



APPOINTMENT OF A COURT ADMINISTRATOR

RS-22-091

June 21, 2022

Background

2

- ❑ Municipal Court Vacancy
 - ❑ April 1, 2022 – Previous Court Administrator retired
- ❑ Recruitment
 - ❑ Posted on the City's website, the Texas Municipal League, Texas Municipal Court Education Center, and Texas Court Clerk Association websites
 - ❑ The City solicited twenty-two (22) candidates
 - ❑ In person interviews took place on March 17, 2022 – no selection
 - ❑ Reposted the position and solicited twenty (20) candidates
 - ❑ In person Interview took place on June 13, 2022
- ❑ The City Manager selected Jamie Brew as the Court Administrator

Candidate Information

3

❑ Education

- ❑ Bachelors of Business Administration degree - Texas A&M University in College Station
- ❑ Masters of Business Administration - University of Mary Hardin-Baylor

❑ Experience

- ❑ Fourteen (14) years of municipal court experience
- ❑ In 2007, began Municipal Court experience with the City of Killeen as a Compliance/Collections Manager, and within three years, she was promoted to Clerk of the Court (Municipal Court Administrator)
- ❑ Municipal Court Administrator for the City of Sugarland and promoted to Assistant Director of Finance.
- ❑ Municipal Court Administrator for the City of Coppell
- ❑ Justice Court Services Director for Harris County

Candidate Information (Continued)

4

- ❑ Certifications, Associations, and Awards
 - ❑ Texas Registered Municipal Clerk certification
 - ❑ Prosci's Change Management Practitioner certification
 - ❑ Member of the Texas Association for Court Administration
 - ❑ Member of the Texas Municipal Clerks Association
 - ❑ Member of the National Association for Court Management
 - ❑ Award of Excellence
 - ❑ Extraordinary Achievement Award
 - ❑ Distinguished Service Award

Alternatives

5

- ❑ To not approve the appointment of Jaime Brew as the City of Killeen's Court Administrator
- ❑ To approve the appointment Jaime Brew as the City of Killeen's Court Administrator

Staff Recommendation

6

Staff recommends the second alternative, approving the appointment of Jaime Brew for the Court Administrator with the City of Killeen