

CITY OF FOREST HILL
Job Description

Position Title:	Municipal Court Administrator
Department:	Municipal Court
Immediate Supervisor:	City Manager
Positions Supervised:	Municipal Court Staff
FLSA Status:	Exempt
Work Schedule:	M-F Approximately 40 hours per week

SUMMARY OF POSITION

Responsible for professional administration of Municipal Court operations. Plans, directs and reviews the activities and operations of the Municipal Court including non-judicial functions of the Court system, personnel management, development and implementation of policy and procedures, budgeting, case-flow management, responding to public inquiries and record maintenance.

ESSENTIAL FUNCTIONS OF THE POSITION

Oversees Court programs and services, ensuring compliance with applicable procedures, policy, regulations and statutes; Administers, supervises, and directs all non-judicial operations and functions of the division; Plans, organizes, and directs the activities of professional, supervisory, and clerical employees; Designs and implements policies and procedures to support the implementation of judicial rulings and to improve the operational effectiveness of the Court; Participates in long-range planning and program development; Installs and monitors controls for administrative, program, and fiscal procedures; Analyzes and evaluates the needs of the Court in the implementation of various automated systems; Monitors the selection, training, development, evaluation, counseling, and disciplining of non-judicial staff within the division; Supervises the preparation and administration of operating budgets and control expenditures to meet budget goals and requirements; develop and analyze reports to accurately track Court statistics and benchmarks. Identifies, recommends, and implements business system changes required as a result of new legislative enactments; Identifies problems and recommend procedural and administrative changes; Demonstrates continuous effort to improve operations, improve cash flow management procedures, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.

Establishes and maintains working relationships with other City departments, judges, city attorneys, private counsel, clerks, judicial commissions, committees, and conferences, other state and local Courts, community organizations and councils, state agencies, police department, and the public.

Acts as liaison to City Management and Council, as well as with other public and private agencies regarding organizational programs and services; Attends and/or conducts Council, staff, board, committee, and other professional meetings and conferences to exchange information; attends technical or professional seminars or conferences to improve professional skills; Performs Court clerk duties as needed; other duties as assigned.

MINIMUM QUALIFICATIONS

Graduation from high school or equivalent and five years of legal, Court or other related administrative experience. Must have the ability to obtain the Texas Municipal Court Clerk Certification, Level III Court Clerk Certification within a reasonable time.

Demonstrated excellent customer service and communications skills. Experience handling sensitive and confidential information. Personal computer experience using MS Word and Excel. Working knowledge of legal terminology and basic accounting/bookkeeping procedures.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to walk. The employee frequently is required to stand; sit; reach with hands and arms; and perform repetitive motions with wrists, hands, and fingers; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to climb or balance. The employee must occasionally lift and/or move up to 10 pounds.