



Court Administrator

The Court Administrator is responsible for the day-to-day operations of the municipal court, requiring a specialized knowledge of court operations, policies, and procedures, and computerized court software programs; supervises subordinate court staff, maintains all court records; assists customers via the telephone and in person; and does related work as required. The Court Administrator provides administrative support to the Municipal Court Judge and Prosecutor; prepares and approves reports to be submitted to different State agencies, City Council, and City Manager. The Court Administrator plans, directs, and reviews the activities of the Municipal Court staff.

REQUIREMENTS:

- High School Diploma, or equivalent to the same required years of court experience may be substituted for a high school diploma provided the incumbent holds a valid Texas Municipal Court Clerk Level I or higher certification.
- Must be certified as a Level I Texas Municipal Court Clerk.
- Must be or become certified as a Level II Texas Municipal Court Clerk within two and one-half years from hire date, and must maintain certification.
- At least three (3) years of Municipal Court experience;
- Two (2) years of Supervisory experience in Municipal Court preferred.
- Must be a Notary Public or become certified within six months of hire.
- Must hold a valid Texas Driver's License.
- Must be bondable under City's public employee blanket bond. All required licenses and certificates must be current and valid.

SALARY RANGE: \$65,000.00 - \$85,000.00 D.O.Q.

BENEFITS:

- 100% Employer Paid Health, Dental and Life Insurances for Employee.
- Texas Municipal Retirement System at 7% with 2:1 match.
- Four-Day Work Week Schedule option.
- Paid Holidays.
- Accrued Paid Personal Leave.
- Accrued Paid Major Medical Leave.
- Section 125 Cafeteria Plan option.
- Voluntary participation in Section 457 Deferred Compensation Plan.

TO APPLY:

Submit Application and Resume to Lisa Hernandez, HR Director, by Email: l.hernandez@leonvalleytexas.gov, by Fax: (210) 684-1515, or by mailing to: 6400 El Verde Road, Leon Valley, Texas 78238. For additional information about the City of Leon Valley, see our website at: www.leonvalleytexas.gov. Open until filled.