



CITY OF MESQUITE

JOB DESCRIPTION

JOB TITLE: Court Administrator

JOB NO: AS100226

JOB FAMILY: Administrative\Specialists

FLSA: Exempt

SAFETY SENSITIVE: No

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

GENERAL SUMMARY

To supervise, assign, review and participate in the work of staff responsible for providing municipal court services; to manage the operations of the court; and to perform a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION

General supervision is provided by the Manager of Collections. Responsible for supervision of Municipal Court Clerks and Senior Municipal Court Clerks.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. All behaviors comply with the Code of Conduct and Rules of Behavior outlined in Chapter 8 of the General Government Policies and Procedures Manual.
2. Plan, prioritize, assign, supervise and review the work of staff responsible for providing municipal court services.
3. Select clerical staff; provide and coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
4. Prepare various reports on operations and activities.
5. Recommend and assist in the implementation of goals and objectives; establish schedules and methods for providing municipal court services; implement policies and procedures.
6. Participate in the preparation and administration of the court budget; submit budget recommendations; monitor expenditures.
7. Coordinate court activities between judges, City Attorney, Police Department and defendants; set up dockets.
8. Coordinate changes in court activities with data processing personnel.
9. Supervise and participate in assisting the public in person and by phone; participate in problem solving and research activities for the defendants as required.
10. Review and sign various documents including check requests, complaints, appeal bonds, jury summons, and summons to defendants.
11. Supervise the maintenance of records; maintain records for appropriate retention period as required by law.

OTHER DUTIES AND RESPONSIBILITIES

1. Prepare records for payment of fees to various other courts.
2. Prepare a variety of reports for management and state agencies.
3. Perform other duties as assigned.

MINIMUM JOB REQUIREMENTS

EDUCATION

High School Diploma or GED.

EXPERIENCE

Five years of increasingly responsible experience in finance, accounting, or municipal court administration including experience in collection and two years of supervisory responsibility.

LICENSES AND CERTIFICATES

None required.

COMPETENCIES

A supervisor's performance will be evaluated based on five employee competencies and five supervisor competencies.

The five employee competencies are...

1) Job knowledge; 2) Teamwork; 3) Customer Service; 4) Flexibility; 5) Work Ethic.

The five supervisor competencies are...

1) Leadership & Results Orientation; 2) Coaching, Mentoring and Developing Employees; 3) Communications and Maintaining an Open Mind; 4) Vision & Innovation; and 5) Empathy.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Coordinating the organization, staffing, and operational activities of clerical staff.

Principles of supervision, training and performance evaluation.

Procedures, methods and techniques of the legal process.

English usage, spelling, grammar, and punctuation.

Business letter writing and report preparation.

General principles and practices of accounting.

Modern office methods, practices, procedures and computer equipment.

Pertinent federal, state, and local laws, codes and regulations.

Skill in:

Preparing comprehensive reports.

Ability to:

Coordinate and schedule municipal court activities in an efficient manner.

Interpret and apply pertinent federal, state, and local laws, codes and regulations.

Supervise, organize, and review the work of clerical personnel.

Select, supervise, train and evaluate staff.

Interpret and explain City municipal court policies and procedures.

Respond to requests and inquiries from the general public.

Prepare clear and concise reports.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Pass a medical physical examination.

Meet the City's driving standards.

PHYSICAL REQUIREMENTS/ WORK ENVIRONMENT

Maintain effective audio-visual discrimination and perception needed for:

- *making observations*
- *operating assigned equipment*
- *communicating with others.*

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *sitting or standing for extended periods of time*
- *operating assigned equipment.*

Director of Human Resources

Date

Department Director

Date

DATE ISSUED: February 1993

REVISION DATE: April 1997; February 2007