



Job Description

Court Administrator

Pay Grade: LD15
Revision Date: 6/22/2021

Employment Status: Full-Time

FLSA Status: Non-Exempt

Experience Required: Two (2) to three (3) years of general business office administration experience involving public contact; Must have two (2) or more years of Municipal Court work experience; One (1) or more years of supervisory experience is preferred

Minimum Education Requirements: High school diploma or GED

Department: Administration

Direct Supervisor : City Secretary

Primary Work Location: Works inside in an office setting.

Certification: Valid Texas Driver's License-Class C; Court Clerk Level II Certification.

Job Summary : Under limited supervision, this position is responsible for the day-to-day operation of the Municipal Court. The Court Administrator requires specialized knowledge of court process and procedures to include non-judicial functions of the development and implementation of policy and procedures, budgeting, case-flow management, weekly, monthly, and quarterly reporting, responding to public inquiries and record maintenance.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Oversee Court programs and services, ensuring compliance with applicable procedures, policy, regulations, and statutes.
- Evaluate and analyze Municipal Court issues and policies and recommend and implement solutions to improve the operational effectiveness of the Court.
- Assure Court procedures are in compliance with Court administrative orders, and state and local laws, regulations and standards.
- Assure the quality of the Municipal Court activities and verify the accuracy of case records and report to local and state entities.
- Monitor new legislation and rule changes and recommend changes to policies and procedures.
- Assist Judge with case management, research, and document preparation.
- Plan and coordinate Court calendar, dockets, and all Court related activities with the Judge, Prosecutor, Police Department and other outside agencies.
- Coordinate Jury trials to include summoning Jurors, witnesses, and Police Officers. Process Juror payments. Prepare Jury Charges for the Prosecutors review.
- Prepare and process complaints, summons, writs, warrants and probable cause affidavits.
- Maintain the warrant database.
- Process all appeal/remand cases to and from Denton County.
- Oversee the Juvenile Diversion Program and coordinate meeting times with parents/juveniles. Assign requirements and monitor case progression on a bi-monthly basis.
- Maintain Court website to include updating forms, OCA fees reports, posting dockets, and keep general Municipal Court information current.
- Participate in the development of the annual budget; monitor budget and financial variables, revenue cycle and expenditure trends; review and verify journal entries and bank reconciliations.



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- Collect, post, and balance fines, fees and bonds, and accurately reconcile daily cash transactions. Review and verify accounting records.
 - Compile monthly fees reports for OBS and collection agency for invoicing.
 - Maintain the Brazos Public Safety web portal, add new employees, run statistical reports for the Police Department as needed, add new violations as needed, upload citations into the Court software.
 - Order and maintain office supplies, furniture, and computer equipment for the Municipal Court.
 - Establish and maintain working relationships with other City departments, judges, City attorneys, private counsel, clerks, judicial commissions, committees, and conferences, other state and local Courts, community organizations, state agencies, police department, and the public.
 - Perform other administrative duties to include answering routine questions concerning Court procedures, typing letters, memorandums, and other correspondence.
 - Attend conferences, schools, and training seminars concerning administrative operation of the Court and maintain certification hours.
 - Train staff on Municipal Court process and procedures.
 - Maintain the integrity, professionalism, values and goals of the City by assuring that all rules and regulations are followed, and that accountability and public trust are preserved.
 - Cooperate with co-workers professionally to accomplish work efficiently and effectively.
 - Cross train with other departments to fill in/assist on an as needed basis to include building permits, camping reservations, annual park passes, and facility rentals.
 - Assist defendants with outstanding citations.
 - Update court system with dispositions.
 - Answer incoming calls and emails.
 - Process mail on daily basis.
 - Communicate with Police Department, Code Enforcement, Finance, Prosecutor, Judge and other courts.
 - Perform other duties as assigned or required.

Knowledge, Skills, and Abilities (KSA 's) for Position

An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- City organization, operations, policies and procedures.
- Policies, procedures, regulations, operations, and services of the Municipal Court.
- Texas statutes and regulations, court procedures, legal terminology and legal requirements for court operations and case processing.
- Court accounting systems, rules and standards.
- Principles and protocols for the management of official documents and court records.
- Principles of basic bookkeeping, record keeping and records management.
- Business and personal computers, and spreadsheet software applications.
- Customer service standards and protocols.



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Skills

- Interpreting and applying state rules and regulations, and City policies and procedures.
- Interpreting and explaining a variety of technical instructions and program requirements.
- Explaining court procedures and processes in a clear, concise, and comprehensive manner to attorneys, defendants, and the public.
- Maintaining complex official records, and preparing clear and comprehensive statistical reports.
- Operating a personal computer utilizing standard and specialized software.
- Policies, procedures, regulations, operations, and services of the Municipal Court.
- Texas statutes and regulations, court procedures, legal terminology and legal requirements for court operations and case processing.
- Court accounting systems, rules and standards.
- Principles and protocols for the management of official documents and court records.
- Principles of basic bookkeeping, record keeping and records management.
- Business and personal computers, and spreadsheet software applications.
- Operating a personal computer utilizing standard and specialized software.

Abilities

- Establishing and maintaining cooperative working relationships with co-workers, attorneys, law enforcement agencies and other participants in the criminal justice process.
- Dealing tactfully and courteously with individuals seeking information about Court functions.
- Customer service standards and protocols.
- Effective communication, both verbal and written.

Physical Demands

The following physical abilities are required:

- Fine Motor Skills: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping: Applying pressure to an object with the fingers and palm.
- Hearing 1: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Hearing 2: Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- This position is slightly strenuous often requiring minimal physical exertion and/or lifting of light weight (<20 pounds).
- Reaching: Extending hand(s) and arm(s) in any direction.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Stopping: Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- Talking 1: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Talking 2: Speaking in order to be heard above ambient noise level.



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- Visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment.
 - Visual Acuity 1: Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
 - Visual Acuity 2: Including color, depth perception, and field vision.
 - Visual Acuity 3: Visual Acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.

Work Environment

- The noise level in the work environment is usually quiet.
- Work is performed in a standard office environment.

Safety Requirements

The employee is required to follow all safety procedures as outlined in the Lake Dallas Safety and Personnel Manuals.

**This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment with the City of Lake Dallas. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

Signatures / Date

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.

I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

Employee Signature

Date

Supervisor Signature

Date

Effective Date:



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Finance Signature

Date