



HUMAN RESOURCES DEPARTMENT

POSITION DESCRIPTION

TITLE:	Municipal Court Coordinator	LAST UPDATED:	02/07/2017
DEPARTMENT:	Courts	JOB CLASS:	
REPORTS TO:	Court Administrator	FLSA DESIGNATION:	Non-Exempt

Summary: Under general supervision of the Court Administrator, supervises the functions and operations of the City's Municipal Court. Supervises and evaluates subordinates, and perform administrative and support functions pertaining to municipal court operations.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.

Essential Job Functions:

- Supervises, prioritizes, coordinates and assigns the provision of Municipal court administrative and public services.
- Supervises the daily operations of the Municipal court.
- Evaluating, supervising, and delegating duties to assigned staff.
- Reconciles daily deposits of fines and submits to State of Texas in a timely manner.
- Assists Court Administrator in preparing and submitting monthly reports of convictions, defensive driving completions, and deferred adjudication to requesting agencies.
- Communicates with City departments to gather information on specific violations
- Assists Attorneys and citizens filing cases and complaints.
- Processes clerical work of court as needed to back up Court Clerks.
- Assists Court Administrator in maintaining court records including dockets, coordination of scheduling of cases, files original complaints other documents under the direction of the presiding Judge.
- Assists Court Administrator in maintaining public court records and makes them available for copy and inspection by interested parties.
- Assists Court Administrator in maintaining an index (hard copy of docket) of all court judgments and processes cases to be appealed to a higher court as required by law to prepare for criminal cases arising in County Courts.
- Assists Court Administrator in preparing, justifying and submitting annual budget requests for Municipal Court.
- Assists Court Administrator in creating and improving forms and software databases for court citations and information pamphlets.
- Responds to and resolves sensitive and non-routine public inquiries requiring independent judgment, research and analysis.
- Monitors and maintains Municipal Court Automated Information Systems, daily back up of systems, maintenance and upgrades.
- Creates, maintains and implements office policies and procedures manual.
- Researches archived files and records for the issuing of warrants, changes in fine amounts, or court processing of each file.

Other Important Duties:

- Serves as back-up for the Municipal Court Administrator.
- Travels to attend meetings, conferences and training.

- Regular and consistent attendance for the assigned work hours is essential.
- Performs other related duties as assigned.

Required Knowledge and Skills:

- Knowledge of Federal, State and Municipal laws, rules and regulations related to the administration of a Municipal court.
- Knowledge of collection, accounting and submission of court fines, costs, and fees.
- Knowledge of administrative and managerial practices and methods.
- Knowledge of maintenance, upgrades and back up of computer systems, computers and related equipment, hardware and database software.
- Knowledge of City policies and procedures.
- Skill in effective oral and written communications.
- Skill in conducting research into sensitive and non-routine public inquiries and complaints.
- Skill in planning, developing and implementing Municipal court administrative procedures and objectives.
- Skill in effectively evaluating, supervising, and delegating duties to assigned staff.
- Skill in resolving customer complaints and concerns.

Preferred Education, Experience, and Certifications:

- Associate’s Degree in Criminal Justice or Public Administration or a related field and three (3) years progressively responsible experience to include a minimum of one (1) year supervisory experience or equivalent combination of education and experience.
- Preference given to individuals with previous experience supervising municipal court operations.
- Must possess Texas Municipal Court Clerk Level 2 certification.
- Must maintain ongoing requirements for annual recertification for Municipal Clerks.
- Must pass a pre-employment drug screen, criminal background check and MVR check.
- Must possess valid State of Texas Drivers License.

Environmental Factors and Conditions/Physical Requirements:

Work is performed in a Municipal Court environment.

Physical Demands

This work typically requires the following physical activities to be performed. A complete description of the activities below is available upon request from Human Resources.

(X = Required to perform essential job functions)

Physical Activities		Physical Activities	
Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching.		Pushing – use upper extremities to press against objects with force, or thrust forward, downward, outward.	
Climbing – ascending, descending ladders, stairs, ramps, requires body agility.		Reaching – extending hands or arms in any direction.	
Crawling – moving about on hands, knees, or hands, feet.		Repetitive Motion – substantial movements of wrists, hands, fingers.	X
Crouching – bending body forward by bending leg, spine.	X	Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely.	X
Feeling – perceiving attributes of objects by touch with skin, fingertips.		Standing – for sustained periods of time.	
Fingering – picking, pinching, typing, working with fingers rather than hand.	X	Stooping – bending body downward, forward at waist, with full motion of lower extremities and back.	X

Grasping – applying pressure to object with fingers, palm.		Talking 1- expressing ideas by spoken word	X
Handling – picking, holding, or working with whole hand.	X	Talking 2 – shouting to be heard above ambient noise.	
Hearing 1 – perceiving sounds at normal speaking levels, receive information.	X	Visual Acuity 1 - prepare, analyze data, transcribing, computer terminal, extensive reading.	X
Hearing 2 – receive detailed information, make discrimination in sound.		Visual Acuity 2 - color, depth perception, field of vision.	
Kneeling – bending legs at knee to come to rest at knees.	X	Visual Acuity 3 - determine accuracy, neatness, observe facilities/structures.	
Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back.	X	Visual Acuity 4 - operate motor vehicles/heavy equipment.	
Mental Acuity – ability to make rational decisions through sound logic, deductive reasoning.	X	Visual Acuity 5 -close acuity for inspection of small defects, machines, use measurement devices, or fabricate parts.	
Pulling - use upper extremities to exert force, haul or tug.		Walking - on foot to accomplish tasks, long distances, or site to site.	X

Work Environment

Work performed is primarily:

(X = Primary type of work performed)

<i>Sedentary work:</i> Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.	
<i>Light work:</i> Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.	
<i>Medium work:</i> Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.	X
<i>Heavy work:</i> Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects	
<i>Very heavy work:</i> Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.	

Equipment and Tools Utilized:

Equipment utilized includes personal computer, copier, calculator, fax machine, telephone, court information systems and department vehicle.

Approved By:



 Matthew Freeman, Municipal Court Administrator

02/07/2017

 Date



 Shannon K. Allyn, HR Generalist

 Date