

HEWITT TEXAS

Job Title: Court Administrator

Department: Municipal Court

Location: City Hall

Reports to: Finance Director

Date: 2/15/2018

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| Grade: 13 | Type of Position: <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Seasonal <input type="checkbox"/> Intern | Classification: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt | Safety Sensitive: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
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Job Summary: Under general direction, performs a wide variety of routine and complex supervisory, administrative, and clerical tasks for the Municipal Court. Responsibilities include compliance, warrant and bond processing, court date scheduling, and payment negotiation.

Essential Functions: Oversee and maintain the general operations of Municipal Court, including the operations of the front office. Manage incoming and outgoing mail for Hewitt City Hall. Prepare and process a variety of court paperwork. Monitor a variety of data and information in support of court operations. Oversee the preparation of dockets, issuance of warrants, and preparation and maintenance of accurate and detailed files and records.

Perform supervisory duties to include prioritizing and assigning work, conducting performance evaluations, ensuring staff is trained, ensuring employees follow policies and procedures, maintaining a healthy and safe working environment, and making hiring, termination, and disciplinary recommendations.

Create monthly and quarterly reports to the state, send warrants to collection agency, and make copies of proof of insurance. Respond to requests for information from citizens, employees, and external agencies. Provide customer service over the counter and through telephone. Enter citations and dispositions. Provide support for escalated situations.

Attend and oversee court days, which take place on the 1st and 3rd Wednesday of every month. Court duties may include preparing complaints, contacting prosecutors, and preparing jury lists and notices. Oversee trial preparation, prepare for court, and

perform after court duties. Oversee the processing, posting, balancing, reconciliation, and deposit of various payments for court services, probations, and citations.

Prepare and present staff reports and other correspondence as appropriate and necessary. Participate on a variety of committees. Stay abreast of trends in court administration. Establish and maintain effective business methods for the administration of non-judicial affairs of the Municipal Court. Perform other related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Competencies: Knowledge of modern supervisory principles and practices. Ability to make sound decisions. Skilled in applying and explaining applicable laws, codes, regulations, policies, and/or procedures. Ability to maintain sensitive and confidential information. Knowledge of court policies and procedures. Knowledge of modern office principles and practices. Skilled in operating a computer and related software applications. Ability to communicate clearly and effectively, both orally and in writing.

Required Education, Experience, and Qualifications: High School Diploma or GED. Additional coursework beyond the high school equivalency in Business, Public Administration, Criminal Justice, or a related field. A minimum of five (5) years of prior work experience in a municipal court environment. Or an equivalent combination of education and experience. Possess a valid Texas driver's license.

Preferred Education, Experience, and Qualifications: Bachelor's degree in Public Administration, Criminal Justice, or a related field preferred. Texas Municipal Court Clerk Level I certification. Supervisory experience preferred.

Physical Requirements:

Overall Strength Demands: The following describes the overall strength demand of the functions performed by the incumbent during a typical workday.

| Sedentary <input type="checkbox"/> | Light <input checked="" type="checkbox"/> | Medium <input type="checkbox"/> | Heavy <input type="checkbox"/> | Very Heavy <input type="checkbox"/> |
|---|--|---|--|--|
| 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 to 20 lbs. constantly. | Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly. |

Physical Demand Codes: The following describe if the incumbent is expected to exert the following physical demands during a typical workday and the overall frequency.

Frequent reaching, sitting, standing, walking, seeing, hearing, and manual dexterity. Occasional lifting and carrying up to 25 pounds.

Machines, Tools, and Equipment: Computer, Phone, Calculator, Scanner, Printer, Copy Machine, Fax Machine, and Payment Machine

Expected Hours of Work: Days and hours of work are Monday through Friday, 8am to 5pm. Extended work hours, including court days which are the 1st and 3rd Wednesday of every month.

Work Conditions/Environmental Factors: Work is typically performed in a standard office environment. May be exposed to dust and odors.

This job description is not an employment agreement, contract agreement, or contract. Management has exclusive right to alter this job description at any time without notice

Employee Print Name: _____ Date: _____

Employee Signature: _____