



# City of OKC

Court Administrator

<https://www.cpsr.us/recruitment/2409>



# WORK FOR OKC



**Oklahoma City is the 20th largest city in the nation. The City of Oklahoma City serves approximately 694,800 residents in a four (4) county, 621 square mile area.**

## About OKC

Incorporated in 1890, the City of Oklahoma City is a charter city and has had a Council-Manager form of government since 1927. The Mayor, elected at-large, leads a Council of eight members, each elected by ward. The Mayor and Council set overall policy and strategic priorities for the organization.

Historically, Oklahoma City's economic base has been closely tied to the energy and agricultural markets. Today, the City's economic base is more diversified and seeing growth in the health and technology industries.

The largest employers in the metropolitan area include the State of Oklahoma, the City of Oklahoma City, Tinker Air Force Base, and the University of Oklahoma. Companies with headquarters here include American Fidelity Assurance Company, BancFirst, Chesapeake Energy, Continental Resources, Devon Energy, Express Personnel, Hobby Lobby Stores, Love's Travel Stops & Country Stores, OG&E Energy, MidFirst Bank, Paycom and Sonic Corporation.

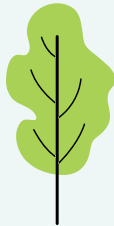
Vital among the City's assets are ample water supplies and its central location. Interstate highways I-35 North/South, I-40 East/West and I-44 Northeast/Southwest converge in Oklahoma City and provide transportation links to the rest of the nation. The I-40 Crosstown

Expressway relocation, which opened in 2013, allows faster travel by incorporating 10 lanes of traffic. These ground transportation routes, together with the OKC Will Rogers International Airport, make the City a regional transportation hub.

Local performing arts groups such as the Oklahoma City Philharmonic, Lyric Theater, and Ballet Oklahoma contribute to the City's cultural environment. The Oklahoma State Fair, Red Earth Festival, and the Festival of the Arts attract hundreds of thousands of visitors each year.

Other popular attractions are the First Americans Museum, National Cowboy and Western Heritage Museum, Oklahoma City Museum of Art, Oklahoma City National Memorial, Oklahoma History Center, and National Softball Hall of Fame.

## DEPARTMENTS



Twenty-two (22) City departments provide a wide array of municipal services and programs. Additionally, municipal trusts play a significant role in the operations of major facilities and services.





Our NBA team, the Oklahoma City Thunder, competes in the National Basketball Association as a member of the league's Western Conference Northwest Division.

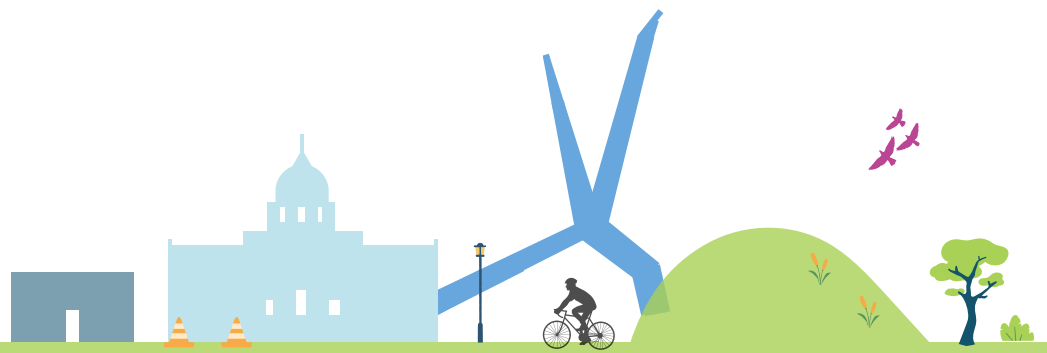
The City has been the site of numerous Big XII championships in basketball, baseball, and softball and has hosted the opening rounds of the NCAA basketball tournament, the Wrestling Championships and the Women's College World Series. Our USL PRO (minor league soccer) team, Energy FC, is the affiliate of the Major League Soccer Sporting KC.

In December 2009, citizens approved MAPS 3, a seven-year, nine-month tax to fund eight new projects in the metro area. These include a 70-acre central park, a new rail-based streetcar system, a new downtown convention center, sidewalks throughout the city, 57

miles of new bicycle and walking trails, improvements along the Oklahoma River, health and wellness aquatic centers for seniors, and improvements to the fairgrounds.

In May 2016, the \$45.3 million RIVERSPORT Rapids center opened to provide whitewater rafting and kayaking on an 11-acre facility adjacent to the Oklahoma River. The Center features world class rapids for elite athletes as well as recreational level opportunities for families.

