



CITY OF LA PORTE COURT ADMINISTRATOR JOB DESCRIPTION

FLSA CLASSIFICATION: Exempt

PAY RANGE: 029

DEFINITION

This is a professional position that serves as the Clerk of the Court for a Municipal Court of Record. Directs and monitors all operations of the Municipal Court to ensure efficient operations in all areas of collections, dockets, warrants and records retention. Design and implement policies and procedures and administer day to day operations of the court including budget and financial analysis, customer service as well as contract administration.

Attendance is an essential function of this position. The City reserves the right to require an employee in this position to work more than 40 hours a week. This position may be required to provide services or perform duties for the benefit of the general public during emergency situations. These may include services or duties different from those performed in the usual course and scope of your job. In the event of an evacuation, this position may be required to remain to perform needed services.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Presiding Judge.

Exercises direct supervision over the Senior Deputy Court Clerk, Deputy Court Clerks and clerical staff.

ESSENTIAL JOB FUNCTIONS

Duties may include, but are not limited to, the following:

Maintain information technology resources and various automated court information and management systems.

Develop and implement administrative guidelines and procedures for efficient court functions and ensure compliance with State and local laws, regulations and requirements.

Perform personnel related duties including hiring, training, education, supervising, motivating, performance evaluations, scheduling, payroll and discipline.

Prepare and monitor the budget by analyzing needed resources for court operations, preparing the budget, monitoring revenue and expenditures, processing purchase orders, check requests, auditing fines and fees collected, overseeing the bank deposits and posting revenues and expenditures to the general ledger.

Prepare various reports for the City, State and Comptroller by compiling information, preparing and reviewing reports for accuracy, generating statistical reports and distributing reports to the appropriate agency.

Oversee the preparation of Court dockets by preparing bench and jury trial dockets including subpoenas, jury summons and jury lists, reviewing arraignments, motions and show cause dockets, and all proceedings and requirements relevant to being a Court of Record.

Adhere to all city policies and procedures and ensure staff adheres to policy and procedures.

Research and incorporate new laws pertaining to Court operations.

Respond to and resolve citizen complaints, handle difficult defendants and oversee the issuance of warrants and the entry of information into court databases and computer systems.

Manage all court records, including responding to open record requests and coordinate records retention and destruction procedures.

Provide excellent customer service and demonstrate dependability and professionalism at all times.

Assist the public/attorneys seeking information beyond the assigned scope of Court Clerks.

Assist the Presiding Judge and perform additional duties assigned by the Presiding Judge.

Perform other duties as assigned.

PHYSICAL REQUIREMENTS

For indefinite periods of time - mobility within an office environment; writing; walking; typing; stooping; standing; squatting; sorting; sitting; seeing; pushing, pulling, lifting and carrying up to 20 pounds; filing; cleaning; reading; decision making; reaching above shoulder level; using both hands for simple and firm grasping; clarity of hearing; communicating clearly and effectively both orally and in writing; fine finger manipulation; operation of a computer, calculator, and other small office equipment.

QUALIFICATIONS

Knowledge of:

Functions, procedures, policies and organization of a Municipal Court of Record
Federal, State, and local legislation related to a Municipal Court of Record
Code of Criminal Procedure, Penal Code, Alcohol Beverage Code, Education Code, Family Code, Health and Safety Code, Transportation Code, Federal Motor Carrier Laws and City of La Porte Ordinances as they apply to the a Municipal Court of Record.
Modern office procedures and record filing systems
Arithmetic, statistics and English composition and spelling
Microsoft office and Court based software applications

Ability to:

Write reports; prepare business letters, summaries and power point presentation with proper format, punctuation, spelling and grammar.
Effectively present information and respond to questions from City staff, attorneys, vendors, defendants and the general public.
Work cooperatively with other City departments and outside agencies.
Establish and maintain complex clerical records and files and to prepare written reports from such information.
Think analytically and apply sound judgment, solve problems, make effective decisions and act with integrity.

TRAINING AND EXPERIENCE

Bachelor's degree or Associate degree from an accredited college or university or equivalent education and experience.

Five (5) years experience in a Court environment with management and supervisory responsibilities.

TMCEC Level II certification.

Must be able to retain certification by attending required minimum hours of school and/or conferences annually.

TLETS/TCIC/NCIC certification and Harris County Justice Information Management System/SETCIC certification within one year of hire date.

Must be bondable and able to become a notary.

Clear criminal record (background investigation will be conducted)

Advanced computer processing skills in Microsoft Office.

Valid Texas Driver License.

The City of La Porte 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