



CITY OF LEON VALLEY JOB DESCRIPTION

JOB TITLE: Court Administrator

DEPARTMENT: Municipal Court

FLSA STATUS: Non-Exempt

EFFECTIVE DATE: September 5, 2023

JOB SUMMARY:

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.

ESSENTIAL JOB FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

Coordinate all day-to-day municipal court activities with defendants, Judges, City Prosecutor, Police Department, attorneys, court staff, and other levels of the criminal justice system; to include court dockets, jury charges and all court cases.

Perform complicated administrative duties and clerical functions requiring considerable discretion and specialized knowledge of the court, court operations, policies, and procedures.

Coordinates implementation of the security plan for Municipal Court.

Reviews pending cases, court schedules, and related items. Prepare and maintain appropriate court-related calendars.

Act as liaison between prosecutors and attorneys, judge, police officers, and the general public, and is has the ability to resolve difficult problems and situations in an effective manner.

Coordinate the processing of all jury trial requests.

Coordinate the preparation of files for court use, process timely notices to defendants of arraignments, trials, and hearings.

Prepare monthly and quarterly reports for local and state agencies and ensure accurate information is sent, reviewing clearing information, and preparing reports for payment.

Ensures that internal controls are implemented for cash handling, mail processing and non-cash processing; reconciles court system to the City's general ledger.

Receive, process and post payments to municipal court case, and to other accounts via computer terminal.

Receipt, deposit, and account for all monies collected and balance cash drawer and prepare cash reports daily.

Coordinate the posting and transmittal of Failure to Appear Program files to Department of Public Safety vendors with court staff;

Process all Failure-to-Appear, General Warrants, Capias Warrants and a prepare a periodic accounting of bonds processed;

Attend job-related training to maintain municipal court proficiency as assigned;

Prepare files for court use and coordinate the timely processing of notices to defendants of arraignments, trials and hearings;

Process appeals, stamp and sign complaints.

Compile statistics and maintain statistical records;

Assist the public by telephone and in-person with questions requiring knowledge of municipal court legal requirements and court policies;

Coordinate posting of accounts overdue and receipts of accounts paid from municipal court collection agencies;

Accurately arrange, index, and file letters and documents numerically and alphabetically;

Responsible for maintaining an accurate and efficient filing and storage system of Municipal Court Records; Prepare records for storage in archives in accordance with the City's records retention schedule;

Must be able assist with processing utility billing payments as needed;

Post program files to DPS, process warrants, and preparing periodic accounting of bonds;

Assists customers by receiving and processing payments, accounting for all monies collected, balancing cash drawer and answering questions;

Responsible for understanding the daily operation of all divisions within the Municipal Court; to include for the training of 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, and court website updates.

Responsible for maintaining the required user fields, system maintenance, and updates for the document imaging system.

Responsible for ensuring that the court complies with the Office of Court Administration Collections Program.

Assists in preparing and managing the department's budget, resources, and capital improvement plan; serves as custodian of funds of the Court and conducts internal audits; implements procedures to process financial transactions.

The Court Administrator serves as the Records Management Officer for the retention, preservation, and destruction of Court records. Reviews record retention schedules and revises schedule as necessary.

Prepares supportive documentation to be presented to City Council for approval of contracts and ordinances; manages contracts with collection agencies and others; coordinates with prosecutor information needed to prosecute cases.

Enforces and reviews compliance with the Rules of Judicial Administration (Judicial Records) and Rule 12.

Provides administrative support to the Municipal Court Judge, including preparing and maintaining required reports, scheduling court dates, documenting all court activities, and ensuring compliance with legal requirements; Implement changes in the laws that affect Court proceedings.

Read difficult source documents and computer screen;

Prepare and complete all reports and paperwork promptly, legibly, accurately, neatly, and with correct grammar and spelling;

Demonstrate pleasant, courteous, and efficient interactions with the general public, City employees and Department Staff;

Must be able to read, comprehend and interpret for others city codes and ordinances;

Sit for extended periods of time writing reports, correspondences on the computers;

Use tact, diplomacy and discretion as required;

Have a working knowledge of city codes and departments;

Read, write, and converse fluently in English;

May be asked to work a flexible schedule, to include evenings hours, weekends, and holidays;

Must have the ability to attend work regularly and predictably;

Must have the ability to perform the normal interactive functions of the job, and to withstand the normal stresses of the workplace;

Follow the departmental operations in concert with all applicable laws, ordinances and policies/procedures from the City Council, City Manager;

Read, write and understand written instructions, reports, documents, plans and maps;

Excellent professional customer service skills to include discretion, courtesy, and patience;

Must possess a working knowledge of general office equipment, procedures, and operations;

Operates City vehicles in a safe manner;

Must not pose a threat to the health and safety of self or others; and

Must be able to work closely with others as part of a team.

