

## Ruth Sandoval

**OBJECTIVE:** Municipal Court Administrator Position with 17 years of experience in court operations that include customer service and complaint resolution, personnel management responsibilities, attention to detail, solid work ethic, and directing the day-to-day operations in a court environment.

**PROFESSIONAL SUMMARY OF QUALIFICATIONS:** Experienced in all aspects of the court, including Comptroller reports, Conviction reports for DPS, and knowledge and understanding of Chapter 30 Texas Local Government Code.

### **CERTIFICATIONS**

- Court Clerk Certification Program Level III – Texas Municipal Court Clerks Education Center & Texas Court Clerks Association
- Court Management Certification with the Institute of Court Management (ICM) – National Center for State Courts
- Served the Texas Municipal Court Education Center Faculty teaching at Texas Municipal Court Clerks Education Center - Regional Clerks Seminars

### **WORK EXPERIENCE**

#### **City of Lakeway Municipal Court – Court Administrator**

**July 2005 – Present**

- Able to interpret and implement new laws relating to the operation of the Municipal Court
- Maintained the legal operations of the Municipal Court
- Responsible for providing legal administrative support to the Municipal Judges and prosecutor
- Responsible for direct supervision, training, and evaluation of court personnel
- Responsible for monitoring, assigning, reviewing work, scheduling work hours, preparing performance evaluations, participating in the hiring of court personnel,
- Responsible for making recommendations and administering disciplinary actions, including reprimanding, suspending, and terminating employment
- Accountable for maintaining court calendars and schedules and reporting disposition information to appropriate agencies
- Manage case flow and workload of Municipal Court to ensure cases are processed promptly and effectively
- Responsible for establishing departmental policies and procedures
- Responsible for preparing and implementing the budget and strategic planning for the Department
- Responsible for making recommendations for purchases, capital items, or additional employees during the annual budget process.
- Responsible for planning, directing, and reviewing the activities of the Municipal Court System.
- Responsible for maintaining accurate financial reports to ensure correct reporting and disbursement, review and reconcile receipts for payments of fines and fees

- Responsible for preparing daily bank deposits; monitoring expenditures and costs
- Served as a Records Management and Public Information Officer for the Department
- Responsible for interpreting and applying State, federal, and Local Laws as they apply to Municipal Court
- Assisted the City Attorney in researching and preparing legal documents such as contracts, motions, complaints, etc.
- Responsible for preparing and approving reports to be submitted to different State agencies, City Council, and City Manager
- Serve as court liaison to other departments and agencies
- Bilingual in English and Spanish

**City of Pittsburg Police Department – Police Records Clerk** **Pittsburg, CA 03/2001 – 05/2005**

- Responsible for a wide variety of technical and clerical law enforcement support duties
- Gather, record, maintain, retrieve, and distribute law enforcement data and information to personnel and the general public
- Enter reports and data into a variety of automated law enforcement records systems
- Ensured that records and information were accurate, precise, and comprehensive
- Photocopy and distribute crime, incident, arrest, and accident reports to the general public and various agencies
- Assisted department personnel at the officer’s counter
- Assisted and provided information to the public in person and by telephone
- Set up appointments and process fingerprinting-LiveScan requests from public
- Assisted Police Personnel with English-Spanish translations when taking reports from the general public and or when booking

**EDUCATIONAL HISTORY**

**Texas Municipal Court Clerks Education Center** **AUSTIN, TX**  
 Court Clerk Certification Level III

**Regional Occupational Program** **Pittsburg, CA**

Computerized Accounting and Computer Applications  
 Included MS Office Suite, Bookkeeping, and computerized accounting  
 Excelled in all subject areas

**Los Medanos Community College** **Pittsburg, CA**  
 English

**University of Guadalajara** **Mexico**  
 Business Administration

**PERSONAL STATEMENT**

I excel in multi-tasking and work well in a fast-paced environment. I am a hard-working individual who adapts well to new situations and would undoubtedly be an asset to your agency.

