

**Assistant Court Manager
Community Courts Section
Dallas City Attorney's Office**

The Dallas City Attorney's Office is seeking an energetic, self-motivated individual with at least five years of relevant experience to fill a full-time position as the assistant court manager of the Community Courts Section. The candidate will report to the section chief and assist in supervising the section, including a social service team, a community service team, and a specialty courts team.

The mission of the Community Courts Section is to rehabilitate individuals and restore the communities where offenses occurred and build stronger communities by offering an innovative restitution model that provides reasonable and responsive alternatives to traditional modes of addressing quality-of-life offenses. Individuals who are issued eligible citations, are directed to appear at a community court for efficient adjudication.

The assistant court manager will be responsible for carrying out the operational, administrative, and financial functions of the court; preparing reports, including creating and analyzing reports on court activities, pending cases, and statistics; maintaining schedules; and conducting inventories. The successful candidate will also be responsible for assisting in managing contracts, grant reporting, and compliance. The candidate will work closely with other sections within the office and other city departments. Other duties may be assigned.

The successful candidate must be able to develop and maintain strong and collaborative relationships within the community, with city staff, service providers, and other governmental agencies. The successful candidate must also have a problem-solving mindset, strong written and oral communication skills, strong organizational skills, a desire to serve the public interest, and strong leadership and management skills.

This position requires a bachelor's degree in social work, behavioral sciences, public administration, or related field. The candidate must be proficient in Office Suite products and possess a valid driver's license. This position sometimes requires working nights and weekends.

Salary is commensurate with experience. The city's comprehensive benefits package comes with the position. This position is exempt from the provisions applicable to civil service, pursuant to Chapter XVI, Section 9 of the Dallas City Charter. Details concerning the Dallas City Attorney's Office are available at www.dallascityattorney.com.

If interested, please send a resume and cover letter.

attresumes@dallas.gov

No phone calls, please.