



<b>Job Title:</b>	<b>District Court Administrator</b>
<b>Salary:</b>	<b>\$166,000.00 Annually</b>
<b>Location:</b>	<b>Harris County Criminal Justice Center, 1201 Franklin, Houston, TX</b>
<b>Job Type:</b>	<b>Appointed</b>
<b>Closing Date:</b>	<b>TBD</b>

## Background

With 4,713,000 residents, Harris County is the third most populous county in the United States. The State District Courts are located in downtown Houston, the fourth most populous city in the nation. Houston is the most diverse metropolitan area in Texas and has been described as the most racially and ethnically diverse major metropolis in the U.S. It is home to cultural institutions that attract more than 7 million visitors a year and offers year-round resident companies in all major performing arts. Houston is also home to NASA and four major league sports teams.

The Administrative Office of the District Courts serves 60 elected State District Court Judges in Civil, Criminal, Family and Juvenile Divisions, and an additional 20 Associate Judges, with 204 support staff on the department's payroll.

The District Courts Administrator is appointed by the judges of the district courts and serves at the pleasure of those judges. (Texas Government Code Sec. 75.401).

This position represents a unique and exciting executive leadership opportunity to support one of the nation's largest trial court systems. Harris County is seeking a dynamic, experienced and innovative leader with highly developed interpersonal skills to guide the organization. This position requires building and maintaining effective working relationships with a variety of internal and external stakeholders. The Court Administrator provides executive leadership for the Harris County District Courts and implements the policies of the judges of the Courts, with an emphasis on clear, fair and accessible services to the people of Harris County. The court's work is informed by dedication to equity, access to justice, and service to all communities.

## Work Schedule

Court operating hours are typically Monday through Friday, 8:00 a.m. - 5:00 p.m.

Variations from those hours may occur, including early mornings, evenings and weekends as needed.

This is a full-time position and is exempt from the overtime provisions of the Fair Labor Standards Act.

This position is at-will, reporting to the Harris County District Court Judges.

## Purpose

The Court Administrator (Administrator) is in charge of the Administrative Office of the District Courts (Office). Working closely with the Local Administrative Judge, the Administrator is charged with the responsibility of insuring that the duties assigned to the Office by the Board of Judges are performed.

## Duties, Functions and Responsibilities

The principle responsibilities of the Administrator include, but are not limited to overseeing the following:

- Provide executive leadership to the operations of the District Courts and the Administrative Office to promote effective and efficient access to justice, case management, and internal operations of the court.
- Serve as the courts' representative in working with other branches of government and their respective agencies including County Commissioners, the Harris County Criminal Justice Coordinating Council, other elected officials, and state and national organizations.
- Prepare an annual development plan and district courts' annual budget, setting forth the goals and objectives to be accomplished by the Office during the fiscal year.
- Provide technical assistance to the judges in operational areas such as calendar control, jury management, witness control, personnel services, court technology, and other related matters.
- Routinely monitor the flow of cases through the courts and alert the Administrative Judge of any potential problems and possible solutions.

- Oversee development and maintenance of information resources for the District Courts including desktop and network IT systems, statistical reports, research studies and public information requests.
- Identify organizational and management opportunities for improvement by recommending and implementing procedural and administrative changes, and conduct program evaluation and project management studies.
- Work with county and state offices to ensure that emergency preparedness and business continuity plans are in place in the event of a weather event, pandemic, or other business interruption affecting court operations.
- Work with law enforcement and facilities management to ensure the security of the judiciary, court staff and the public.
- Manage high-profile court cases involving media relations, crowd control and security concerns.
- Ensure that procedures for appointment and compensation of indigent defense counsel meet statutory requirements, including claims processing and review of high-cost cases.
- Monitor compliance with the Americans with Disabilities Act and with Limited English Proficiency requirements to ensure access to justice.
- Manage grant applications and required reports to supplement county general funds for special projects and improvement initiatives.
- Identify current and future facilities needs the courts may experience, including office space, courtrooms, equipment supplies, etc.
- Identify the current and future informational needs of the courts and develop long-range plans for the maintenance and enhancement of information systems and resources.
- Maintain personnel support for all judges who want the Office's services in recruiting and selecting personnel for their courts.
- Work with judges and staff to develop and conduct continuing education initiatives to assure compliance with any state or locally adopted standards.
- When appropriate, supervise court support staff.
- Organize, prioritize and delegate work activities, projects and programs; supervise direct and evaluate staff; address employee issues, concerns and problems; counsel, discipline and prepare performance evaluations.
- Any other such duties as may be assigned by the Board of District Judges and / or the Administrative Judge.

**Minimum Qualifications:**

- Graduation from an accredited college or university with a bachelor's degree (advanced degree preferred).
- A minimum of five years of professional, administrative and / or program management experience.
- Demonstrated accomplishments in the areas of long range planning, budget preparations, personnel supervision, and problem solving.
- A general understanding of the operation of the judicial system and a specific knowledge of the operations of the Texas judiciary.
- A demonstrated ability to work effectively and communicate well with judges, attorneys, county officials, the public, and staff, particularly in the areas of problem solving and long-range planning.
- Knowledge of the principles of modern court administration; experience in overseeing and handling large budgets and grant programs; ability to plan effectively.
- Proven expertise in policy research, statistical analysis and development.
- Experience developing and implementing court policy, goals, objectives and priorities in conjunction with executive management.
- Knowledge of human resource management, facilities management; legislative processes; budgeting rules, regulations, policies and procedures; auditing and financial management methods; and customer service practices.
- Understanding of purchasing, requisitioning and the distribution of funds along with development of a Request for Proposal (RFP) and bid process for large project acquisitions.

- A strong background and demonstrated achievement in court/legal related automation and technology.
- A background in systems or workflow development is highly desirable.
- Excellent written and oral communication skills.

**The ideal candidate will have knowledge of and experience executing:**

- Management theories and practices.
- Judicial trends and best practices.
- Applicable laws, regulations, policies, and procedures related to court operations.
- Organizational planning and management.
- Human resources management, labor law, and contract negotiations.
- Team building and organizational goal setting.
- Policy development.
- Budgeting and strategic planning techniques and principles.
- Experience managing a diverse and professional workforce.

**Licenses and Certifications:**

- Certified Court Manager (CCM), Certified Court Executive (CCE), or ICM Fellows Certification from the Institute for Court Management preferred.

**Benefits:**

Harris County offers a competitive benefits program, including a comprehensive group health and related benefits plan as well as a defined benefit retirement plan.

- Medical, Dental, Vision
- Wellness
- Life Insurance
- Long-term disability
- Employee Assistance Program
- Professional development opportunities
- Dependent Care Reimbursement Plan
- Healthcare Reimbursement Account
- 457 Deferred Compensation Plan
- Retirement pension (Texas County and District Retirement System)
- Paid Parking

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under their supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

**APPLICATIONS AND INQUIRIES MAY BE EMAILED TO:**

Melissa\_dartez@justex.net

1201 Franklin, 7th Floor  
Houston, TX 77002  
832-927-6575