



**JOB ANNOUNCEMENT
CITY OF TROY, AL
INTERNAL/EXTERNAL**

CLASSIFICATION TITLE: MUNICIPAL COURT ADMINISTRATOR

FLSA DESIGNATION: EXEMPT/UNCLASSIFIED

OPENING DATE: 01/05/2026

CLOSING DATE: 01/12/2026

SUMMARY DESCRIPTION:

The employee acts as the municipal court administrator. Prepares and processes warrants, subpoenas, affidavits, appeal bonds and other legal documents. Receives payments for fines, court costs, and bonds and maintains related records. Holds bond hearings, determines probable cause and sets bonds. Attends court, assists judge and prosecutor and collects fines and costs from defendants.

REPRESENTATIVE DUTIES:

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices

- A. Judicial duties**
1. Acts as custodian of department records.
 2. Administers oaths and takes affidavits.
 3. Determines the existence of probable cause based on complainant statement and determines the probable cause.
 4. Prepares and issues subpoenas for witnesses.
 5. Prepares and processes necessary papers for final closing of cases to include the preparation of docket and letters.
 6. Receives and accounts for all payments.
 7. Processes all indigent defense claims and payments to attorneys.
 8. Prepares and files appeals with circuit clerk.
 9. Maintains records on the jail time and release dates of inmates and reports housing income.
 10. Maintains or disposes of all department papers in accordance with applicable laws.
 11. Remits fines, court costs and forfeitures and bond fees.
 12. Prepares and issues applicable reports and documents to include monthly reports.
 13. Assists the judge in court and records sentences in the court room.
 14. Implements each phase of sentencing after court.
 15. Processes paper work received from circuit court on appeal cases that have been adjudicated.

B. MAGISTRATE

1. Answers the telephone and greets visitors in person and provides information in response to public and official inquiries.
2. Receives payment for pleas of guilty in municipal ordinances and traffic cases where a schedule of fines has been established.
3. Establishes and grants bail in minor misdemeanors and ordinances.
4. Processes uniform traffic tickets.
5. Receives cash and property bonds.
6. Approves all bonds made for misdemeanor cases.
7. Mails suspended licenses and tickets to the department of public safety.
8. Searches for and locates filed material as requested.
 9. Performs criminal history background checks as requested for military personnel, law enforcement agencies and local employers.
10. Assigns numbers to warrants issued.
11. Maintains department files and records according to applicable retention laws.
12. Enters case information into computer system.
13. Receives payments from defendant as ordered by the court.
14. Mails out notification letters of pass due fines and court costs.
15. Prepares and issues warrants for contempt-failure to pay against defendants.

C. Administrative and supervision

1. Supervises the work of department personnel.
2. Assists department personnel as needed and ensures work is completed properly.
3. Answers the telephone and assists the public as necessary.
4. Assists auditors when performing annual audit of court clerk's office.
5. Prepares annual budget and presents to the city council for approval.
6. Greets visitors to the clerk's office and assists as needed.
7. Prepares monthly reports for payment of court costs to state agencies.
8. Balances receipts from the prior day and forwards to administrative office.
9. Completes payroll for judicial employees and forwards to human resources.
10. Completes state reports for administrative office of courts and county jail.
11. Completes annual survey of all cases filed.

Qualifications

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

1. Knowledge of the code of Alabama and traffic code as related to the work of the office.
2. Ability to listen for details.
3. Ability to handle information in a confidential manner.
4. Ability to understand and carry out general oral and/or written instructions.
5. Ability to deal tactfully and courteously with the general public.
6. Ability to make judgments on probable cause.
7. Knowledge of office procedures and practices and familiarity with the uses of modern office equipment, including computers.
8. Knowledge of business English, spelling and grammar in order to produce reports.
9. Knowledge of police practices, procedures and municipal court procedures and the ability to apply this knowledge to specific situations.

MINIMUM QUALIFICATIONS – Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

1. Must have earned a b.s. degree from a qualified university and experience in the judicial system.
2. Certified through the administrative office of the courts or the ability to take and complete certification program.
3. Must complete required number of hours of continuing education each year.
4. Willing to travel to attend training sessions.
5. Must have a valid Alabama Driver's License, a good driving record.
6. Must submit to and pass a pre-employment physical, and drug and alcohol screening.
7. Prior to employment offer, position subject to satisfactory background check.

MINIMUM REQUIREMENTS TO PERFORM ESSENTIAL FUNCTIONS:

The following requirements are normal for this classification. Specific requirements may not apply to all positions within this classification, but are determined by the normal requirements for the particular position.

Essential Physical Abilities
Work is primarily performed in an office setting, with exposure to computer screens. Must be able to operate a variety of automated office equipment including a computer, printer, calculator, copier, facsimile, telephone, etc.
Supervisory Control
The Court Administrator assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.
Guidelines
Guidelines include City of Troy Personnel Policies and Procedures, benefits policies and procedures, the Risk Management Manual, and the City of Troy Core Values. These guidelines are generally clear and specific, but may require some interpretation in application.
Complexity
The large number of policies, procedures, laws and regulations to be followed contributes to the complexity of this position.
Scope & Effect
The purpose of this position is to provide support to the Troy Public Library and to ensure all Library functions run smoothly. Success in this position results in greater effectiveness of the Troy Public Library's processes and services.
Personal Contacts
Contacts are typically with employees, co-workers, City departments, support agencies, and members of the general public.
Purpose of Contacts
Contacts are typically to give or provide information, gather information, and provide services.
Work Environment

The work is typically performed in an office setting.
Supervision Exercised
None

NOTE:

Statements included in this description are intended to be representative of the duties and responsibilities of this job and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included. This job may also require meetings outside of normal business hours or work on weekends and evenings. Some travel required.

Successful applicant is required to pass physical examination and drug test, and have a valid Alabama Drivers' License. Position is subject to satisfactory background check.

IF YOU BELIEVE THAT YOU ARE QUALIFIED FOR THIS POSITION AND WOULD LIKE TO COMPLETE AN APPLICATION, BLANK APPLICATIONS ARE AVAILABLE FROM:

City of Troy
Human Resources Dept.
Troy, Alabama

RESUMES WILL NOT SUBSTITUTE FOR AN APPLICATION.

The City of Troy is an Equal Opportunity Employer.