

# DIRECTOR OF DISTRICT COURT ADMINISTRATION DUTIES

- Directs administrative and operational work related to a broad range of court management issues in support of the District Courts, including finance, budgeting, personnel, and procurement
- Advises the District Court Judiciary on administrative and operational issues related to the justice system
- Devises and directs a strategic approach to accomplish the Courts' goals and objectives

## COO duties

- Represents the District Courts and presents programmatic, statistical, fiscal, and other information to department heads, including judges, legislative bodies, the Commissioners Court, and other organizations
- Serves as Public Information Officer for the District Courts and point of contact for outside stakeholders
- Coordinates the flow of information between chambers
- On behalf of the Local Administrative District Judge, serves as point of contact for Justice Center-related issues
- Works with the Local Administrative District Judge on court-wide priorities, including the Court System's response to emergencies, to include planning consultation, and collaboration with other stakeholders
- On behalf of District Judges, provides oversight of Indigent Defense Plans for Child Welfare and Criminal Matters
- Completes complex studies, data analysis, computations, plans, and reports
- Develops system-wide solutions to analyze and address backlogs and implements process improvements related to automation, scheduling, accessibility, and program sustainability
- Coordinates space and facilities needs and related procurement for the District Courts
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- Serves as liaison between the District Courts and various offices, including the County Auditor's Office, Human Resources, Facilities, Budget, Information Technology, and the Jail (related to inmate issues)
- Assures that policies and procedures for District Court initiatives comply with relevant state and federal law, including the Julie Kocurek Act, the Texas Fair Defense Act, and the Americans with Disabilities Act
- Manages Court Disability Access Plan and Language Access Plan, and handles issues related to vexatious litigants

#### Chief of Staff duties

- Manages personnel issues, including hiring and termination processes for direct reports to the District Courts
- Conducts performance evaluations, establishes goals, and makes pay decisions
- Plans and facilitates various judges' meetings
- Plans and facilitates other committee meetings on behalf of the judges, including the statutorily required Courthouse Security Committee
- Attends all meetings and training, as required

#### CFO Duties

- Identifies and secures grant-funding for justice initiatives, including specialty courts, and oversees grant-funded projects and initiatives
- Develops budget for District Court Administration and assists judges in developing individual chambers budgets, and manages fiscal issues for department and for courts
- Supervises county-funded department staff, grant-funded specialty court staff, and contract staff, and provides executive oversight on behalf of the District Court Judge responsible for a program as requested or needed

#### And the Obligatory

- Performs other duties as assigned

This is an in-person position (boots on the ground) requiring complex skills and strong interpersonal skills.