



## City of Irving Job Description

### Court Services Director

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<b>FLSA Status:</b>	EXEMPT	<b>Job Department:</b>	Municipal Court
<b>Job Code:</b>	1M01	<b>Reports To (Job Title):</b>	Assistant City Manager

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#### PURPOSE

To supervise, direct, administer, and monitor all operations of the Irving Municipal Court and City Marshals Office; ensure efficient operation of the Municipal Court in accordance with all applicable laws, the City Strategic Plan and values; and serve as the Court Clerk for the Municipal Court.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.\*

- Develop, plan, and implement Court Services' operations, goals, and objectives; and recommend and administer policies and procedures.
- Coordinate Court Services' activities with those of the Municipal Court Judges, other departments, and outside agencies and organizations, which includes serving as liaison between the Judiciary and other court services.
- Provide staff assistance to the City Manager and City Council; prepare and present staff reports and other necessary correspondence.
- Manage and direct, through subordinate coordinators, the activities and performance of the administration, customer service, court services, divisions of the Court, as well as, the City Marshal's Office, Teen Court, and Community Service programs.
- Direct, oversee, and participate in the development of the Municipal Court work plan; assign work activities, projects, and programs; monitor work flow; and review and evaluate work products, methods, and procedures.
- Supervise and participate in the development and administration of the Municipal Court budget; present proposed budget to the office of City Manager and the City Council for approval; direct the forecast of funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; and implement mid-year adjustments.
- Coordinate the development and application of the strategic plan for the Municipal Court.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints; assist complainants, defendants, and attorneys as necessary; and, advise the public on Municipal Court policies, procedures, rules, and regulations.
- Ensure creation, maintenance, and preservation of Municipal Court records in accordance with City ordinances and state law.
- Establish and implement departmental personnel policy, participate actively in the personnel administration of the department, review performance ratings and evaluation of all department personnel, and determine appropriate disciplinary action for employees when required.
- Oversee the collection and accurate accounting of Municipal Court fines and fees, and establish and enforce cash collection and control systems.

- Supervise the management and scheduling of Municipal courtrooms, oversee docketing procedures, and monitor caseloads, making adjustments as necessary.
- Review and approve a variety of reports and departmental forms including purchase orders, dispersal requests, and cash reports.

**OTHER DUTIES AND RESPONSIBILITIES**

- Coordinate with the Chief Marshal on matters of security, safety, and disaster preparedness for the Municipal Court and serves as a staff member in the EOC.
- Provide training related to the City’s, Lean Six Sigma program.
- Coordinate with Information Technology Department and Financial Services Department in the development and maintenance of effective court software and personal computer capabilities.

**SUPERVISORY RESPONSIBILITIES**

Organizational Supervision - Applies to full personnel management responsibilities including selection, discipline, grievances and formal performance evaluations for a position's direct reports plus all employees reporting up through subordinates, which will include approximately 38 employees.

**FINANCIAL / BUDGETARY RESPONSIBILITY**

This position oversees the preparation of a multi-million dollar budget each fiscal year and presents the proposed budget to City Management and the City Council for approval; Directs, reviews, and approves Court budget expenditures for major projects and daily Court operations; and, reports all revenues and expenditures to City Management, Finance Department, and the State, in accordance with policies and regulations.

**QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skill, and/or ability required.\*

**EDUCATION**

- Bachelor’s degree (B.A., B.B.A., or B.S.) from an accredited four-year college in Criminal Justice, Business Administration, and/or Public Administration.

**EXPERIENCE**

- At least ten (10) years of related experience, with at least five (5) years in a supervisory capacity.

**CERTIFICATES, LICENSES, REGISTRATIONS**

- Court Clerk Certification, Level I, preferred.
- Valid, appropriate Texas Driver’s License, or the ability to obtain one, is required.
- Administrative level NIMS/FEMA training preferred.
- Lean Six Sigma Black Belt.

## **KNOWLEDGE OF**

- Administration and Management: Principles and processes involved in business and organizational planning, coordination, and execution. This includes strategic planning, resource allocation, manpower modeling, leadership techniques, and production methods.
- Budgeting and Accounting: Budgeting and accounting principles and practices, and the analysis and reporting of financial data.
- Computers and Electronics: Computer hardware and software, including applications.
- English Language: The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

## **SKILLS AND ABILITIES IN**

- Budgeting Management: Developing plans and budgets; comparing them against actual activity.
- Complex Problem Solving: Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Office Software: Preparing documents using current word processing, presentation, spreadsheet, and database programs used by the City, particularly the Microsoft Office suite, as well as Incode and Onbase.
- Judgment & Decision-Making: Weighing the relative costs / benefits of a potential action.
- Management of Material Resources: Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.
- Management of Personnel Resources: Motivating, developing, and directing people as they work, and identifying the best people for the job(s).
- Persuasion: Convincing others to approach things differently.
- Program Assessment: Evaluating current / potential programs for effectiveness and efficiency.
- Operational Management: Developing effective departmental policies and procedures.
- Reading Comprehension: Understanding written sentences and paragraphs in work documents.
- Reporting: Researching, analyzing, and compiling data and preparing concise documents, which includes reports, business correspondence, and procedure manuals.
- Basic Algebra & Geometry: Calculating figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Tailored Written Expression: Effectively communicating information and ideas in writing so others will understand, with consideration for the needs of the audience.
- Diplomacy / Relationship Maintenance: Dealing tactfully and courteously with officials of other organizations, other City departments, and the public concerning projects, requests, inquiries, and complaints.
- Interactive Presentation: Effectively presenting information and responding to questions from groups of managers, clients, customers, and the general public.
- Effective Supervision: Producing decided, decisive, and/or desired effect in the actions of those under one's direction.
- Maintaining Current Knowledge: Reading, analyzing, and interpreting general business periodicals, professional journals, technical procedures, or governmental regulations.

## **GUIDANCE RECEIVED**

### **Departmental Goals and Priorities**

Makes decisions that are guided by overall Departmental goals, priorities and policies. Job requires interpreting goals and priorities into action steps and delegating responsibility for completion; applies broad latitude in regard to methods and approaches but must obtain approval for actions that have policy, service or cost implications.

## **CONTACTS**

Contacts range from City Council and Upper City Management to daily customers at the Court. Frequent contacts with other Department Heads and professional staff. Daily contact with Court managers, City Marshals, and clerical staff. Frequent contact with Prosecutors and Judges assigned to the Court. Contact with outside agencies and private vendors regarding Court related matters.

## **EQUIPMENT AND PROPERTY**

Responsible for all equipment and property assigned in support of the Court and City Marshal's Office. Includes the Court facility and security and surveillance systems, computer hardware and software, office machines, Marshal vehicles, and all associated law enforcement equipment. Directs and delegates the maintenance of all assigned equipment and facilities.

## **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.\*

The employee constantly is required to listen, see, and/or sit. Frequently, s/he is required to talk and/or reach with hands and arms. S/he occasionally is required to stand, walk, and/or lift up to 10 pounds. Specific vision abilities required by this job are close vision, distance vision, and color vision.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.\*

The noise level in the work environment is usually quiet.

\* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Note:** A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.