



Court Administrator

Courts

COURTS/2
Pay Grade: 18

JOB SUMMARY

This position is responsible for administering the day-to-day operations of an assigned court.

MAJOR DUTIES

- Manages, directs, coordinates and plans the operations of the court.
- Trains, assigns, directs, supervises, evaluates and disciplines personnel.
- Coordinates meetings and events.
- Prepares legal documents and correspondence.
- Maintains staff files, including attendance records, leave balances, and training records.
- Processes invoices for supplies and services.
- Requests jury panels for criminal trials and coordinates jury selection; prepares juror documentation; coordinates juror meals.
- Maintains records of expenditures and assists in managing the court budget.
- Orders books and renews subscriptions.
- Maintains lease agreements and contracts for office equipment; orders office supplies and manages inventory.
- Prepares agenda items for Commissioners Court.
- Assists with the judicial docket; assists with jury charges.
- Prepares correspondence.
- Coordinates weddings; schedules and prepares required documents.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of court procedures and protocols.
- Knowledge of modern office procedures.
- Knowledge of supervisory principles and practices.
- Knowledge of relevant local, state and federal laws.
- Knowledge of administrative management and planning.
- Skill in planning, organizing, directing and coordinating the work of personnel.
- Skill in the analysis of problems and the development and implementation of solutions.
- Skill in the preparation of clear and precise reports.
- Skill in preparing and administering budgets.
- Skill in oral and written communication.
- Ability to communicate in English and Spanish.

SUPERVISORY CONTROLS

The Judge assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

GUIDELINES

Guidelines include county personnel policies, county court procedures, and Texas Rules of Civil and Criminal Procedures. These guidelines require judgment, selection and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied administrative and supervisory duties. Frequent interruptions contribute to the complexity of the position.
- The purpose of this position is to administer the day-to-day operations of the court. Success in this position contributes to the efficiency and effectiveness of court operations.

CONTACTS

- Contacts are typically with co-workers, other county personnel, elected and appointed officials, attorneys, vendors, and members of the general public.
- Contacts are typically to provide services; to give or exchange information; to resolve problems; to motivate or influence persons; or to justify, defend or negotiate matters.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing or stooping.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over assigned personnel.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree from an accredited college or university in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- Must have a high school diploma or GED from an accredited institution.
- Must possess a valid and current Texas driver's license.
- Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing, Motor Vehicle Record (MVR) and criminal background checks are required.
- This position is *not* covered under Civil Service; however, all other Webb County policies apply.

ACKNOWLEDGEMENT

The undersigned have read, discussed and understand the full meaning of this job description and agree to abide by all terms and conditions herein expressed or implied.

Employee's Signature

Print Name

Date

Supervisor's Signature

Print Name

Date