



City of Gulfport, Mississippi  
Job Description

## **Municipal Court Administrator (MCAD)**

Department: 125 – Municipal Court  
EEO Category: Officials & Managers  
Date Revised: 07/11/2016

FLSA Status: Exempt  
Date Approved: 01 03 2016

### **Position Overview**

The Municipal Court Administrator is responsible for the administration of the planning, direction, and supervision of non-judicial functions of the Gulfport Municipal Court.

The Municipal Court Administrator is required to develop, interpret and execute policies, mandates and operational plans, as part of a comprehensive court system to effectively and efficiently support the implementation of state court rules, judicial rulings and/or orders.

Responsibilities include case flow management, records management, managing budget and accounting functions, statistical and computer system analysis, technology management, grant writing and management, budget projections, public relations, internal controls and personnel management, including the selection, training, evaluation and disciplining of non-judicial staff.

The Court Administrator is responsible for providing supervision, administration, and management of the entire municipal court staff.

### **Essential Job Functions**

**Essential duties and functions, pursuant to the Americans with Disabilities Act, May include the following. Other related duties may be assigned.**

- Manage all Municipal Court services and activities; lead, plan, coordinate and direct administrative services involving highly complex limited jurisdiction court functions in fiscal management, automation, personnel administration, case flow management, record and information management and research and advisory services.
- Develops, improves and implements policy and court practice recommendations as needed for efficient operation of the court.
- Manage the development and implementation of Municipal Court goals, objectives, policies and priorities for each assigned service area; recommend and administer policies and procedures.
- Assigns or supervises and directs the work of all non-judicial employees of the Court Administrator's office; directs personnel management including recruitment, hiring, training, performance evaluation, coaching and counseling. Plan, direct and coordinate, through subordinate level
- Supervises, directs and reviews the preparation of all financial accounts, records, and daily transaction reports of Municipal Court.

- Oversee and participate in the development and administration of the Municipal Court budget; approve expenditures and implement budgetary adjustments as appropriate and necessary.
- Investigates and resolves complaints relating to the operation of the Court's function.
- Supervises the development, implementation, and maintenance of the Court Records Systems /data base management and reporting functions.
- Serve as the Clerk of the Municipal Court. Administer the collection of all fines, penalties, fees and costs imposed by the court as well as fines mandated by the State of Mississippi.
- Supervises the financial aspect of court operations, including the collection and receipt of fines and fees.
- Implements and supervises the audit techniques and processes of the Municipal Court to ensure the accuracy and integrity of the financial data being entered into and retrieved from the Municipal Court database and the City's financial management system.
- Communicate and advise judges and lawyers concerning the administrative procedures of the court; identifies and corrects deficiencies affecting the court.
- Serves as administrative representative of the court to city administration, other City departments, courts, government agencies, and the general public.
- Certifies court records and testifies in court as required.
- Coordinates with prosecuting attorneys in setting cases.
- Resolves complaints on court related matters from the public, law enforcement, attorneys, and others.
- Performs other related work as required.

### **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.

- Knowledge of municipal court operation functions including organization and operating procedures and have the ability work in a fast paced organization with multiple challenges.
- Ability to perform effectively as a member of a team in carrying out the city's mission and goals.
- Considerable knowledge of court record keeping and reporting terminology.
- Ability to effectively manage the non-judicial operations of the Municipal Court.
- Ability to read and interpret applicable state and local laws, ordinances or regulations concerning court operations.
- Maintain a high level of professionalism and confidentiality.
- Knowledge of principles and practices of probation and warrant functions.
- Knowledge of electronic records management procedures and computer information systems operation.

- Ability to plan, assign, coordinate, supervise, and manage the work of subordinate employees engaged in a variety of court activities.
- Ability to delegate authority and responsibility.
- Analyze problems, identify solutions, project consequences of proposed actions, recommend best options and implement recommendations in support of goals.
- Communicate clearly and concisely; both orally and in writing.
- Ability to deal effectively and courteously with associates and the general public.
- Knowledge of budgeting and accounting principles and audit procedures of all court financial transactions and records.
- Ability to organize, set priorities and exercise sound, independent judgment and present an overall professional image of the court.
- Ability to establish work priorities and meet deadlines.
- Must be able to maintain confidentiality of Court documents and records.
- Ability to maintain harmonious and effective working relationships with other employees, supervisors and other departments.

### **Education and Experience**

Graduation from an accredited college or university with a Bachelor's or Master's degree in business, public administration, court administration or closely related field, with five years of previous management experience in a municipal court or criminal justice administration. A thorough knowledge of fiscal administration and technology management is required. Other combinations of experience and education that meet the minimum requirements may be substituted.

### **Licenses or Certificates**

Must have the ability to obtain and maintain mandatory Certification as a Court Administrator through the Mississippi Judicial College Continuing Court Education program.

### **Physical Demands and Working Conditions**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical requirements include occasional lifting/carrying of 10 pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment. Subject to sitting, standing, reaching, walking, twisting and kneeling to perform the essential functions. Working conditions are primarily inside an office environment.