The City was designated as the U. S. Olympics Training Site for canoes, kayaks and rowing in July 2009 and hosted the U.S. Olympic trials for those sports in 2016 at the new RIVERSPORT Rapids center and the Oklahoma River. The Oklahoma River is the only river to have received this coveted designation



and is being transformed into a world class competitive and recreation center.

In January of 2016, the City entered into an agreement with the State of Oklahoma and the Chickasaw Nation to complete the First Americans Museum along the Oklahoma River. The Center provides 85 acres of park space, with walking trails, interpretive art, and serves as a venue for native performers and educational exhibits.

In September 2017, citizens approved the Better Streets, Safer City General Obligation Bond and a sales tax measure. The General Obligation Bond is a 10-year, \$967 million program (including \$135 million for parks, \$536 million for streets, bridges, sidewalks and traffic control), and a permanent ¼ cent sales tax for more police officers, more firefighters and day-

to-day operations. The temporary penny sales tax took effect January 1, 2018, after the MAPS 3 tax expired. Sales tax collected over the 27 months was \$264,584,295 and to date with interest the board has allocated \$263,676,528 million toward projects.

In December 2019, citizens approved MAPS 4, a debt-free public improvement program funded by a temporary penny sales tax that will raise a projected \$978 million over eight years. MAPS 4 keeps Oklahoma City' sales tax rate unchanged. The sales tax took effect April 1 when the Better Streets, Safer City temporary sales tax expired. More than 70 percent of MAPS 4 funding is dedicated to neighborhood and human needs. The rest is for quality of life and job-creating initiatives. For detailed information about MAPS 4 go to: [okc.gov/government/maps-4](http://okc.gov/government/maps-4).



## **THE CITY'S VISION & MISSION**

Oklahoma City seeks to further progress as a vibrant, diverse, safe, unified and welcoming community. We will provide exceptional service to residents and visitors. We do this by ensuring the safety of the public, delivering quality services, and maintaining infrastructure to support the growth of the City.

### **The City's core values include:**

- Providing competent, dependable and efficient service to all by knowing our jobs and our City;
- Maintaining dependability and accountability in our relationships;
- Communicating among ourselves and with our community in a tactful, useful, informative and honest manner;
- Listening to the needs of others as a critical part of our communication process;
- Honoring diversity by respecting our customers and fellow employees;
- Committing to continuous improvement and growth through visionary, proactive leadership and technology; and
- Setting standards of quality service by upholding our core values.

# MUNICIPAL COURT

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## The Department

The Oklahoma City Municipal Court processes misdemeanor violations of the Oklahoma City Municipal Code. In Fiscal Year 2024, the court processed 120,314 citations, conducted 70,765 hearings, and staffed 55 court sessions per week, while achieving an 87.4% customer satisfaction rating.

Additionally, the department collected over \$10,550,000 in fines, fees and costs and over \$1,640,000 in state-mandated assessments.

In addition to traditional hearings in the courtroom, court staff provide support to bi-monthly Community Court sessions at the Homeless Alliance and participate with partner agencies in warrant clearance events.

## The Position

The Court Administrator is part of the City Manager's Office and reports directly to the Assistant City Manager. The Court Administrator is responsible for managing the non-judicial activities of the Department of Municipal Court, including staffing and the direct supervision of non-judicial court personnel. This position supervises, directs, and provides oversight to the Court Administration, Court Services, Court Compliance and Enforcement, Finance and Parking Enforcement, Juvenile and Adult Probation Services divisions. The Court Administrator is responsible for 63 positions and a Fiscal Year 2025 budget of \$10,048,967.

## Job Requirements

- Managing and providing oversight of all Municipal Court services, divisions, and their activities.
- Designing and implementing departmental policies and procedures.







# Compensation

The approved salary range for this position is **\$147,183.12** to **\$225,002.88** and is dependent upon the qualifications and experience of the selected candidate.

- Administering the day-to-day operations of the Court.
- Leading, planning, coordinating, and directing administrative services involving highly complex, limited jurisdiction court functions in fiscal management, automation, personnel administration, case flow management, records, and information.
- Making recommendations for purchases, capital items, and additional court personnel.
- Maintaining information technology resources and various automated court information and management systems.
- Researching, compiling, evaluating and analyzing the Court statistical data and required reports.
- Serving as the Clerk of the Oklahoma City Municipal Court.
- Administering the collection of fines, penalties, fees, and costs imposed by the Court as mandated by the State of Oklahoma and the City of Oklahoma City.
- Preparing and processing a variety of court paperwork which may include warrants, extension applications, bonds, and/or other court related paperwork.
- Providing support to Judicial Services.
- Developing and implementing processes and procedural changes as necessary and as recommended by the Presiding Judge.

