

Court Operations Manager

Position Information

Position Information

Posting Title Court Operations Manager

Job Requisition Number COA091492

Position Number 100698

Job Type Full-Time

Division Name Municipal Court

Minimum Qualifications **Education and/or Equivalent Experience:**

- Graduation with a Bachelor's degree from an accredited college or university with major coursework in Business Administration, Public Administration, Criminal Justice or a related field plus five (5) years of relevant work experience in a related field, three (3) of which were in a supervisory capacity.
- Experience may substitute for Education up to the maximum of four (4) years.

Licenses and Certifications Required:

None.

Notes to Applicants

Employment Application:

The City of Austin employment application is an official document; incomplete applications will not be considered.

Please be sure to detail on the application all current and previous employment that you wish to be considered as part of your qualifications.

- The Employment Record should be complete with job titles, employment dates, job duties, functions and responsibilities for each position held. Starting salary will be based on overall relevant experience from your application.
- A Résumé is required, but statements such as "see résumé" will not be accepted. You may use "N/A" for fields that are not applicable.
- Please note that Austin Municipal Court may close the job posting at any time after 7 days from the date of the initial advertisement.
- Once the job posting has closed, applications cannot be changed.

Additional Information:

Skills assessments may be used to determine selection for interview process after initial applicant review.

CBI:

If selected as top candidate for this position you must pass a Criminal Justice Information Systems (CJIS) fingerprint-based background check to be hired and maintain CJIS eligibility. Due to CJIS requirements related to system access, the following will result in being disqualified for this position: Felony Convictions, Felony Deferred Adjudication, Class A & B Misdemeanor Deferred Adjudication, Class B Misdemeanor Convictions, an Open Arrest for Any Criminal Offense (Felony or Misdemeanor), and Family Violence Convictions.

Working with the City of Austin provides a number of health and welfare benefits such as low-cost medical, dental, vision, paid leave time, a highly competitive retirement plan, training opportunities and more. Please click [HERE](#) for more information.

This position is eligible for Public Service Loan Forgiveness (PSF) Program. This program is a federal program that is intended to encourage individuals to work in public service by forgiving the balance of their federal student loans.

To learn more about Austin Municipal Court, please watch this video <https://www.youtube.com/watch?v=944iAG0EMys>

Travel:

If you are selected for this position, and meet the **Driver Safety Standards** in the City of Austin [Driver Safety Program](#), you may drive when necessary to multiple locations as part of your regular job duties. Otherwise,

you are responsible for getting to and from these locations.

Pay Range	\$37.14 – \$47.35
Hours	This position has the potential to telework up to 50% based on business needs. Please note: Schedule may include days, evenings, nights, weekends and/or holidays. Municipal Court is a 24 hour, 7 days per week business operation. Schedule/location may change based upon business needs.
Job Close Date	04/24/2024
Type of Posting	External
Department	Municipal Court
Regular/Temporary	Regular
Grant Funded or Pooled Position	Not Applicable
Category	Professional
Location	6800 Bureson Road, Building 310, Suite 175 Austin, TX 78744
Preferred Qualifications	Preferred Experience: <ul style="list-style-type: none">• Experience working for a municipality or other government setting.• Experience in a large court setting.• Ability to travel to more than one work location.• Experience with project management.• Experience managing complex day to day business and administration operations• Clerk certification through Texas Court Clerks Association or the willingness to obtain introductory level within 24 months of employment.
Duties, Functions and Responsibilities	Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned. <ol style="list-style-type: none">1. Manages department activities and resolves operational problems.2. Develops and revises operating procedures.3. Evaluates programs for effectiveness and goal achievement.4. Oversees the development of presentations.5. Represents department at meetings.6. Assists in maintaining setups for the court's case management to meet operational needs. Makes recommendations regarding system enhancement and/or problems.7. Develops budgetary needs for division, including personnel, equipment and capital items.8. Prepares and reviews reports as part of the process of setting goals and monitoring and communicating division performance results.9. Troubleshoots and responds to citizen and staff inquiries.10. Recommends major purchases and expenditures.11. Participates in strategic and long range planning. Responsibilities- Supervision and/or Leadership Exercised: <ul style="list-style-type: none">• Responsible for the full range of supervisory activities including selection; training, evaluation, counseling and recommendation for dismissal.
Knowledge, Skills and Abilities	Must possess required knowledge, skills, abilities, and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed. <ul style="list-style-type: none">• Knowledge of supervisory and managerial techniques and principles.• Knowledge of fiscal planning and budget preparation.• Skill in oral and written communication.• Skill in planning and organizing.• Skill in handling multiple tasks and prioritizing.• Skill in data analysis and problem solving.• Skill in operating computers and related software applications.• Ability to communicate effectively with diverse groups of individuals utilizing tact and diplomacy.• Ability to establish and maintain good working relationships with other city employees and the public.• Ability to exercise discretion in confidential matters.• Ability to learn and apply court operating procedures, city practice, policies and procedures.• Ability to learn court proceedings.

Criminal Background Investigation

This position has been approved for a Criminal Background Investigation.

EEO/ADA

City of Austin is committed to compliance with the Americans with Disabilities Act. If you require reasonable accommodation during the application process or have a question regarding an essential job function, please call (512) 974-3210 or Texas Relay by dialing 7-1-1.

The City of Austin will not discriminate against any applicant or employee based on race, creed, color, national origin, sex, gender identity, age, religion, veteran status, disability, or sexual orientation. In addition, the City will not discriminate in employment decisions on the basis of an individual's AIDS, AIDS Related Complex, or HIV status; nor will the City discriminate against individuals who are perceived to be at risk of HIV infection, or who associate with individuals who are believed to be at risk.

Information For City Employees: If you are an employee within

the department, are in good standing and meet both the minimum and preferred qualifications, then you will receive an initial interview.

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * This position requires graduation from an accredited four (4) year college or university with major coursework in Business Administration, Public Administration, Criminal Justice or a related field plus five (5) years of relevant work experience in a related field, three (3) of which were in a supervisory capacity. Experience may substitute for Education up to the maximum of four (4) years. Do you meet the minimum qualifications for this position?
 - Yes
 - No
2. * This position requires a criminal background check. By selecting the following, you are acknowledging that you understand if you are selected as a top candidate for this position, you will need a successful CBI to be hired.
 - I acknowledge and understand this position requires a Criminal Background Check
3. * Do you have experience working for a government or municipality and, if so, please describe your experience. If you do not have this experience, please list, N/A.
(Open Ended Question)
4. * How many employees have you managed? In selecting a response, include direct and indirect reports?
 - None
 - 1 - 5
 - 6 - 15
 - 15 - 30
 - 31 - 60
 - More than 60
5. * Describe your project management experience. Summarize a large project that you have lead, implemented, and managed.
(Open Ended Question)
6. * Please describe your management style and provide the primary benefits of this style.
(Open Ended Question)
7. * Summarize your experience with human resource management.
(Open Ended Question)
8. * Describe your communication style and the communication methods you most frequently use.
(Open Ended Question)
9. * What steps have you taken in the last 24 months to invest in your professional development?
(Open Ended Question)
10. * Are you participating in the clerk certification program through TMCEC/TCCA? If so, what level are you working toward or currently hold?
 - Yes, Level I
 - Yes, Level II
 - Yes, Level III
 - No, I am not participating in the clerk certification program.
11. * Do you have the ability to travel to multiple sites as part of the regular job duties?
 - Yes
 - No

Optional & Required Documents

Required Documents

1. Resume

Optional Documents

1. Cover Letter