



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **COURT ADMINISTRATION SUPERVISOR**
Grade: 14

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs senior-level court manager work; Work involves managerial, administrative and public relations work, including the responsibility planning, organizing, staffing, coordinating, directing, and evaluating the administrative functions of the court.

EXAMPLES OF WORK PERFORMED

Prepares and manages the court's budget and routine statistical, financial, and management information

Manages the use of appropriate technology for court functions (e.g. audio and video recording of court proceedings)

Ensures the maintenance of accurate court record and the timely preparation and distribution of court documents such as transport orders, notices of decision and court orders

May supervise the accounting of fines, bails, forfeitures, and other payments made to or through the courts

Effectively recommends personnel actions including hiring, transfer, promotion, discipline and adjustment of grievances

Manages the processing and maintenance of court records including court documents and files as well as the retention of court records

Coordinating judicial services needs with those of the other courts in the County

Sets bail and conditions of release and ensures access to appropriate court personnel for the setting of bail and ruling on applications for warrants and other emergency requests

Performs all other related duties as assigned

EDUCATION AND EXPERIENCE

Graduation from an accredited four (4) year college or university with a Bachelor's Degree in Public Administration, Business Administration or related field

Four (4) years of management experience in public or private organization and one (1) year of supervisory experience

Two (2) years of related experience may be substituted for one (1) year of education

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of court or legal processes and procedures

Effective oral and written communication skills

Ability to interpret laws and complex

Ability to interact effectively with employees, officials and the general public

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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations