexterity to write, use a pointing device and keyboard at an advanced rate, operate computer, and to operate other standardized office equipment, constantly requiring repetitive motions. Minimal travel required as needed.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job and not meant to be all inclusive. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed primarily in an office environment, vehicles, and occasional outdoor settings.

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be considered to be incidental in the performing of their duties just as though they were written out in this job description.*