

# Deputy Clerk of the Municipal Court

(Two Openings)



CITY OF AUSTIN, TEXAS





## UNIQUE OPPORTUNITY

The City of Austin is seeking two highly qualified individuals to fill the Deputy Clerk of the Municipal Court positions, which report to the Municipal Court Clerk.

The next two Deputy Clerks will have several exciting challenges to address and areas of opportunity in which to excel. Among these is the need to provide the administrative support services necessary to direct, plan and coordinate the activities of the Municipal Court. The successful candidates will be instrumental in driving the department's programs and promoting organizational success. Specific areas of responsibility will be determined based on the selected candidates' qualifications.

## AUSTIN, TEXAS

This vibrant and dynamic city tops numerous lists for business, entertainment, and quality of life. One of the country's most popular, high-profile "green" and culturally dynamic cities, Austin was selected as the "Best City for the Next Decade" (Kiplinger, 2010), the "Top Creative Center" in the US (Entrepreneur.com, 2010), #1 on the Best Place to Live in the U.S. and #4 on the Best Places to Retire (U.S. News & World Report, 2019), and ranked in the top ten on Forbes list of America's Best Employers for 2017.

Austin is a beacon of sustainability, social equity, and economic opportunity; where diversity and creativity are celebrated, where community needs and values are recognized, where leadership comes from its community members, and where the necessities of life are affordable and accessible to all.

Austin continues to lead the country with its vision of being the "Most livable city in the country," emerging as a player on the international scene with such events as the Austin Marathon, Rodeo Austin, Austin Urban Music Festival, Blues on the Green, Austin Pride Festival, Austin Trail of Lights, SXSW, Austin City Limits, and Formula 1, and being home to companies such as Apple, Samsung, Dell, Oracle, IBM, and Ascension Seton Health. From the home of state government and institutions of higher education to the "Live Music Capital of the World" and its growth as a film center, Austin has gained worldwide attention as a hub for education, business, health, and sustainability. From founding through the year 2000, Austin's population roughly doubled every 20 years.

The City offers a wide range of events, from music concerts, food festivals, and sports competitions to museum displays, exhibits, and family fun. Austin is also home to a wonderful ballet, world-class museums, one-of-a-kind shopping, and beautiful outdoor spaces. You can just as easily spend your morning paddling the lake as you can strolling through a celebrated history museum.

Located at the edge of the Texas Hill Country -- rolling terrain of limestone bluffs, springs, rivers, and lakes -- Austin's climate is ideal for year-round jogging, cycling, hiking on the City's many trails or swimming at Barton Springs or one of the area's many other swimming holes. There are several excellent golf courses in the area, as well as opportunities for rowing, kayaking, canoeing, camping, rock climbing, disc golf, mountain biking, fishing, and more. Austin has something for everyone.





## **AUSTIN CITY GOVERNMENT**

The City of Austin is a progressive, full-service municipal organization operating under the Council-Manager form of government. Austin’s mayor is elected from the city at large, and ten council members are elected from single-member districts. Terms of the mayor and council members are four years, and terms are staggered so that a general election is held every two years with half the council being elected at each election. Term limits for the mayor and council members provide for two consecutive four-year terms. The City Council is responsible for the appointment of the City Manager, who is the Chief Administrative and Executive Officer of the City, City Clerk, City Auditor, Municipal Court Judges, and the Municipal Court Clerk.

To learn more about the dynamic City of Austin, visit [austintexas.gov](http://austintexas.gov).

## **CITY OF AUSTIN STRATEGIC DIRECTION 2023**

The City Council adopted six Strategic Outcomes and Indicators in 2018 as part of its Strategic Direction 2023 (SD23) to guide the City in improving quality of life and civic participation in the Austin Community over the next three to five years. The Deputy Clerk of the Municipal Court reports to the Municipal Court Clerk, who is an appointee of the Mayor and Council. The Deputy Clerk of the Municipal Court will be responsible for supporting department programs and initiatives as it relates to all six of the Strategic Outcomes in SD23.

For more information, visit [Austin Strategic Direction 2023](#).

## **THE AUSTIN MUNICIPAL COURT**

The Municipal Court is the judicial branch of the government of the City of Austin. It is committed to administering justice in a fair, efficient, and timely manner. Court services are increasingly available online, by telephone, email, and through the mail, which contributes to compliance in a customer service and eco-friendly way.

The courts adjudicate Class C misdemeanor cases, most of which are criminal, including traffic, city ordinance, state code, juvenile, and disabled parking. Most parking violations (other than disabled) are civil (non-criminal).

The four court divisions are Judiciary, Court Operations, Support Services, and the Downtown Austin Community Court (DACC). The Austin Municipal Court employs 147 employees, which includes seven full-time judges and 15 substitute judges.



## **THE AUSTIN MUNICIPAL COURT (continued.)**

### **Judiciary**

The Judiciary administers effective and impartial justice to all persons with business before the court. It is made up of a Presiding Judge, six Associate Judges and 15 Substitute Judges. Three legal secretaries providing support. Judges preside over scheduled appearance dockets, bench trials, and jury trials, which are scheduled from 8:30 a.m. until 7:00 p.m. daily (and 9:00 p.m. on Thursday). They provide 24/7 magistration services at the Travis County jail.