Performs other duties as assigned by the City Manager or required of the position.

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE USED:

Must be able to use telephone, copier, calendar, and other types of office equipment and software in a safe manner. Proficient with Windows operating environment and Microsoft Word, Excel, and Power Point and a working knowledge of Access. Must be willing to learn how to operate the City's Court Management software InCode.

ENVIRONMENTAL FACTORS:

Must be able to work indoor. Occasional trips outside to various public facilities.

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
-Health and Safety Factors-				
Mechanical Hazards			N	
Chemical Hazards			N	
Electrical Hazards			N	
Fire Hazards			N	
Explosives			N	
Communicable Diseases			N	
Physical Danger or Abuse			N	
Inclement Weather			R	

D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
-Environmental Factors-				
Respiratory Hazards				N
Extreme Temperatures				N
Noise and Vibration				N
Wetness/Humidity				M
Physical Hazards				M

OVERALL PHYSICAL STRENGTH DEMANDS:

Must be able to lift and carry a minimum of 20 pounds; climb, kneel, squat, stoop and bend freely. Walks long distances on uneven terrain and hard surfaces. Must be able to maintain all physical demands illustrated in this job description and through the course of employment.

-Physical strength for this position is indicated below with “X”-					
Sedentary	X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.		Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

Must be able to sit or stand for extended periods of time while performing various tasks.

C Constantly 2/3 or more of the time.	F Frequently From 1/3 to 2/3 of the time.	O Occasionally Up to 1/3 of the time.	R Rarely Less than 1 hour per week.	N Never Never occurs.
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Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	O	Site visits and communicating with co-workers
Sitting	C	at desk
Walking	O	around office environment
Lifting	O	office, supplies
Carrying	O	office supplies
Pushing/Pulling	F	office supplies, office chair file cabinet drawers
Reaching	F	for supplies and filing
Fine Dexterity	F	While working on computer
Kneeling	O	retrieving items from lower shelves/ground
Crouching	O	retrieving items from lower shelves/ground
Crawling	N	
Bending	O	retrieving items from lower shelves/ground
Twisting	F	getting inside vehicle, getting office supplies
Climbing	O	stairs
Balancing	R	While performing everyday task
Vision	C	Viewing computer screen, maps documents
Hearing	C	listening coworkers, residence
Talking	C	communicating with co-workers and public and on telephone
Foot Controls	R	While driving City automobile
Other (specified if applicable)		

JOB REQUIRMENTS:

-Description of Minimum Job Requirements-	
Formal Education	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. Work requires knowledge of a specific vocational, administrative, or technical nature that may be obtained with six-months/one year of advanced study or training past the high school equivalency. Community college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Over one year up to and including three years of court experience. Two (2) years of supervisory experience in court preferred.
Supervision	Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.
Human	Work may require providing advice to others outside direct reporting

Collaboration Skills	relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.
Freedom to Act	Receives Direction: The employee normally performs the duty assignment after receiving general instructions as to methods, procedures, and desired end results. There is some opportunity for discretion when making selections among a few, easily identifiable choices. The assignment is usually reviewed upon completion.
Technical Skills	Standardized Skill Requirements: Work requires the use of standard technical skills appropriate to the work environment of the organization.
Fiscal Responsibility	Position has moderate fiscal responsibility. May be responsible for the billing, collection and/or accounting of funds. May be responsible for the handling and balancing of cash.
Reading	Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Math	Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing	Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Certification & Other Requirements	Required to hold a Notary Public Certification or become certified within six months of hire. 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. Must be bondable under City's public employee blanket bond. All required licenses and certificates must be current and valid.

PRIMARY WORK LOCATION

Office Environment	X	Vehicle	
Warehouse		Outdoors	
Shop		Other (See Environmental Factors)	
Recreation/Neighborhood Center			

may be substituted for a degree provided the incumbent holds a valid Texas Municipal Court Clerk Level I or higher certification.