

Nueces County Job Description

Job Title: COURT ADMINISTRATOR
AO Code: CourtAdministrator-1901-3300-Int
Job Code: 1901
Salary Level: Pay Group 34
Class: Non-Clerical (Professional)
FLA. Status: Exempt
W.C. Code: 8810
NAICS Code: 922110
Prepared By: Sara Longoria
Prepared Date: 2/17/97; rev. 1/27/15; rev. 5/5/15; 5/29/18

Approved By:



Approved Date:

5/29/2018.

SUMMARY: Works under the general direction of the District and County Court-at-Law Judges, performing law clerk functions and administrative duties related to court functions in order for judges to concentrate on judicial matters.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Performs duties assigned by the District and County Court-at-Law Judges, including but not limited to:

Serves as liaison between the Judges and the District Clerk's Office for communicating needed improvements to the jury selection system;

Arranges for substitute court reporters, bailiffs, and court interpreters for all courts, as needed and for all visiting judges;

Supervises the official court interpreter;

Substitutes for any official court managers taking vacation or absent due to illness, if needed and requested by the Judges;

Represents the Courts, after consultation with the Judges, with the news media, with visiting groups or agencies, at hearings or at official functions, and with the general public;

Prepares, maintains and administers the department's budget and serves as a liaison between the Judges and the Auditor's Office in the development of the Judge's budgets. Presents department budget to the Commissioners Court.

Schedules the use of the Central Jury Room, the 4th and 5th Floor Courtrooms, conference rooms on the 5th Floor and the 4th Floor conference room for all courts, county departments and outside organizations;

Coordinates the assignment of Visiting Judges, making all arrangements for such visiting judges, including the scheduling of courtroom space, assignment of court reporters and bailiffs, maintaining security of all secured courtroom areas, ensuring proper operation of all audio/visual equipment, and ordering lunches for jurors;

Coordinates the arrangements for judges' monthly and/or special meetings, preparing and posting the agenda and taking and typing the minutes of all such meetings, and maintaining a digital record of all such minutes including copies of any materials distributed by the Judges, other departments or guests at the monthly Judge's meetings;

Serves as the liaison between the Courts and all other departments, including the State Office of Court Administration, our legislators, State Bar, local bar, the office of Judicial Conduct and the Texas Center for the Judiciary, Commissioners Court, District Attorney, County Attorney, County Auditor, Commissioners Court Administration, Attorney General's Office, Texas Comptroller's Office, Sheriff's Office, Treasury Department, Collections Department, Information Technology Department, District and County Clerk Offices; to assist in the gathering and disbursement of information important to the administration of justice and advises the Judges on pending legislative matters effecting the courts and judges;

Keeps an inventory of supplies and equipment for the Courts and facilitates the purchase of needed equipment or capital expenditures for the Courts;

Answers questions from the public as referred by the courts and the court managers; and assists the public directly and when possible, makes referral to appropriate offices;

Assists the District Courts and County Courts at Law in determining appropriate business processes to maintain compliance with CJIS guidelines;

Assists the Local Administrative Judges in the determination of appropriate business process related to case flow guidelines and policies;

Creates and updates attorney appointment wheels in Odyssey for misdemeanors, felonies, juveniles cases and civil appointments in all 13 courts; updates addresses and qualifications as needed, creates new attorney profiles;

Updates initial appearance forms in Odyssey, sets initial appearances for County Courts at Law, generates notices to all parties, populates calendars, imports notices to Odyssey, send notices to attorneys, defendants and bonding companies;

Creation and update of standard criminal and civil forms in Odyssey.

CERTIFICATES, LICENSES, REGISTRATIONS: Certification in Court Administration, Court Management and Court Coordination by Texas Center for the Judiciary. License to practice law in Texas (preferred, but not required).

SUPERVISORY RESPONSIBILITIES: Supervises two roving Court Reporters; maintains and updates calendar reflecting assignments to District and County Courts at Law; maintains and updates calendar reflecting assignments to District and County Courts at law to ensure compliance with Texas Government Code regulations related to court reporters' in and out of court time standards.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Any employee who drives a vehicle on official business must have a driving record which meets standards set by the County and the County's insurance carrier.

EDUCATION and/or EXPERIENCE: Must have a Bachelor degree from an accredited college or university and five years of experience in the criminal justice or judicial system or five years of legal experience; or, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

LANGUAGE SKILLS: Ability to read, analyze, and interpret and compose legal documents. Ability to respond to common inquiries or complaints from users of the judicial system, regulatory agencies, or members of the business community. Ability to write speeches, articles for publication and draft legal memoranda that conform to prescribed style and format. Ability to effectively communicate and present information to judges, public groups and agencies.

MATHEMATICAL SKILLS: Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical solutions.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions and data furnished in written, oral, diagram, schedule or spreadsheet form.

OTHER SKILLS AND ABILITIES: Knowledge of court policy and procedures. Ability to communicate effectively orally and in writing. Ability to train and supervise others. Knowledge of automated record-keeping systems. Ability to maintain effective working relationships with the judges, court staff, other county employees and the public. Must possess knowledge of the law, the ability to research the law and function effectively in the field of court administration. Must have advanced knowledge of Odyssey case management software. Must have proficient computer skills and the ability to use Excel or similar spreadsheet programs, Word or other similar word processing software; ability to use and educate judges on Odyssey and other software programs used by Nueces County. Must be able to research on Westlaw.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee will be required to stand, walk, sit, and use hands to finger, handle, or feel objects, tools, controls and computers. Specific vision abilities required by this job include close vision and the ability to adjust focus and read on a computer.

WORK ENVIRONMENT: The work environment characteristic described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate to minimal.