

Jaime Brew, MBA, CMCC, CCM, CCE, ICM Fellow, TRMC

EDUCATION

Master of Business Administration, May 2006
University of Mary Hardin-Baylor, Belton, Texas

Bachelor of Business Administration, May 2001
Texas A&M University, College Station, Texas

WORK EXPERIENCE

Justice Court Services Director, March 2020 – Present
Harris County, Houston, Texas

- Assist the Court Manager in providing administrative and technical support to the 16 Harris County Justice Courts.
- Coordinate administration of the Justice Courts.
- Collaborate in the development of a strategic plan for the information technology needs of the Justice Courts.
- Assist in the management of justice court facilities and infrastructure needs.
- Conduct special studies, systems analysis and evaluations of the current policies and procedures for the Justice Courts.
- Monitor justice court compliance with administrative rules, policies, and procedures.
- Assist in the development and monitoring of the justice court operational budgets.
- Monitor the collection and reporting of justice court performance standards.
- Oversee development of justice court websites including web reporting of court performance measures.
- Work with Justice Court Staff Attorney to research and recommend changes to administrative processes through adoption of advances in technology or changes in case law, court rules, or statute.
- Coordinate the development of a data quality plan for the justice courts with appropriate justice system.
- Manage the JP Hearing Court Clerk staff at the Probable Cause Court (Court operates 365 days a year 24/7).
- Develop, monitor, and assess staff training needs, requirements, and certifications.

Special Assistant to the City Manager's Office, September 2019 – February 2020
City of Coppell, Coppell, Texas

- Worked directly with the court's new software vendor to setup and implement a new case management system (software conversion).
- Provided assistance to the Interim Municipal Court Administrator until a replacement was hired.

Municipal Court Administrator, April 2018 – September 2019
City of Coppell/Coppell Municipal Court No. 1, Coppell, Texas

- Facilitated the entire operation of the court and supervised court staff (Department Head).
- Managed the administrative activities of the municipal court by supervising, scheduling and coordinating all court activities.

- Managed court dockets by coordinating programs and activities with the municipal judge, police, prosecutors, attorneys, witnesses, defendants and other outside agencies related to court activities.
- Oversaw and managed the court budget.
- Developed and prepared court performance measures for city management review.
- Provided oversight and direction for the timely completions of work plans and projects.
- Conducted long-range strategic planning and program development.
- Prepared and submitted various reports to State and local agencies.
- Provided professional development and training to court staff.
- Directly responsible for all hiring, disciplinary action, and termination decisions for court administration.
- Provided customer service to all parties we served at the court.
- Managed the court software conversion, including being responsible for pre-work, actual set-up and implementation.
- Performed functions of Project Manager and Change Management Practitioner for software conversion.
- Prepared agenda requests and presentations to City Council and various boards as needed.

Assistant Director of Finance, July 2017 – March 2018

City of Sugar Land, Sugar Land, Texas

- Assigned duties and responsibilities to department staff I was assigned to, which were municipal court, treasury (utility billing), investments and grants.
- Provided professional development and training to management staff within the divisions I oversaw.
- Assisted the Director of Finance with hiring, disciplinary action, and termination decisions for municipal court, treasury, investments and grants.
- Developed and established procedures for operating and maintaining required administrative systems for the divisions I managed.
- Initiated, designed, developed and implemented contemporary business practices and management practices and for municipal court and treasury.
- Provided oversight to critical processes to ensure compliance with City policies and procedures, along with applicable laws and regulations.
- Guided financial decisions by establishing, monitoring, and enforcing policies and procedures.
- Protected assets by establishing, monitoring and enforcing internal controls.
- Prepared agenda requests and presentations for City Council members as needed.
- Met with City Council members for various committee meetings.
- Provided support to the treasury and municipal court departments during pre-annexation and post-annexation.
- Provided support to Director as needed in all areas of Finance.

Municipal Court Administrator, April 2013 – June 2017

City of Sugar Land/Sugar Land Municipal Court, Sugar Land, Texas

- Facilitated the entire operation of the court and supervised court staff (Department Head).
- Provided professional development and training to court staff.
- Prepared annual budget for the municipal court.
- Oversaw all collections and expenditures in the department.
- Performed internal control activities.
- Coordinated court matters with judges, defendants, defense counsel, city prosecutor, police department, jail and other levels of criminal justice administration system.
- Maintained court records and processed records requests.

- Directly responsible for all hiring, disciplinary action, and termination decisions for court administration.
- Provided customer service to all parties we served at the court.
- Conducted long-range strategic planning and program development.
- Prepared reports for state and local agencies.
- Developed and prepared court performance measures for city management review.
- Prepared agenda requests and presentations for City Council members as needed.
- Managed and implemented all special projects related to court administration.

