

PROPOSED RESOLUTION:

RESOLUTION NO. \_\_\_\_\_ (DRAFT)

WHEREAS, on March 31, 2015 Rebecca Stark stepped down as the City of Austin's Clerk of the Municipal Court; and

WHEREAS, the Austin City Council is moving toward selecting a permanent replacement for Ms. Stark; and

WHEREAS, the City of Austin operates a high-volume Municipal Court with more than 300,000 cases heard in 2014; and

WHEREAS, the City of Austin seeks a highly qualified candidate as its next Clerk of the Municipal Court; NOW, THEREFORE,

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF AUSTIN:

The City Manager is directed to use the attached Job Description and Requirements as well as the attached Proposed Management Goals and Organization when posting for this position.

## **Municipal Court Clerk Job Description and Requirements**

### **Purpose:**

Under direction of the Presiding Judge, the Court Clerk instructs and manages court staff in the processing and retention of municipal court records, the processing of warrants, the collection of fees and fines, and coordinating docket activities.

### **Duties, Functions and Responsibilities:**

Essential duties and functions include but are not limited to the following:

1. Direct clerical and administrative activities involving court records and legal document processing
2. Develop proposed policies and procedures for the receipt and accounting of fine payments, issuance of warrants, scheduling of court functions
3. Sign correspondence and other documents as needed
4. Assist the Presiding Judge with responses to the public, defendants, and attorneys regarding rules, regulations, and court operation
5. Assist the Presiding Judge in representing municipal court at meetings and hearings with City management and City Council members
6. Assist in the preparation of the annual budget and annual report

### **Responsibilities - Supervisor and/or Leadership Exercised:**

Responsible for a range of supervisory activities including selection, training, evaluation, counseling, and recommendation for dismissal.

### **Requirements:**

#### **A. Education**

1. Attorney licensed in good standing with the State of Texas (preferred) **OR**

Minimum: Bachelor's degree in Business, Public Administration, or a related field plus five years managing functions in a medium to large organization including records management and fiscal operations

2. Knowledge of:

- Texas Municipal and County Law
- The Texas Public Information Act
- Austin City Code (preferred)
- Texas Penal Code
- Texas Code of Criminal Procedure
- Human Resources and Employment law (preferred)

**B. Familiarity with Municipal Court**

1. Past experience working within a high-volume Municipal Court (i.e. a court in a city with a population of 500,000 or more) (preferred) **OR**

Minimum: experience working within a court system (J.P, County, District or State Administrative Court)

2. Ability to communicate with City Council Members, the City Manager's office, and other City Departments regarding the needs of municipal court
3. Knowledge of management and organizational practices
4. Knowledge and understanding of:
- Caseflow and workflow (how court cases are docketed and the processing of the related paperwork)
  - Operational Management
    - a. Basic understanding of warrants are and how they are processed
    - b. Understanding of how complaints are drafted and the role of prosecutors in the court
    - c. Understanding of the collections process
  - Ethics- knowledge of community expectations as well as the legal requirements and standards for conduct of a court clerk
  - Knowledge of budgeting methods and systems (preferred)

- Accountability and Court Performance- Ability to track and keep performance measures and analyze when changes are needed.
5. Resided or worked in the Austin area for at least two years prior to hire (preferred)  
**OR**  
Familiarity with Austin and its rapidly changing demographics.

**C. Technical knowledge, skills, and abilities**

- Effective oral and written communication skills
- Skill in establishing and maintaining effective working relationships with employees
- Skill in hiring, educating and training employees
- Skill in assisting employees to foster independent judgment and critical thinking skills
- Skill and planning and scheduling
- Ability to understand contracts with vendors especially regarding compliance
- Experience with applicable computer programs (Word/Excel/Outlook/JEMS or alternative court management programs) (preferred), **OR**  
High degree of general computer literacy
- Ability and vision to assist in the development of a better web services for citizens
- Experience tracking the Texas Legislature and changes that could be applicable to municipal courts

## ***Proposed Management Organizational Changes and Goals***

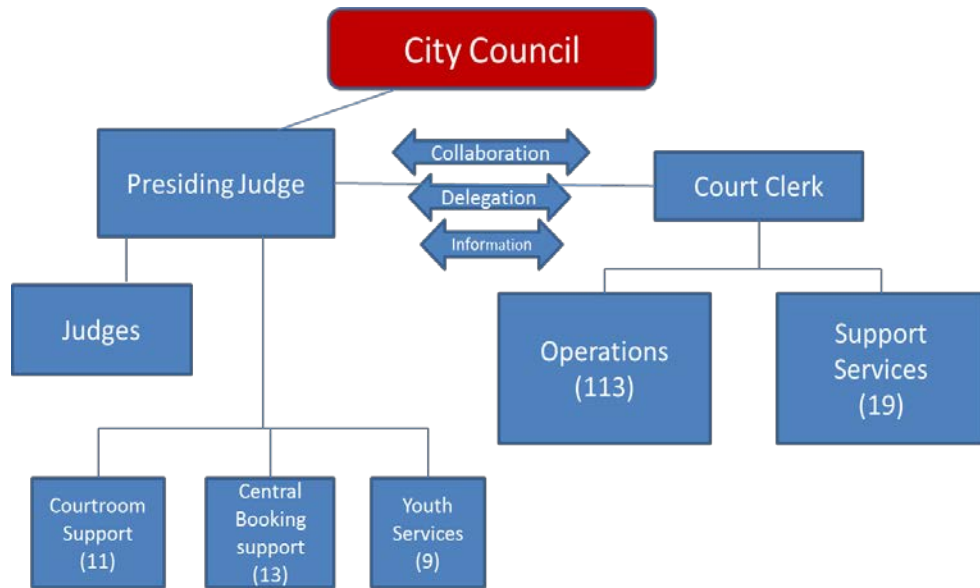
I. The Presiding Judge should manage the following divisions of court:

- Judges
- Judicial staff
- Courtroom Support
- Central Booking Support
- Youth Services

II. The Court Clerk should manage the following the following divisions of court:

- Operations:
  1. Customer Service
  2. Communications
  3. Caseflow management
  4. Warrant Processing
  5. Civil Administration (Parking and Red-Light Camera divisions)
  6. Collections
  7. Quality Control
- Support Services
  1. Financial services
  2. Information Technology

III. Proposed organizational diagram:



#### IV. Expectations

- The Court Clerk must utilize a collaborative management style.
- He or she should work as a team with the Presiding Judge and mid-level managers, and
- He or she must establish regular reports and a reporting schedule to the Presiding Judge on the various divisions of the court

#### V. Management style and goals

- Capacity to foster transparency and an open flow of information among court departments
- Willingness to establish and supervise a team of mid-level managers who are given appropriate levels of discretionary authority
- Willingness to educate employees and delegate duties (with goal of eradication of micromanagement)
- Willingness to get to know the strengths and weaknesses of staff and manage accordingly

- Capacity to understand the needs of employees with families, illnesses or other situations requiring special accommodation

#### VI. Clerk's evaluation

- Performed yearly by City Council
- Currently has no significant input from anyone other than the Court Clerk
- Should include input and analysis from the Presiding Judge, Judiciary, and Chief Prosecutor