



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 591.7

Job Title: **MUNICIPAL COURTS MANAGER**

Pay Grade: 25

GENERAL SUMMARY:

Performs administrative duties involved in directing the activities of the department, including ensuring that department policies and procedures are followed and deadlines met.

RESPONSIBILITIES:

- Assists in ongoing department methods/practices review and recommends procedure changes.
- Maintains records and prepares daily reports and collections accounting.
- Oversees daily pick up of subpoenas for ticket writing agencies.
- Maintains and reviews department personnel records, approves employee job performance evaluations and leave authorization requests.
- Counsels employees and makes recommendations for disciplinary action.
- Interviews supervisory applicants and assists in scheduling and training new employees.
- Assists citizens/attorneys seeking information beyond the assigned scope of other employees.
- Acts as liaison with other departments occupying the courts' building.
- 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:

Four years of experience in personnel administration, accounting, courtroom activity or a closely related field are required, with at least two of those years in a supervisory capacity. Directly related professional experience may be substituted for the education requirement on a year-for-year basis.

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.

SPECIFICATIONS: (continued)

IMPACT OF ACTIONS:

Errors could lead to moderate expenses and inconveniences. Work is typically performed under limited supervision with alternating periods of relative autonomy and general review. The supervisor generally plays a substantial role in setting objectives and organizing work.

SUPERVISION EXERCISED:

Direct Supervision:

Involves scheduling, supervision and evaluation of work as a Manager or the equivalent over the Assistant Managers or first-line supervisors. This position has significant levels of input as it pertains to personnel actions, such as hiring, terminations, and pay changes.

Indirect Supervision:

Involves supervision and evaluation of work as a Manager or the equivalent.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with Managers and Assistant Directors. Interaction requires moderate tact and cooperation; e.g., scheduling and/or coordinating two personal calendars, resolving problems and/or obtaining necessary information.

External Contacts:

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guest, vendors and professional contacts with allied organizations. Interaction involves information exchange and/or simple service activity requiring moderate tact and cooperation.

PHYSICAL EFFORT:

The position is physically comfortable most of the time with occasional periods of stooping, bending and/or light lifting of materials of up to 10 pounds.

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: April 1992