



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 591.4

Job Title: **MUNICIPAL COURTS ADMINISTRATOR**

Pay Grade: 17

GENERAL SUMMARY:

Oversees the grouping of jurors, coordinates jury panels, and provides jurors with information about the courts. Serves as liaison between jurors and the court. Assists in ensuring the efficient operation of the courts, including assistance in budget preparation and coordination of staff services.

RESPONSIBILITIES:

- Assembles jurors and provides them with information regarding court procedures, facilities, rules, regulations, juror responsibilities and types of cases tried in the courts.
- Prepares jury lists, escorts jurors to courtrooms and seats panels according to court rules. Monitors and coordinates the flow of jury panels.
- Assists in handling telephone calls and correspondence from jurors.
- Compiles jury attendance and payroll records.
- Coordinates assignments and performs general supervision over court interpreters. May act as a lead person over other staff.
- Assists with department budget preparation and monitoring.
- Assists in the coordination of staff services such as personnel, public relations and office management.
- Investigates problems/potential problems by means of written and verbal communications. Prepares findings and recommends solutions.
- Performs other duties as assigned.

SPECIFICATIONS:

KNOWLEDGE:

Requires an Associate's degree in Business Administration, Education, Finance, Social Science or a closely related field.

EXPERIENCE:

One year of experience in court administration or law enforcement is required. Directly related professional experience may be substituted for the education requirement on a year-for-year basis.

SPECIFICATIONS: (continued)

COMPLEXITY:

Work requires the direct application of a variety of procedures, policies and/or precedents. Moderate analytic ability is required in applying guidelines, policies and precedents, and in adapting standard methods to fit facts and conditions.

IMPACT OF ACTIONS:

Errors in work cause some expense and inconvenience. Work is typically performed under moderate supervision and within standard operating procedures. The incumbent occasionally can function autonomously, with the supervisor available to answer questions as they arise.

SUPERVISION EXERCISED:

Direct Supervision:

Involves general scheduling and review of work as a "working supervisor" or lead person.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with professionals and supervisors. Interaction involves routine information exchange and/or simple service activity requiring common courtesy; e.g., answering questions, giving directions in response to simple requests.

External Contacts:

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires moderate tact and cooperation; e.g., responding to questions which require some research to provide the correct answer.

PHYSICAL EFFORT:

The position is physically comfortable, the individual has discretion about walking, standing, etc.

WORK ENVIRONMENT:

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

PHYSICAL SKILL:

Requires the ability to make simple gross motor responses within large tolerances.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

Deputy Courts Clerk
Senior Deputy Courts Clerk
Municipal Courts Administrator
Municipal Courts Supervisor
Municipal Courts Manager

Effective: October 1990

Revised: January 1997