### **Municipal Court Operations & Support Services**

Municipal Court provides case management for the public in order to facilitate the swift administration of justice. The operational staff provides customer services, administration of civil cases, courtroom support, warrant processing, magistrate support, collection services, youth services, case monitoring and updating. The support staff provides the necessary tools to perform our jobs including accounting, budgeting, human resources, technology, contract management and administration. The goal of our more than 140 employees is to provide exceptional customer service to both internal and external customers.

### **Downtown Austin Community Court (DACC)**

The DACC provides creative and individualized sentencing options to offenders so that they are held accountable for their actions, reduce the recidivism rate, restore the debt they owe to the community as a result of their offenses, and to provide supportive services to assist them with modifying their offending behavior. DACC handles Class C misdemeanor quality of life violations within a specific jurisdiction boundary. Visit [DACC](#) for more information.





## THE POSITION

Under general direction of the Clerk of the Municipal Court, the Deputy Clerk is responsible for providing the administrative support services necessary to direct, plan and coordinate the activities of the Municipal Court.

## DUTIES, FUNCTIONS AND RESPONSIBILITIES

- Provides overall administration of Municipal Court operations and support services. Is responsible for the day-to-day management of assigned divisions, activities, and/or support services, as needed or assigned.
- Promotes communication and information flow throughout the department. Analyzes workload of department. Manages and prioritizes projects. Assists with preparation and monitoring of budget.
- Prepares regular and special reports as required. Proposes legislative initiatives. Performs and conducts in-depth studies and surveys.
- Develops and implements policies and procedures in cooperation with division managers, judges, and prosecutors and in accordance with laws applicable to Texas Municipal Courts.
- Coordinates development and implementation of the business plan. Coordinates development and production of performance measures.
- Responds effectively to the general public, defendants, attorneys, etc. to clarify rules and regulations and resolve conflicts.
- Represents Director at meetings. May serve in an acting capacity for the Clerk of the Municipal Court. Serves as a member of various committees, task forces, etc.

## QUALIFICATIONS

The following are the minimum qualifications required for the Deputy Clerk of the Municipal Court:

- **Education:** Graduation with a Bachelor's degree from an accredited college or university with major coursework in Business Administration, Public Administration or related field.
- **Experience:** Five (5) years of related experience in a medium to large organization, two (2) years of which were in a managerial capacity.





## IDEAL CANDIDATE

The ideal candidate should possess excellent interpersonal skills with a strong ability to establish relationships with City staff and the community. Advanced written and verbal communication skills are imperative for this position. Prior experience working in Court Administration in a large, robust city/organization is desirable.

The following core competencies are important for this role:

- **Leadership:** Uses a collaborative approach with appropriate judgement to handle critical, problematic, or a striking set of conditions with focus, ownership, and accountability. The ideal candidate will be a leader that remains focused on safety, equity, inclusion, and ethics.
- **Strategic Thinker:** Has the ability to formulate and communicate sound business strategy and implement clearly and concisely.
- **Effective Communicator:** Demonstrates the ability to convey and receive information and ideas in an open, clear, and articulate manner with respect to cultural differences and others' perspectives. Ability to take the complex and simply for those not familiar with the subject matter.
- **Customer Focused:** Strives to deliver high-quality results and superior service that exceeds the expectations while remaining mindful of the needs and perspective of both our internal and external customers.
- **Community Collaborator:** Has experience in collaborating and presenting to internal and external stakeholders on projects and programs that might include public outreach, council updates, and program implementation.
- **Results Oriented:** Has the ability to achieve organizational goals and objectives. Ability to implement conflict resolution and management skills to achieve common goals.
- **Agility:** Ability to effectively manage changes and guide those changes through significant challenges, while continuously building relationships with internal and external stakeholders.

## COMPENSATION AND BENEFITS

The salary range for this position is \$125,000—\$135,000. The benefits package includes medical, dental and vision coverage, life insurance, compensated leave, short-term disability, and retirement benefits. The City is a member of the Proportionate Retirement Program. Optional benefits include supplemental life insurance, a 457 deferred compensation plan, long-term disability plan, and a legal plan. Visit [austintexas.gov/department/active-employee-benefits](http://austintexas.gov/department/active-employee-benefits) to learn more about the City's employee benefits.

Reasonable relocation benefits will be provided to the successful candidate.



## APPLICATION AND SELECTION PROCEDURE

To ensure consideration, candidates should apply by **August 31, 2020**. To apply, candidates must submit an application, a comprehensive resume, and cover letter online via the City of Austin jobs website at <http://www.austincityjobs.org/postings/84425>. Interested candidates should apply early in the process for optimum consideration.

For more information on this position, candidates may contact:

**Doron Silberstein**  
**Doron.Silberstein@austintexas.gov**  
**5412-974-3248**

Information submitted for consideration may be made available to the public in compliance with the Texas Open Records Act.



*The City of Austin is committed to compliance with the American with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request. For assistance, please contact 512-974-3210 or Relay Texas 7-1-1.*