- Developing, improving, and implementing policy and Court practice recommendations as needed for efficient operation of the Court.
- Monitoring new legislative proposals and enactments.
- Identifying and implementing business system changes required as a result of new laws.
- Assigning or supervising and directing the work of all non-judicial employees of the Court.
- Directing personnel management including training, performance evaluation, coaching and counseling.
- Managing the development and implementation of Municipal Court goals, objectives, policies and priorities.
- Recommending and administering policies and procedures.
- Overseeing and participating in the development and administration of the Municipal Court budget.
- Approving expenditures and implementing budgetary adjustments as appropriate and necessary.
- Investigating and resolving complaints relating to the operation of the Court's function.
- Responding to requests for information, inquiries, and open records requests from a variety of individuals which may include staff, attorneys, defendants, judges, the public, and other stakeholders.
- Communicating and advising judges and lawyers concerning the administrative procedures of the Court.
- Identifying and correcting deficiencies affecting the Court.
- Serving as administrative representative of the Court to City administration, other City departments, courts, government agencies, advisory committees, and the public.
- Coordinating with the Presiding Judge and prosecuting attorneys in setting cases.
- Performing other duties as assigned.

## Minimum Qualifications

- Bachelor's degree or higher from an accredited college or university with major course work in court administration, criminal justice, public administration, business administration or degree related to core functions of this position preferred.
- Five (5) years of highly responsible experience in the administration and management of Court or legal system, preferably in management operations relating to municipal court.
- Other combinations of experiences and education that meet the minimum requirements may be substituted.
- Must be able to be certified through the United States Government Criminal Justice Information Services (CJIS).
- Knowledge of Municipal Court operation functions including

organization and operating procedures and ability to work in a fast-paced organization with multiple challenges.

- Knowledge of principles and practices of Court functions, probation, and warrant functions.
- Knowledge of Court recordkeeping and reporting terminology.
- Knowledge of electronic records management procedures and computer information systems operation.
- Knowledge of budgeting and accounting principles and audit procedures of all Court financial transactions and records.
- Skill in fostering an equitable work environment free of discrimination, harassment, and exclusion.
- Ability to perform effectively as a member of a diverse team in carrying out the mission of Municipal Court and the City's mission and goals.

- Ability to effectively manage the non-judicial operations of Municipal Court.
- Ability to interpret applicable state and local laws, ordinances or regulations concerning Court operations.
- Ability to plan, assign, coordinate, supervise, and manage the work of various functions of Municipal Court.
- Ability to maintain a high level of confidentiality.
- Ability to ensure the confidentiality of Court documents and records.
- Ability to maintain harmonious and effective working relationships with diverse individuals including Mayor and Council, judges, Municipal Counselor's Office, employees, departments, and key stakeholders.
- Ability to analyze problems, identify solutions, project/evaluate consequences

of proposed action, recommend best options and implement recommendations in support of goals.

- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to organize, set priorities and exercise sound, independent judgement and present an overall professional image of the Court.

### **Working Conditions/ Physical Requirements**

- Frequently required to work shifts, holidays, weekends, and overtime.
- Near vision enough to read and review written communications such as legal journals, court cases, and office records.
- Speech and hearing enough to communicate clearly and distinctly in English to confer with judges, officers, attorneys, department heads, court patrons and key stakeholders.

**Note:** The working conditions and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.



# Total Rewards

## Competitive Benefits Package

- Flexible schedules
- 96 hours of vacation leave a year
  - 40 hours upon first day of employment
- 130 hours of sick leave a year
- 11 regular holidays a year
- 40 hours of sick leave conversion to vacation leave per fiscal year
- Employer paid parking or EMBARK bus pass for eligible employees working at the downtown campus
- Retirement plan
- Credit union with full banking services
- Employee medical center for employee and covered dependents
- Tuition reimbursement
- Employee assistance program
- Life, health, dental and vision insurance options
- Disability plan

# How to Apply

**APPLY HERE**

To be considered for this exceptional career opportunity, submit your resume, cover letter, and a list of six work-related references (who will not be contacted without prior notice) by **Monday, November 18, 2024**.



Resume should reflect years and months of employment, beginning/ending dates, as well as size of staff and budgets you have managed.

For more information and to submit your materials, visit:

<https://www.cpsr.us/recruitment/2409>

For any questions please contact:  
**Kylie Wilson**, Principal HR Consultant  
at [kwilson@cpsr.us](mailto:kwilson@cpsr.us).

CPS HR  CONSULTING

## **An Equal Opportunity Employer**

The City of Oklahoma City is an equal opportunity employer and values diversity and inclusion.

The City of Oklahoma City will not discriminate against any applicant or employee because of race, color, creed, national origin, ethnicity, religion, sex (to include sexual orientation and gender identity and/or expression), age, genetic information, disability or political affiliation.

If you require reasonable accommodation at any time during the hiring process, please notify one of the Human Resources Department Representatives by calling 405-297-2530.

