

**Job Title: District Court Administrator**

**Department: District Courts**

**Job Grade #: 18**

**Immediate**

**Supervisor: Local Administrative Judge for the District Courts**

**BRIEF DESCRIPTION OF THE JOB:**

Under policy direction and under the exclusive supervision of the Local Administrative Judge (LAJ) and Board of District Judges (BODJ), is responsible for managing the administrative and managerial non-judicial functions of the District Courts; supervises non-judicial personnel in the auxiliary court; prepares and administers department budget; and performs related duties as required.

**ESSENTIAL FUNCTIONS:**

1. Supervises the following employees who work directly or indirectly for the judiciary including Court Interpreters, Auxiliary Court Reporters, Auxiliary Court support personnel, Auxiliary Court Coordinator, Indigency Review Specialist and Auxiliary Court Bailiffs;
2. Acts as liaison to the Commissioners Court for the District Court Judges and to the District Court Judges for the Sheriff, Medical/Psychiatric Departments and the Personal Bond Program;
3. Supervises budget development and administration, authorizes expenditures and administers grant funding for the District Courts;
4. Provides regular reports to the LAJ and BODJ and monitor best practices to ensure the efficient use of taxpayer resources;
5. Monitor, track and report on legislative developments that effect the justice system in Collin County;
6. Provides immediate and direct contact for the District Clerk, jury Clerks, Visiting Judges, County Personnel and the various departments managed by the BODJ;
7. Assists in implementation of court related software and in maintenance and training of courtroom technology;
8. With the prior approval of the presiding judge, schedules and assigns cases to visiting judges for the criminal courts;
9. Monitors and revises court case flow, arranges changes of venue and coordinates the scheduling of capital murder cases;
10. Monitors fixed asset and supply inventories for the department;
11. Coordinates continuing legal education classes for judges and attorneys with the State Bar;
12. As a liaison for the District Judges for non-judicial personnel including the Purchasing Agent and Auditor;
13. Provide a judicial contact for the Public Information Officer for Collin County and implements the Board of District Judges Media Policy;
14. If requested by the presiding Judge, assist in their areas of assigned administrative responsibility;
15. Performs related duties as delegated by the LAJ

| Physical Strength Code | ESSENTIAL FUNCTIONS |
|------------------------|---------------------|
| 1                      |                     |
| 2                      |                     |
| 3                      |                     |

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| <b>Physical Strength Code</b> | <b>ESSENTIAL FUNCTIONS</b> |
|-------------------------------|----------------------------|
| 4                             |                            |
| 5                             |                            |

**JOB REQUIREMENTS:**

| <b>JOB REQUIREMENTS</b>                |   |
|--|---|
| Formal Education / Knowledge           | Graduation from an accredited college or university with a Degree in Public Administration or equivalent certification and experience.  |
| Experience                             | Five years court administration experience or an equivalent combination of education and experience.  |
| Certifications and Other Requirements  | Certification in Court Management   |
| Reading                                | Work requires the ability to read professional publications and journals, federal and state laws, policy manuals, legal documents and contracts.  |
| Math                                   | Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division as well as basic algebra and statistics.  |
| Writing                                | Work requires the ability to write memos, proposals, reports, grants, briefs and motions  |
| Managerial                             | Planning responsibilities for support staff and judicial officers.  |
| Budget Responsibility                  | skill in preparing and administering budgets  |
| Supervisory / Organizational Control   | Skill in supervising professional and clerical employees; skill in managing multiple projects simultaneously; skill in communicating effectively with diverse groups of individuals utilizing tact and diplomacy; skill in researching (to include computer-based research) and interpreting legal information. Includes overseeing work quality, training, instructing, and scheduling work.   |
| Complexity                             | Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of policies, standards, and precedents.   |
| Interpersonal / Human Relations Skills | Ability to adjust to rapidly fluctuating situations; ability to operate basic office equipment; ability to establish and maintain effective working relationships with subordinates, co-workers, County employees, Department Heads, Elected/Appointed Officials, outside organizations, attorneys, the news media and the general public. Working with various state and federal agencies will also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. |

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**OVERALL PHYSICAL STRENGTH DEMANDS:**

| Sedentary   | Light X   | Medium  | Heavy  | Very Heavy  |
|---|---|---|--|---|
| S = Sedentary<br>Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time | L = Light<br>Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree. | M = Medium<br>Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly. | H = Heavy<br>Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly. | VH = Very Heavy<br>Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly. |

