



Williamson County
Magistrate Court Administrator - WPT

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|-------------------|----------------------------------|---------------------|-------------------------|
| SALARY | \$2,545.09 - \$2,832.18 Biweekly | LOCATION | Georgetown: 405 MLK, TX |
| JOB TYPE | Full-Time | JOB NUMBER | 14.02673 |
| DEPARTMENT | Wilco Pre-Trial | OPENING DATE | 06/11/2024 |
| FLSA | Exempt | | |

JOB SUMMARY

Reporting directly to the Pretrial Services Director, Senior Associate Judge, and Elected Judges, responsible for daily operations of assigned unit, including staff management, operational and procedural management, budget management, and financial and statistical reporting. Performs complex legal, administrative, and technical duties to support the daily court operations.

EXAMPLES OF WORK PERFORMED

- Manages, trains, and develops staff assigned to provide administrative support to Magistrate Judges
- Develops and maintains standard operating procedures that outline and support the administrative operations of the Magistrate Court
- Develops and maintains procedures related to Cite and Release docket
- Oversees accurate data entry into various statewide databases such as the Public Safety Reporting System and the Protective Order Registry
- Ensures collaboration with other department units to assist with timely information and document sharing necessary for magistrate hearings
- Serves as the department's Texas Administrative Code (TAC) Coordinator/Co-Coordinator through the Texas Department of Public Safety and ensures individual staff and department compliance with Texas Law Enforcement Telecommunications System (TLETS) and Criminal Justice Information Services (CJIS) requirements
- Provides a central point of contact for attorneys, defendants, the public and the judiciary requesting information regarding the magistrate's office, pretrial services, and indigent defense
- Serves as the Indigent Defense Coordinator
- Coordinates communication between the court, attorneys, external courts, and the public
- Oversees recordkeeping compliance for the assigned court, ensures local and state regulations are followed including archival and document retention policies and procedures
- Reviews, collects, transcribes, and processes legal paperwork and prepares documents for electronic use
- Reviews and prepares court orders for magistration
- Manages accounts payable and receivable for the department by tracking receipts, and, balancing discrepancy resolutions, and managing various spreadsheets and office supply budget and is point of contact for internal county audits
- Assists in annual budget process by collaborating with judges on equipment needs, and other departmental cost for budget development
- Oversees and manages the daily calendars for magistrate judges
- Performs purchasing coordination for the department, to include reconciliation/oversight of p-card use, generating purchase requisitions, processing invoices, management of relationships with suppliers, liaison with County A/P and

- Purchasing departments, and preparation of end-of-fiscal year reporting
- Coordinates all administrative support related to daily activities and serves as department liaison for county internal needed
- Provides direct customer service either in person or on the telephone regarding information requests
- Attends all meetings and trainings, as required
- Performs special duties as assigned

ORGANIZATION RELATIONSHIPS

- Reports directly to – Pretrial Services Director, Senior Associate Judge, and Elected Judges
- Direct Reports – Yes

PHYSICAL DEMANDS

- Position involves prolonged sitting at a workstation, reading, visual examination of documents, reaching, standing, walking, twisting, bending, repetitive motions, and occasional lifting
- Position involves frequent written and verbal communication with various Williamson County staff, law enforcement agencies, attorneys, inmates, and the general public

ENVIRONMENTAL FACTORS

- Work is primarily indoors in an air-conditioned environment
- Work is regularly performed in a secure area of the jail
- Interactions with persons accused or convicted of crimes
- Work is fast paced, requires independent judgement, and an ability to meet legally mandated deadlines

IRREGULAR HOURS

- Work outside of the normal office hours (Monday-Friday 8 a.m. to 5 p.m.) may be required
- May be deemed essential personnel in the event of an emergency
- Regular attendance is required

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.

MINIMUM QUALIFICATIONS

- Associate degree and three (3) years of legal experience OR equal combination of education and experience
- One (1) year of demonstrated lead or supervisory experience

LICENSES AND CERTIFICATIONS

Required within thirty (30) days of employment

- Valid driver's license

PREFERRED QUALIFICATIONS

- Bachelor's degree in a related field
- Three (3) years of complex court system experience
- Five (5) years of experience in a legal role
- Certified Court Manager Certification

EMPLOYMENT TESTING

Employment is contingent on passing any post-offer pre-employment screening as listed below:

- Criminal background check: Yes
- Motor Vehicle Record check: Yes
- Drug screening: No
- Physical exam: No

- Psychological exam: No
- Additional: N/A

SUPPLEMENTAL INFORMATION

A Williamson County online application (resumes alone are not sufficient) must be received before the position is closed. Positions are open until filled, subject to close at any time after five (5) business days. The Human Resources Department is located at 100 Wilco Way, Georgetown, TX 78626. Phone (512) 943-1533 or visit our website at www.wilcotx.gov/469/Human-Resources.

Williamson County is an Equal Opportunity Employer and complies with the Americans with Disabilities Act and Uniformed Services Employment and Reemployment Rights Act (USERRA). If you require an accommodation in order to apply for a position, please request assistance from the Human Resources Department.

TOBACCO FREE WORKPLACE POLICY

Williamson County is a tobacco free workplace. The use of tobacco products (e.g., cigarettes, cigars, pipes, snuff, chew, etc.) and Electronic Nicotine Delivery Systems (ENDS) (e.g., vapor, e-cigarettes, etc.) is prohibited on all Williamson County premises. Employees who violate this policy are subject to appropriate disciplinary action up to and including termination of employment.

Benefits

Williamson County offers a full range of employee benefit programs for eligible full-time employees, retirees, and their families. These programs include group health plans for medical and dental coverage; an Employee Assistance Program (EAP); life; short- term disability and long-term disability insurance; and flexible spending accounts for health care and dependent care reimbursements.

The County also provides retirement benefits. Full-time & part-time employees participate in the Texas County & District Retirement System (TCDRS), and employees may also participate in a retirement savings program (Deferred Compensation). In addition to these basic employee benefits and retirement services, employees benefit from a variety of other programs including 12 paid holidays. For more details please contact Williamson County Human Resources at 512-943-1533.

Agency

Williamson County

Address

Human Resources
100 Wilco Way, Suite HR101
Georgetown, Texas, 78626

Phone

512-943-1533

Website

<https://www.wilcotx.gov/469/Human-Resources>