

DANIELA M. SORIA

OBJECTIVE

Seeking the position of Court Administrator with the City of Pflugerville to effectively ensure that the municipal court operates in an efficient and effective manner in compliance with all applicable laws. As well as develop and manage court programs and implement goals, objectives and policies.

EXPERIENCE

2023 –Present Town of Pantego Pantego, TX

Court Administrator

- Responsible for supervising the day-to-day operations of the court.
- Delegate and assign tasks and projects to appropriate court personnel.
- Hire, fire and evaluate personnel; schedule court personnel for training opportunities to enhance their abilities and improve job performance.
- Responsible for training new hires, and retrain existing personnel, as necessary.
- Schedule and maintain court dockets including notification to the judges, prosecutor, and bailiffs.
- Provide accurate and timely statistical and conviction data to Council, Finance Director and appropriate state agencies such as Office of Court Administration, Texas State Comptroller, State Region and Omni Base/ Failure to Appear Program.
- Prepare and monitor annual budget by projecting funds needed for personnel, equipment, material, supplies and court programs.
- Provide assistance to the public by responding to and resolving citizen inquiries and complaints in a manner that is consistent with good customer service; promote good public relations; make sure that defendants are informed of and allow to exercise their rights as allowed by law.
- Analyze newly enacted legislation and make appropriate changes to policies.
- Regularly audit case management to ensure that the physical files accurately reflect computer records.
- Responsible for creating and maintaining the Best Practice Certification for the Mansfield Municipal Court.
- Responsible for conducting regular staff meetings in service and cross-training with court staff or other Administrative Services staff.
- Perform all duties related to trials, jury summons and empaneling jurors, as needed.
- Responsible for the accurate accounting of Court receipts and disbursement of monies; ensure that State funds are remitted in a timely manner.
- Foster a positive environment where teamwork and communication serve as the basis for a strong team.

2011- 2023 Mansfield Municipal Court Mansfield, TX

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2002 – 2011

Everman Municipal Court

Everman, TX

Court Administrator

- Fully manage and operate the Municipal Court Office.
- Process arrest warrants, cash and appearance bonds, bond forfeiture, payment plans, deferred disposition, driver safety course, and any other window options.
- Assist presiding judge and city prosecutor during court sessions.
- Ticket entry, communicating with the police department, recall warrants, enter payments, fully process and prepare all juvenile cases.
- Prepare monthly reports to Finance director, council, the Texas State Comptroller, Office of Court Association, and Texas Department of Public Safety,
- Organize annual State-wide Warrant Round-up for the City of Everman along with the police department.
- Responsible for the maintaining and overseeing the Municipal Court budget.
- Prepare and organize court dockets by setting defendants for court.
- Assist Utility Billing Dept. when necessary, by taking water payments, preparing work orders, and communicating with employees and residents.

1999-2003

Nichols Ford Dealership

Fort Worth, TX

Rental Department - Assistance Manager

- Provide excellent customer service to incoming calls and renters.
- Translate and assist Spanish-speaking customers.
- Supervise office and training new employees
- Responsible for billing past due accounts and placing orders.
- Calculate profits for the month and accounts receivable.
- Preparing dockets and budgeting for the year.
Assist when purchasing and selling rental units for the department

SKILLS

- Bilingual (Spanish/English) Speak, Read and Write, Proficient in Microsoft Office (Word, Excel, PowerPoint, Access Outlook, web applications...) AS/400, OMNIX-NCIC/TCIS, Tyler Technologies Incode Court Software, Tyler Insite, Open Access, Court Notification, Brazos Technology, STW Financial Application, LT Systems and InTouch Live Court Software, Omni Base FTA Web Service