**PHYSICAL DEMANDS:**

|  |  |  |  |                            |
|--|--|--|--|----------------------------|
| C = Continuously<br>2/3 or more of the time. | F = Frequently<br>From 1/3 to 2/3 of the time. | O = Occasionally<br>Up to 1/3 of the time. | R = Rarely<br>Less than 1 hour per week. | N = Never<br>Never occurs. |
|--|--|--|--|----------------------------|

*This is a description of the way this job is currently performed; it does not address the potential for accommodation.*

| PHYSICAL DEMANDS | FREQUENCY CODE | DESCRIPTION  |
|------------------|----------------|--|
| Standing         | F              | Filing, making copies, faxing                                    |
| Sitting          | C              | Deskwork, meetings   |
| Walking          | F              | To and from office equipment and other departments               |
| Lifting          | O              | Files, office supplies, books, boxes                             |
| Carrying         | O              | Files, office supplies, books, boxes                             |
| Pushing/Pulling  | R              | Doors  |
| Reaching         | O              | For supplies and files   |
| Handling         | F              | Paperwork  |
| Fine Dexterity   | F              | Computer keyboard, calculator, telephone keypad, writing         |
| Kneeling         | R              | Retrieving items from lower shelves                              |
| Crouching        | O              | Retrieving items from lower shelves                              |
| Crawling         | N              |  |
| Bending          | O              | Filing in lower drawers  |
| Twisting         | R              | From computer to telephone                                       |
| Climbing         | N              |  |
| Balancing        | N              |  |
| Vision           | C              | Reading, computer monitor  |
| Hearing          | C              | Communicating with personnel and general public and on telephone |
| Talking          | C              | Communicating with personnel and general public and on telephone |
| Foot Controls    | N              |  |
| Other (specify)  | N              |  |

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**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Copy machine, fax machine, telephone, calculator, general office supplies, computer and related software, laser or inkjet printer

**ENVIRONMENTAL FACTORS:**

|           |                            |                             |                |           |
|-----------|----------------------------|-----------------------------|----------------|-----------|
| D = Daily | W = Several Times Per Week | M = Several Times Per Month | S = Seasonally | N = Never |
|-----------|----------------------------|-----------------------------|----------------|-----------|

| HEALTH AND SAFETY        |   | ENVIRONMENTAL FACTORS |   | PRIMARY WORK LOCATION |   |
|--------------------------|---|-----------------------|---|-----------------------|---|
| Mechanical Hazards       | N | Extreme Temperatures  | N | Office Environment    | X |
| Chemical Hazards         | N | Noise and Vibration   | N | Warehouse             |   |
| Electrical Hazards       | N | Wetness/Humidity      | N | Shop                  |   |
| Fire Hazards             | N | Respiratory Hazards   | N | Vehicle               |   |
| Explosives               | N | Physical Hazards      | M | Outdoors              |   |
| Communicable Diseases    | N |                       |   | Rec/Nghbrhd Center    |   |
| Physical Danger or Abuse | M |                       |   | Other (see 2 below)   |   |
| Other (see 1 below)      | M |                       |   |                       |   |

(1) Working conditions are primarily inside an office environment with occasional exposure to hostile or violent individuals.

**PROTECTIVE EQUIPMENT REQUIRED:**

None

**NON-PHYSICAL DEMANDS:**

|   |   |   |                                       |                         |
|---|---|---|---------------------------------------|-------------------------|
| C = Continuously 2/3 or more of the time. | F = Frequently From 1/3 to 2/3 of the time. | O = Occasionally Up to 1/3 of the time. | R = Rarely Less than 1 hour per week. | N = Never Never occurs. |
|---|---|---|---------------------------------------|-------------------------|

| NON-PHYSICAL DEMANDS                          |   |
|---|---|
| Time Pressures                                | F |
| Emergency Situations                          | O |
| Frequent Change of Tasks                      | F |
| Irregular Work Schedule/Overtime              | F |
| Performing Multiple Tasks Simultaneously      | F |
| Working Closely with Others as Part of a Team | F |
| Tedious or Exacting Work                      | F |
| Noisy/Distracting Environment                 | F |
| Other (see 3 below)                           |   |

(3)

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**SIGNATURES—REVIEW AND COMMENT:**

I have reviewed this job analysis and its attachments and find it to be an accurate description of the demands of this job.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Job Title of Supervisor

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Job Title of Department Head

\_\_\_\_\_  
Signature of Department Head

\_\_\_\_\_  
Date

**Comments:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.