



JOB ANNOUNCEMENT

Job Title: Deputy Court Administrator

Salary: \$118,019 to \$182,208

Location: Harris County District Courts
1201 Franklin, Houston, TX 77002

FLSA: Exempt



Open until filled.

About the Position

The Deputy Court Administrator assists the Court Administrator in the management of the Administrative Office of the District Courts (DCA). This is a newly created full-time permanent position being added to the DCA executive team. The DCA serves 61 elected State District Court Judges in Civil, Criminal, Family and Juvenile Divisions, and an additional 20 Associate Judges, and has 211 support staff. This is an at-will position that reports to the Court Administrator.

About Harris County and Houston

All Harris County State District Courts are located in downtown Houston. With its approximate 4.8 million residents, Harris County is the third most populous county in the United States, and Houston is the fourth most populous city in the nation with its almost 6.5 million residents. Houston is regarded as the most diverse metropolitan area in Texas, and 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.

Supervisor and/or Leadership Responsibilities:

- Leadership of mid-level department managers (i.e. Criminal, Civil, Family and Juvenile District Courts operations managers; administrative services manager; specialty courts manager; and court support services manager).
- Assist with promulgating uniform personnel policies, procedures, and practices.
- Assist with budget preparation, budget monitoring and compliance with other fiscal mandates.
- Assist with strategic planning, project management, and business process reengineering.
- Assist with the implementation of best practices in case management.
- Facilitate meetings with staff and stakeholders.
- Represent DCA at local, county, state and national meetings as needed.
- Monitor the collection, analysis, and reporting of court performance standards.

Minimum Qualifications:

- Bachelor's Degree from an academically accredited college or university in Public Administration, Judicial Administration, Business Administration or a closely related field.

- Seven (7) years of relevant work experience in court operations and management.
- At least five (5) years of supervisory experience.

Preferred Qualifications:

- Ten (10) years of experience in executive court management including: jury management, strategic planning, budgeting, personnel management, case flow management, statistics and data analysis, business process re-engineering, project management, and use of various court technologies.
- Institute for Court Management (ICM) Fellow graduate, Certified Court Executive (CCE), or Certified Court Manager (CCM) from the National Center for State Courts.
- Experience working in a large general jurisdiction court.

Knowledge, Skills, and Abilities:

Knowledge of:

- Business and management principles involved in strategic planning, resource allocation, human resources, leadership techniques, and coordination of people and resources.
- Court operations.
- Civil, Criminal, Family and Juvenile justice systems and justice administration.
- Caseload management principles and their application in an integrated justice environment.
- Investigative research methods and techniques.
- Principles which foster diversity, equity, and inclusion.

Skill in:

- Building productive relationships with judges, court leadership, internal and external customers, community agencies and public officials.
- Public speaking and delivering presentations to individuals and groups.
- Communicating orally and in writing in a clear, concise, and organized manner, using the most suitable format for the material and audience.
- Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Obtaining the support of others and using diplomacy to handle politically sensitive issues.
- The use of computers and applications necessary to perform the job.
- Employee performance evaluation and develop.

Ability to:

- Thrive in a demanding, fast-paced environment, navigate ambiguity, balance the needs of multiple stakeholders, and provide innovative solutions to complex organizational problems.
- Appropriately delegate tasks and authority.
- Learn, understand, and adhere to all applicable federal, state, county, and District Courts rules, policies, and procedures.

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.

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)

Equal Opportunity Statement

Harris County is an Equal Opportunity Employer and is committed to providing equal employment opportunities to all employees and applicants without regard to race, color, religion, sex, national origin, age, pregnancy, disability, genetic information, sexual orientation, gender identity or any other protected class in accordance with applicable federal and state laws.

*****To apply, email resume and letter of interest to: shelly_spangle@justex.net**