



*City of La Marque Position Description
Court Administrator
Judicial Department*

Title: Court Administrator
FLSA Status: Exempt

Grade Level:
Reports To: Finance Department

Department: Judicial Department

SCOPE OF WORK:

Supervises the clerical staff of the Municipal Court and all non-judicial activities. Plans, schedules and coordinates the administrative functions of the Municipal Court.

BUDGETARY RESPONSIBILITIES:

Assists in the development of the budget, enters budget information into the Performance Budgeting program and makes recommendations for purchases, capital items or additional employees during the annual budget process. Monitors expenditures during the fiscal year.

ESSENTIAL JOB DUTIES:

- Responsible for understanding State Law and how it applies to Municipal Court jurisdiction.
- Manages personnel including requisitions, interviewing, hiring, promotions, evaluations, pay progression, discipline and termination of subordinate staff.
- Prepares and implements training programs for employees.
- Prepares and updates the Municipal Court policies and procedures manual.
- Responsible for training staff on the proper use of the Municipal Court Records Management System.
- Responsible for maintaining the required user fields, system maintenance and updates for the Municipal Court Records Management System.
- Responsible for maintaining the required user fields, system maintenance and updates for the document imaging system.
- Responsible for understanding the daily operation of all divisions within the Municipal Court.
- Responsible for ensuring that the court complies with the Office of Court Administration Collections Program.
- Monitors collection of court costs designated for Municipal Court.
- Responsible for ensuring that the court complies with reporting deadlines to City Management, the Department of Public Safety and the Office of Court Administration.
- Responsible for coordinating schedules for Associate Judge.
- Assists the Presiding Judge with creating and maintaining the trial docket.
- Responsible for maintaining employee time sheets and entering payroll.
- Responsible for departmental accounts payable including preparing check requests, payment by credit card and processing purchase orders.
- Responsible for acquisition of materials, equipment and supplies.
- Prepares requisitions and proofs for printing citation books and miscellaneous forms.
- Responsible for contacting City Departments for service requests such as building maintenance and computer services.
- Consults with Chief Warrant Officer and Presiding Judge regarding building security.
- Responsible for updating the Municipal Court website.
- Responsible for updating the website for online payments.
- Responsible for maintaining records according to state mandated retention schedules.
- Maintains accurate and efficient filing and storage of Municipal Court records.

- Process requests for copies of records.
- Process requests for expungment including assigning a hearing date, notifying related agencies, preparing a court order and removal of cases as ordered.
- Responds to expungment orders received from other judicial agencies.
- Responsible for processing confidential case files in accordance with Texas state law.
- Answers citizen inquiries, directs citizens to the appropriate staff person and follows up on citizen complaints.
- Performs clerical functions as necessary.
- Attends Departmental Staff meetings.
- Responsible for accurately handling large amounts of public money.
- Reconciles cash bond box.
- Responsible for issuing citation books and auditing citation numbers.
- Attends annual training specific to legislative changes affecting municipal courts, records management software upgrades and municipal court procedures.
- Maintains Fiscal Budget, and purchasing for Court.
- Performs other related duties as assigned, and delegates as necessary.

REQUIRED CONTACTS:

Ability to effectively communicate with the Presiding Judge, Associate Judges, Municipal Court staff, City Manager staff as well as the Mayor and City Council. Ability to effectively communicate with the general public to answer questions, take complaints and direct persons to the appropriate staff member. Exceptional skill required handling delicate situations with tact, diplomacy and discretion, both on the phone and in person. Ability to effectively communicate with employees, management, and citizens in order to resolve conflict, provide information or take requests for service.

Job Requirements and Skills:

- Knowledge of municipal court policies, procedures and practices.
- Knowledge of standard office principles, practices and procedures.
- Knowledge of computers and related equipment, hardware and software.
- Knowledge of customer service methods and techniques.
- Knowledge of accounting practices and procedures.
- Knowledge of City ordinances, policies and procedures governing assigned work.
- Knowledge of Federal, State and City laws, codes and regulations.
- Skill in maintaining complete and accurate records and file systems.
- Skill in setting court dockets.
- Skill in providing customer service.
- Skill in effective oral and written communication.
- Skill in researching and tracking municipal court cases.
- Skill in preparing accurate court related reports.
- Skill in data entry.

PHYSICAL AND ENVIRONMENTAL CONDITIONS:

Ability to sit, stand and drive a vehicle to and from various worksites. Work is performed in an office setting and in the Municipal Courtroom with frequent interruptions and with the need to deal with a wide variety of people, some of whom may be irate, difficult, or even dangerous. Exhibit emotional and mental stability, customer service and overall good public relations. Ability to sit or stand in office, at counter or in courtroom, as necessary for extended periods. Ability to lift, carry and put away such items as records and office supplies of moderate weight of up to 40 pounds.

EXPERIENCE, TRAINING, KNOWLEDGE AND SKILLS:

Advance knowledge of Municipal Court operations and court room procedures, research techniques and report preparation. Pertinent knowledge of federal, state, and local laws, codes and regulations. Other skills needed include: Excellent verbal and written communications skills. Intermediate to advanced knowledge of the Microsoft Office suite of software (including Word, Excel, etc.). Basic math and bookkeeping skills in order to balance cash drawers, make change, prepare daily reports, etc.

SALARY AND BENEFITS:

City benefit package including paid employee healthcare, TMRS retirement, paid holidays, paid sick leave, and paid vacation.

REQUIRED QUALIFICATIONS:

Knowledge of Municipal Court activities and functions preferred. Ability to read and understand manuals to record work activities, understand city and departmental policy and procedure, keep records or work with computers. Must be able to communicate effectively both orally and in writing. Must have strong organizational skills. Proficiency with office equipment including typewriter, ten-key, personal computer, telephone system, facsimile and copy machine. Must have typing and word processing experience. Experience with Microsoft Word and Excel.

Bachelor’s degree or equivalent preferred in Business Administration or a minimum of three years experience in Municipal Court operations. Valid Texas Drivers License required.

EMERGENCY OPERATION CLASSIFICATION: Tier 1– Essential: Employees with specific responsibilities that remain in the City on the job alternatively, at a designated location during an emergency.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel classified.

APPLICANT: Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied? Yes/No _____

**The City of La Marque is an Equal Opportunity Employer of Qualified Individuals
(Circle One)**

I have read the job description above and can perform the job duties **with** **without** any reasonable accommodation.

| Witness: Supervisor's Signature | Date | Employee's Signature | Date |
|---------------------------------|------|----------------------|------|
| | | | |