

CITY OF FULSHEAR
COURT ADMINISTRATOR

CLASS SUMMARY

FLSA Status: E

This is administrative work overseeing and providing support to the City's Municipal Court function and performing related work as required. Work is performed under the general direction of the Assistant City Manager, and is reviewed through conferences and review of completed work for compliance with desired results. This position provides supervision and direction to the Deputy Court Clerk and other clerical, intern, or volunteer support positions working in the Municipal Court.

ESSENTIAL DUTIES AND RESPONSIBILITIES (Any one position may not include all the duties listed nor do the listed examples include all duties which may be found in positions of this class. Allocation of positions to this class will be determined on the amount of time spent in performing the primary duties.)

Provides oversight and direction for the City of Fulshear Municipal Court including delegating and assigning daily duties to court personnel.

Coordinates in house and professional training for all contract, full time and part time court staff.

Organizes, prepares, and distributes reports to local and state agencies.

Organizes the monthly Court calendar for the Municipal Court Judge and City Prosecutor.

Collects fees, fines, and bond payments from the public and issues receipts.

Locates and retrieves citations listed on the docket that are required for court activities.

Receives and records incoming telephone calls and office visitors.

Prepares Court dockets and assembles documents necessary for each case.

Arranges Court dates, notifies parties and witnesses involved, and prepares and distributes Court calendars for City departments, which have cases to be heard.

Assists in the preparation and maintenance of the Court's annual budget.

Prepares department budget requests; Monitors departmental expenditures.

Submits check request forms for Municipal Judge, City Prosecutor, and any other vendor

Balances revenue for monthly and quarterly reports for Finance Department; Reconciles daily cash to receipts.

Calculates weekly, monthly, and quarterly reports for local and state agencies.

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Takes complaints from the public; Obtains completed affidavits, obtains information from complainant regarding the nature of the complaint and parties involved; Completes citations; Enters complaints into the system.

Provides information to the public and responds to requests for information and assistance.

Composes and types a variety of Court documents and correspondence.

Coordinates with the Police Department on actions such as clearing warrants, notifying officers of court dates and directives, obtaining offense and accident reports, etc.

Schedules jury trials and completes paperwork involved in preparing the jury trial including issuing subpoenas to jurors, etc.

Generates and maintains warrants, warrant databases and warrant records.

Reviews all warrants issued to ensure accuracy for Judge's review and signature.

Accesses collections database and OMNIbase to update current addresses and phone numbers on the local warrant list; Receives and processes calls regarding warrant round-up notices; Monitors activity with Omnibase and provides updates in the system.

Utilizes Incode and other systems to research, compile, prepare, file, and maintain various City data, documents, records, or reports.

Coordinates updates and maintains court software to ensure its effectively meets the needs of the court.

Serves a liaison with the judicial section of the court and the city prosecutor.

Coordinates the creation and review of court policies and procedures, including Judge's standing orders.

Assists other departments if staff is unavailable (City Secretary's Office, Administration, etc.); Performs other administrative or support duties as assigned.

Maybe required to work overtime.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT *(The physical demands and environmental conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

Work is primarily performed in an office environment. Work involves sitting for long periods of time, standing, bending, walking, lifting and carrying objects weighing up to 30 pounds, using hands and fingers to operate computers and other office equipment. Work involves exposure to normal everyday risks typical of offices.

MINIMUM QUALIFICATIONS

Work requires possession of a high school diploma or GED (Bachelor's Degree preferred), and progressively responsible experience in municipal court and administrative work, including at least one year as a deputy court clerk for a comparable size agency, or an

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equivalent combination of education and/or experience that provides the following knowledge, abilities and skills:

Knowledge of modern office practices and procedures.

Knowledge of business English and spelling.

Knowledge of the legal documents and legal terminology.

Knowledge of processes and procedures involved in the operation of a Municipal Court, including proficiency with Incode.

Skill in making arithmetic calculations.

Skill in the operation of a personal computer and word processing, spreadsheet, and database software, and in the preparation and maintenance of city and court records.

Skill in establishing and maintaining effective working relationships with supervisors, city officials, employees of other departments, and the general public.

Ability to communicate effectively, both orally and in writing.

Ability to effectively organize, manage and utilize time; Ability to organize data.

Ability to collect and accurately account for cash.

Ability to assemble applicable documentation and records for court records and cases.

Ability to lead the work activities of subordinates.

Ability to establish and maintain effective working relationships; Ability to communicate effectively with the public and deal courteously and diplomatically with the public in sensitive situations.

Ability to prepare and monitor a budget.

LICENSE, CERTIFICATE, OR OTHER REQUIREMENTS

Valid State of Texas Driver's License;

Must obtain Level I certificate within one year of employment; Level II certification must be obtained within three years of employment; Level III certification is preferred.

Required to attend at least 12-hours of court training annually and 8 hours of legislative update training every two years.

Revised: March 16, 2017