



CAREER OPPORTUNITY

MUNICIPAL COURT ADMINISTRATOR

Pantego occupies about one square mile in the heart of the Dallas-Fort Worth Metroplex – the nation's fourth largest metro area. The Town is two miles north of I-20 and bounded on three sides by Arlington.

Though our daytime business population is more than 200,000, the residential population is just 2,650. Pantego residents appreciate the slower pace of life our small town provides and staff, under the direction of the Mayor and Council, strive to preserve that feeling.

Still, Town Hall is within ten miles of AT&T Stadium (home of the Dallas Cowboys), Globe Life Field (home of the Texas Rangers), Texas Live!, and Six Flags; or thirty minutes from Fort Worth's historic Stockyards, downtown Dallas, or the DFW International Airport.

**"SMALL TOWN CHARM...
BIG CITY OPPORTUNITIES"**

COMPENSATION AND BENEFITS

The Town offers a competitive benefits package for full-time employees, including:

- Fully covered medical, dental, and vision insurance for employees with the option to add a spouse and/or dependents at a cost
- paid vacation and sick time
- 14 paid holidays
- Participation in Texas Municipal Retirement System (TMRS), with a 2:1 match on a mandatory 7% employee contribution, and vesting after five years
- Optional 457 plan

APPLY TODAY

<https://www.townofpantego.com/jobs>

THE DEPARTMENT

Pantego Municipal Court is committed to being responsive to the evolving needs of those we serve and diligently executing the administrative responsibilities and clerical functions set forth under law.

THIS ROLE

In addition to the specific duties and requirements, characteristics of a successful candidate will include innovations; the ability to leverage partnerships with team members and leaders of the community; dignity and trust; honesty and integrity; and a commitment to promote cutting edge ideas to better serve the public. The desired candidate will also have examples of professionalism and accountability in prior related positions.

SALARY RANGE

(DOQ)



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POSITION TITLE: Municipal Court Administrator
DEPARTMENT: Municipal Court

STARTING RATE OF PAY: DOQ
FLSA STATUS: Full-time Exempt

JOB DESCRIPTION

The purpose of this position is to ensure the municipal court is operating in an efficient and effective manner in compliance with all applicable procedures, policy, regulations and statues. The court administrator is responsible for supervising the day to day operations of the court, assigning work duties of court personnel, responding to customer complaints, maintaining accurate court records, establishing and maintaining policies and procedures and training of court personnel.

The ideal candidate will also be expected to provide management examples of collaboration, problem-solving, diplomacy, and patience. Candidate with a management style that incorporates fair and objective decision making when addressing employee issues and concerns. The desired management style also includes approachability, the ability to be discreet when necessary, and the willingness to work hand-in-hand with employees. Having a strong financial background is also highly desired.

DUTIES AND RESPONSIBILITIES

1. Oversees and coordinates the activities of municipal court and services, including payment of fines, court files and setting court dates and dockets, notifying appropriate parties regarding scheduled court appearances, preparing trial correspondence, summons, complaints and other legal documents and process warrants and time served granted by the judge.
2. Administers and directs all non-judicial operations and functions of municipal court to provide quality customer service. This includes planning, problem resolution, streamlining work process and monitoring administrative controls, program and fiscal procedures and cash flow management, as well as accurately tracking court statistics and benchmarks.
3. Establish and maintain working relationships with city departments, judges, attorneys, clerks, judicial commissions, other state and local courts, community organizations, City Council, state agencies, police departments, and the public.
4. Ensuring compliance with applicable procedures, policies, regulations and statutes and implement judicial rulings.
5. Checks in jury members and prepares jury panel lists for Prosecutor and defense counsel; attends and records court proceedings, provides administrative support to the Judge during proceedings including researching driving records and recording judgments.
6. Complete the following reporting requirements such as warrant clearance report, DPS Conviction Report, balance accounts (cash bonds, cash escrow, collection agency, OCA report, Collection fee report, court revenue report, state comptroller report and Texas DPS FTA Program report.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Management, administration principles, practices and procedures.
- Federal, State and Municipal laws, rules and regulations related to the administration of a Municipal Court.
- Municipal operations of Municipal Court activities and procedures.
- Effective customer service skills and techniques with the ability to present one's self and the town in a positive and professional manner.
- Government organization and administration.
- Collection, accounting and submission of court fines, costs, and fees.
- Time management techniques, with the ability to organize, schedule, assign, delegate, coordinate, and monitor the work to accomplish the most possible in the time available.
- Problem solving techniques for identifying problems, researching and determining the most appropriate course of action for resolution.
- Budget preparation, program analyses, revenue forecasting, and monitoring
- Principles of personnel, administration, supervision and training.
- Procedures of a municipal court as it relates to the processing of records.
- Laws and ordinances enforced by the Court.
- Using a personal computer with Microsoft Office software and ability to operate other software programs as needed to support the Municipal Court operations.

MINIMUM REQUIREMENTS

- High school diploma or equivalent (Bachelor's preferred);
- Minimum of three years' of related experience required; one to two years of supervisory experience required; local Government experience preferred.
- TMCEC Municipal Clerk Level Two Certification (preferred) or willingness to obtain certification within one year of hire;
- Intrinsic motivation, strong work ethic, and high ethical and moral standards;
- Professional written and verbal communication skills;
- Strong management background and the ability to work well under stressful conditions with deadlines; and
- Bilingual English/Spanish preferred.

BENEFITS

- Paid health, dental and vision insurance.
- TMRS Retirement – 2 for 1 matching
- 14 Paid Holidays
- Vacation Leave Accrual
- Sick Leave Accrual