

Job Announcement: Municipal Court Director

Are you a dynamic leader with a passion for justice and a commitment to public service? The City of Garland, Texas, is seeking a highly qualified and experienced individual to join our team as the Municipal Court Director. This is an exciting opportunity to make a significant impact on the administration of justice in our vibrant community.

About the City of Garland:

The City of Garland is a diverse and progressive community located in the Dallas-Fort Worth metropolitan area. With a population of over 240,000 residents, we are committed to providing exceptional services to our citizens. Our municipal court plays a vital role in upholding the principles of justice and maintaining the highest standards of professionalism and integrity.

Job Description:

The Municipal Court Director will lead and oversee the daily operations of the Municipal Court, ensuring the efficient and fair administration of justice. This includes managing court staff, budgeting, strategic planning, and implementing best practices to enhance court services.

Key Responsibilities:

- Responsible for directing the non-judicial operations, and business functions of the Municipal Court in a fair, courteous and efficient manner. Position will provide support to Municipal Court Manager and direct the Municipal Court Administration operation, support services and compliance.
- Ensure the Court is in compliance with local, state and federal rules and laws.
- Ensure defendant and citizens needs are met in an efficient and courteous manner.
- Develop, coordinate and implement the objectives of the department including performance measures and service improvements.
- Keep abreast of legislative changes as well as process improvements and implement into action as needed.
- Oversee the annual operating budget; analyze revenue projections and monitor department expenditures.
- Evaluate staff performance, assess training needs and develop improvements to workflow.
- Oversee departmental tasks and projects to make sure deadlines are met.
- Act as liaison to City management and Judges concerning reporting and Court related activities.
- Collaborate with City Marshal to ensure security of court/office environments.
- Ensure Municipal Court facilities are properly maintained. Judge's Office.

Education/ Experience:

- Bachelor's degree in Business, Public Administration, Law or related area of study
- 8-10 years experience in Court environment progressively
- 5 years management experience in public and/or court administration (customer service and revenue collection)
- TMCEC Level III Certification
- Knowledge, Skills & Abilities:
- Considerable knowledge of court case management and court services workflow requirements.
- Considerable knowledge of court case management software and maintenance of software.
- Considerable knowledge of the principles and practices of public administration and the policies and practices of the judicial system and/or municipal court systems
- Considerable knowledge of the rules and laws relating to Municipal Court accounting
- Considerable knowledge of municipal government court services operations
- Proficient skill in Microsoft Office Products
- Proficient skill in Accounting & Cash handling practices
- Ability to analyze procedures and determine impact of proposed changes to improve Court operations

The salary will be market competitive depending on qualifications and experience. The total rewards package includes director-level perquisites and a variety of leave and insurance benefits, including free access to the City Care Clinic for covered employees and dependents, an award-winning wellness program and a generous 2:1 employer match in the Texas Municipal Retirement System (TMRS)*. In addition, the City offers a voluntary 457(b) deferred compensation plan, flexible spending account, tuition reimbursement and more. Reasonable relocation benefits may be provided to the chosen candidate. *The City participates in the Texas Municipal Retirement System (TMRS) at a mandatory employee deposit rate of 7% and an employer matching ratio of 2:1.

All inquiries related to the recruitment and selection process for this position should be directed to the attention of the City's Human Resources Department.

How to Apply:

Interested candidates are invited to submit their resume, cover letter, and three professional references to Talent@GarlandTX.gov. Please include "Municipal Court Director Application" in the subject line of your email.

The City of Garland is an equal opportunity employer and values diversity in the workplace. We encourage all qualified individuals to apply.

Application Deadline:

The application deadline is Oct 15th, 2023. Applications received after this date may not be considered.

Join us in our mission to uphold justice, serve our community, and make a difference in the City of Garland. Apply today and become a part of our dedicated team!