

City of Oklahoma City, OK

Court Administrator

Hiring range: \$147,183.12 to \$225,002.88

The city provides an excellent benefits package.

Final filing date: Monday, November 18, 2024.

The City of Oklahoma City is recruiting for a Court Administrator to manage 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.

The City would prefer candidates to have a 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 the core functions of this position. Candidates must be certified through the United States Government Criminal Justice Information Services (CJIS), along with at least 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.

To submit your materials, please visit: <https://www.cpshr.us/recruitment/2409>

For additional information, please contact:

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CPS HR Consulting
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To view an online brochure for this position
visit: https://executivesearch.cpshr.us/flyer?file=APPROCEDOKC_CABrochure.pdf
City of Oklahoma City website: <https://www.okc.gov>



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