



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 591.5

Job Title: **MUNICIPAL COURTS SUPERVISOR**

Pay Grade: 18

### **GENERAL SUMMARY:**

Performs supervisory duties involved in directing and coordinating the processing of court transactions, collection and accounting of monies and maintenance of court records.

### **RESPONSIBILITIES:**

- Schedules, organizes and supervises the work of employees at section level.
- Oversees the operation of computer data entry systems.
- Implements operational procedures and solves work related problems.
- Reviews cashier money handling and reporting accuracy.
- Oversees issuance of change, cash receipts and official court documents.
- Prepares daily and monthly reports on cash receipts/deposits, absenteeism, etc.
- Answers citizen and defendant inquiries and complaints.
- Interviews, trains, evaluates and counsels employees.
- Performs other duties as assigned.

### **SPECIFICATIONS:**

#### **KNOWLEDGE:**

Basic knowledge of grammar, spelling, punctuation and simple mathematical functions like percentages, ratios, etc. as might normally be acquired through attainment of a high school diploma or a GED.

#### **EXPERIENCE:**

Two years of clerical and/or court related experience with at least one of those years in a supervisory capacity are required.

#### **COMPLEXITY:**

Work consists of standard procedures and tasks where analytic ability is required in following guidelines, policies and precedents.

## **SPECIFICATIONS: (continued)**

### **IMPACT OF ACTIONS:**

Errors could lead to moderate expenses and inconveniences. 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. Errors could result in false arrests of citizens.

### **SUPERVISION EXERCISED:**

#### **Direct Supervision:**

Involves scheduling, supervision and evaluation of work as a "first-line supervisor", recommends personnel actions, such as hiring, terminations, pay changes of non-supervisory personnel.

#### **Indirect Supervision:**

No indirect reports.

### **CONTACTS:**

#### **Internal Contacts:**

Level of internal contact is primarily with professionals, judges, prosecutors, and other supervisors. Interaction involves routine information exchange and/or simple service activity requiring common courtesy; i.e., 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 involves information exchange and/or simple service activity requiring moderate tact and cooperation responding to questions that require some research.

### **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 coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

### **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*