



City of Saginaw

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**JOB OPPORTUNITY ANNOUNCEMENT
MUNICIPAL COURT
COURT ADMINISTRATOR**

OPEN DATE: January 29, 2018

CLOSING DATE: Open until filled

BEGINNING SALARY: \$ 42,036

MINIMUM REQUIREMENTS:

CITIZENSHIP: Must be a United States Citizen by birth or naturalization.

EDUCATION: High school diploma or General Equivalency Diploma

CERTIFICATION: Certified Court Clerk Level 1

Bilingual in Spanish preferred.

DRIVING: Required - Valid Texas Driver's License and a good driving record

MUST BE ABLE TO PERFORM ESSENTIAL AND NON-ESSENTIAL JOB DUTIES WITH OR WITHOUT A REASONABLE ACCOMODATION.

Applications packets are available:

In Person: City of Saginaw, City Hall, 333 West Mc Leroy Blvd., Saginaw, TX 7617

Online: www.ci.saginaw.tx.us

COURT ADMINISTRATOR HIRING PROCESS

The hiring process for the Court Administrator position will consist of the following: Oral interview, background check including criminal history, physical examination and drug screen. Any offer of employment is contingent on applicant passing the physical examination and the drug screen. **We reserve the right not to employ any applicant.**

**NON-TOBACCO USERS PREFERRED
NO SMOKING INSIDE ANY CITY BUILDINGS OR VEHICLES**

Equal Opportunity Employment

Note: The Immigration Reform and Control Act of 1986 requires the City of Saginaw to hire only U.S. Citizens and lawfully authorized alien workers. Employability verification will be required of prospective employees.

EMPLOYEE BENEFITS

SALARY:	Salary ranges are designed to be competitive with industries and municipalities
RETIREMENT:	Texas Municipal Retirement System (6% of Employee's total salary and City doubles at 12%)
LONGEVITY:	\$6.00 per month of service after the first year. Paid in lump sum check on the first Friday in December of each year.
SERVICE AWARDS:	Service pins awarded for each 5 years of service, a diamond added for Each additional 5 years
VACATION:	40 hours after 6 months, 40 hours after 1 year 1-5 years 2 weeks 5-15 years 3 weeks 15-25 years 4 weeks 25 plus years 5 weeks
SICK LEAVE:	After six (6) months of employment 40 hours after 6 months, 6.7 hours accrued for the remaining 6 months 1 year – 6.7 hours for the 1 st 8 months of the calendar year 6.6 hours for 4 months of the calendar year. Maximum Sick Accrual Hours = 320 hours
HOLIDAYS:	New Year's Day, Good Friday, Memorial Day, July 4, Labor Day, Thanksgiving and following Friday, Christmas Eve and Christmas Day 2 Floating Holiday after 6 months
INSURANCE:	Medical and Dental (Employee portion paid by City, dependent coverage optional and City will pay maximum of \$365.00 per month) Life 50,000/100,000 (Paid by City)
OTHER:	Direct deposit AFLAC (Optional) AXA Deferred Compensation Plan (Optional) Disability Plan after one (1) year of employment.

**CITY OF SAGINAW
JOB DESCRIPTION**

Job Title: Court Administrator
Department: Municipal Court
Full Time Position

Effective: 11/01/2010
State Employment Commission Code: 4941
Worker's Compensation Number: 8810

Job Summary:

Work is performed under the general supervision of the Asst. City Manager/Finance Director and the City Manager. Directs the day-to-day operation of the municipal court to achieve maximum productivity as well as performing a full range of secretarial and court administrative functions of average difficulty, and performs related work as required.

Essential Job Functions:

Plans, directs, and controls the operation of the Municipal Court including delivery of a consistently high level of quality customer service; administration; effectively use all court resources; teamwork and coordination of activities with other City departments and outside agencies; assistance to complaints; defendants; and attorneys. Monitors all municipal court posted transactions such as payments, judgments, scheduling and adjustments on a daily basis for accuracy. Reconciles the daily court postings. Coordinates monthly court appearance bonds, cash bonds, prosecutor, and attorney dockets. Maintain attorney docket folders for current and future docket dates. Enters citations and case information into the court database and prepares case files. Oversees and prepares correct documentation during monthly court docket hearings. Processes and forwards all appeal bonds to the Tarrant County Court of Appeals. Set up all bench trials and property hearing and make sure notifications are sent out to the police officers, defendants, witnesses, attorneys and bailiff. Handles all aspects of jury trials such as summoning jurors, coordinating time and location, subpoena officer's and witnesses, setup and prepares all related paperwork. Reconciles the monthly court credit card payments received with Traffic Payment to verify accuracy of funds. Monitors and evaluates department in the following areas; work flow review, best practices and procedures. Makes recommendations and modifications for the enhancement of the Court. Answers inquiries from the general public regarding judicial procedures, court appearances, trial and hearing dates, outstanding warrants, summonses, subpoenas, and payment of fines. Process warrants. Administer all special hearings for EPO's, dogs, property, code violations, junk vehicles and citizen's complaints. Provided secretarial and administrative support to the front office such as answering telephones, assisting visitors, providing direction/information, and resolving sensitive situation and general public and defendants regarding cases. Communicates as needed with judges, lawyers, police officers, code enforcement and city prosecutor to coordinate the functions of the court. Amends court documents as necessary based on Judge's instruction, and endorses court documents with pertinent information. Responsible for understanding State Law and how it applies to Municipal Court jurisdiction. Processes attorney representation letters for charges filed at the Municipal Court. Monitors cash bond and surety bond activity and processes bond forfeitures and prepares related correspondence. Prepares monthly court reports for the Assistant City Manager, Texas Department of Safety, Collection Agency and the Office of Court Administration. Maintains and updates forms, documents, manuals, records and reports. Municipal court records custodian for any request concerning public access to municipal court.

Other Job Functions:

Answers telephone and transfers calls. Oversees money received from Police Department. Handles municipal court returned checks. Collects water payments as needed. Answers and refers inquiries and complaints from the public. Uses typewriter, calculator, copier, computer, cash register, fax machine, time stamp, and postage meter. Assists in balancing cash drawer at the end of each day. Purchases office supplies, court forms, docket folders, and court receipts. Process court receipts. Collects fines, fees, bonds, and miscellaneous cash receipts. Completes time sheet for municipal court staff. Strives to develop an increasing knowledge of City ordinances, rules, regulations and codes. Position requires long periods of sitting and frequent getting up and down out of chair. Must be able to lift heavy copy paper boxes and forms as well as heavy storage boxes weighing up to 55 pounds. Coordinates with Municipal Court Judge concerning all court matters and functions. Assist with recommendation of hiring for court personnel.

Required Education, Degrees, Certificates, and/or License:

High School Diploma or General Equivalency Diploma. Must possess Municipal Court Clerk Level 1 Certification from the TMCEC Municipal Court Clerk Certification Program, and must maintain certification. General knowledge of municipal court procedures. Bilingual in Spanish preferred. Must be willing to continue education by attending job-related workshops and seminars. Valid Texas Driver's License. Notary Public or must obtain within three months of appointment to position.

Experience, Training, Knowledge, and Skills:

Must type 35-40 wpm and use the ten key by touch and data entry experience. Requires previous experience and proficiency in Microsoft Office Products. Required excellent organization and multi-tasking skills.

Must be able to speak and deal tactfully and effectively with the general public. Must be able to communicate and understand written and oral instructions. Must have good telephone etiquette. Must be able to plan, organize, and coordinate the day to day operations.