



City of Tualatin
Municipal Court Administrator

SALARY	\$3,142.62 - \$3,980.00 Biweekly \$81,708.08 - \$103,479.90 Annually	LOCATION	10699 SW Herman Road, Tualatin, OR
JOB TYPE	Full Time	JOB NUMBER	2026-00022
DEPARTMENT	Finance	DIVISION	Municipal Court
OPENING DATE	09/29/2026	CLOSING DATE	10/12/2026 11:59 PM Pacific

Summary



The City of Tualatin is seeking a highly skilled Court Administrator to lead our municipal court program. The position is responsible for court administrative functions, supervising court staff, and coordinating with the Judge, Prosecutor, defendants, defense counsel, police personnel and witnesses. In this pivotal role, you will serve as a dynamic team leader, fostering a collaborative, high-performance culture across all city departments. You will manage the daily business of the court to ensure the efficient, fair, and timely administration of justice, while actively mentoring, coaching, and empowering an administrative staff dedicated to providing excellence in customer service. If you are an experienced leader who excels at motivating diverse teams, managing public administration budgets, and ensuring compliance with regulations, all while handling confidential matters with discretion and professionalism, we invite you to apply.

Essential Duties and Responsibilities

Include the following; other duties may be assigned.

Manages all court cases from inception to final disposition. Performs highly accurate filing and file maintenance of upcoming trial documents; prepares court documents and files; processes requests, motions, extensions, resets and

changes of plea through close contact interaction with local trial defense attorneys, defendants, or the City Attorney. Maintains the court docket; acts as court clerk and assists Municipal Judge with court sessions.

Exhibit leadership to staff, work teams and fellow employees. Provides direction and set standards for excellence in internal and external customer service. Promotes professional and courteous behavior with a creative approach to problem resolution that creates a positive experience for the customer. Ability to deal with emotional and difficult people in a professional and tactful manner. Maintains cooperative working relationship with City staff, outside professionals and agencies, and the general public.

Maintains the Court software tables, forms and other set ups; identifies and resolves errors in software processes; maximizes use of software tools to improve court management and efficiency. Provide lead role in development and implementation of enhancements and improvements to the system.

Provide skilled clerical work, processing court transactions with a high degree of public contact. Prepares accurate and timely reports. Acts as a notary public. Tactfully answers a variety of questions about court transactions.

Oversees the Law Enforcement Data System (LEDS) programs, supervises records management activities, and ensures compliance with LEDS user requirements.

Documents court policies and procedures; keeps them up to date to accommodate changing rules, regulations, situations and process improvements.

Maintains court records in accordance with statutes, regulations and policies.

Assists in the preparation of, and administers and monitors the court budget. Provides explanation for variances.

Accepts, accounts for, and deposits cash receipts; processes refunds as appropriate. Administers collection efforts. Establishes and monitors payment plan agreements. Sends accounts to collections as appropriate. Authorizes payments to contractors and consultants.

Attends trainings, workshops and conferences and reviews publications to keep abreast of changes in statutes and regulations to ensure compliance with all legal requirements applicable to municipal courts.

Ability to plan and organize own work schedule and job tasks. Works efficiently and effectively in fast-paced environment which includes changing priorities and frequent interruptions.

Drives to job sites, city facilities, vendors, training programs, and meetings as necessary.

Follows safety rules and procedures.

EDUCATION and/or EXPERIENCE: Advanced knowledge of municipal court operations. Advanced knowledge of office procedures and methods, work processing software, business English, etc. Extensive experience with court software, preferably Caselle or Full Court. High School diploma and/or equivalent supplemented by specialized training and three years experience related to assigned duties, or an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position.

SPECIAL SKILLS/ABILITIES: Ability to establish and maintain effective working relationships with employees, contractors, other agencies, public officials and the general public. Ability to occasionally deal with upset or difficult individuals. Ability to work evenings. Working knowledge of Microsoft Word, Excel, and other similar software programs. Knowledge of Spanish is an asset.



Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Considerable knowledge of the principles, practices and techniques of court administration. Possession of additional specialized knowledge, skills and abilities pertinent to the assignment. Considerable knowledge of the principles, practices and equipment of modern functions, policies and procedures of the department to which assigned as to how these relate to the City organization as a whole, or the ability to acquire such knowledge.

Ability to assemble, organize and present statistical, financial and factual information derived from a variety of original and secondary sources. Ability to provide effective leadership and coordination in developing solutions and recommending new techniques. Ability to establish and maintain effective working relationships with employees, officials and the general public. Ability to exercise resourcefulness, tact and perspective in developing solutions and recommending new techniques.

Certificate, Licenses, Registrations: Possession of, or the ability to secure possession of, a valid Oregon driver's license. Possession of or ability to obtain within three months, LEDS certification.

Additional Information

SUPERVISORY RESPONSIBILITIES: Directly supervises Court Clerks. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; counseling, motivating and disciplining employees; addressing complaints and resolving problems.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to talk or hear. The employee is frequently required to sit and use hands to finger, handle, or feel. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. The noise level in the work environment is usually moderate. Duties of this position will be performed in an indoor environment with a moderate noise level. While performing the duties of this position an employee may be subject to frequent interruptions and deal with upset individuals.

HOW TO APPLY

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they are able to perform every task in the job description. We are most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. The City will consider any equivalent combination of knowledge skills education and experience to meet minimum qualifications. If you think you are interested in applying, we encourage you to think broadly about your background and skillset for the role.

To be considered, apply on our website at <https://www.governmentjobs.com/careers/tualatinor> prior to the closing date and time. The City of Tualatin is an equal opportunity employer.

Employer

City of Tualatin

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Tualatin, Oregon, 97062

Phone

503-691-3022

Website

<http://www.tualatinoregon.gov>