Clerk of the Court (Municipal Court Administrator), April 2011 – April 2013

City of Killeen/Killeen Municipal Court of Record, Killeen, Texas

- Facilitated the entire operation of the court and manage court staff.
- Prepared annual budget for the municipal court.
- Oversaw all collections and expenditures in the department.
- Coordinated court matters with judges, defendants, defense counsel, city prosecutor, police department, jail and other levels of criminal justice administration system.
- Prepared correspondence and maintain records.
- Conducted long-range strategic planning and program development.
- Prepared reports for state and local agencies.
- Implemented and prepared performance measures for the court.
- Oversaw preparation of court dockets and files.
- Provided customer service to all parties we served at the court.
- Prepared and maintain appropriate calendars for court hearings.
- Performed payroll functions.
- Directly responsible for all hiring, disciplinary action, and termination decisions for court administration.
- Provided professional development and training to court staff.
- Prepared memorandums, reports, and presentations for the Presiding Judge when requested.

Compliance/Collections Manager, August 2007 – April 2011

City of Killeen/Killeen Municipal Court of Record, Killeen, Texas

- Managed the Compliance/Collections Department in compliance with the Office of Court Administration's Collection Improvement Program.
- Supervised staff in the Compliance/Collection Department and the City Marshal's Office.
- Provided customer service to all parties we served at the court.
- Developed and implemented policies and procedures for collections.
- Interviewed defendants requesting payment arrangements and processed payments.
- Managed all cases that were sent to the third-party collection agency.
- Assisted in budget preparation for the court.

Senior Account Executive, November 2005 – July 2007

Beneficial Financial, Killeen, Texas

- Originated, processed and closed personal loans, mortgage refinances, and auto refinances.
- Handled customer service questions over the phone and in the branch daily.
- Processed loan payments and posted them to customer's accounts.

ARM/Balloon Administrator – Administrative Officer, August 2004 – November 2005

Extraco Mortgage Corporate Office, Waco, Texas

- Serviced all the Adjustable-Rate Mortgage (ARM) and Balloon loans in portfolio.
- Prepared loan modifications for ARM loan conversions.
- Reconciled and maintained Escrow Disbursement account.

Underwriter – Administrative Officer, April 2002 – August 2004

Extraco Mortgage Corporate Office, Waco, Texas

- Underwrote conventional, FHA and VA loans to ensure they met government guidelines.
- Verified the accuracy and completeness of all loan documentation.
- Responded to Quality Control audits conducted by FHA, VA and Fannie Mae.
- Filled in as department supervisor when the Underwriting Manager was away from office.

Collateral Trainee, May 2001 – March 2002

First American Bank Corporate Office, Bryan, Texas

- Reviewed collateral documents, borrowing authorities and credit documents.
- Created loan files for each borrower based upon First American Bank's guidelines.

CERTIFICATIONS

Texas Municipal Clerks Certification Program:

- Texas Registered Municipal Clerk – January 2021

Change Management Certification:

- Prosci's Change Management Practitioner – December 2018

Court Clerk Related Certifications:

- National Center for State Courts - Institute for Court Management Fellow – May 2018
- National Center for State Courts - Institute for Court Management Certified Court Executive (CCE) – June 2017
- National Center for State Courts – Institute for Court Management Certified Court Manager (CCM) – August 2016
- Texas Certified Municipal Court Clerk (CMCC) – February 2013 (#53 in the State)
- State of Texas Commissioned Notary Public – 2008 to Present

FEMA Certifications:

- ICS-100: Introduction to the Incident Command System for Federal Workers – Sept. 2013
- ICS-200: Single Resources and Initial Action Incident – Sept. 2013
- ICS-300: Intermediate ICS for Expanding Incidents for Operational First Responders – Dec. 2013
- ICS-400: Intermediate ICS for Command and General Staff, Complex Incidents and MACS for Operational First Responders – Nov. 2017
- ICS-700: Introduction to the National Incident Management System (NIMS) – Aug. 2013

TCIC/NCIC Certifications:

- CJIS Level 4 Security Awareness Certification– Recertified February 2022

Justice Information Management System of Harris County Certifications:

- SETCIC Warrant Entry – July 2013
- SETCIC Warrant Inquiry – July 2013

INVOLVEMENT

Organization: Texas Association for Court Administration (TACA) – March 2020 to Present
Involvement: Member

Organization: Texas Court Clerks Association (TCCA) - January 2008 to Present
Involvement: Internal Audit Chair (State Level): October 2018 – October 2019; Director at Large (State Level): January 2014 – December 2017; Gulf Coast Chapter Vice President – January 2015 to December 2015; Certification & Education Committee (State Level): February 2013 – February 2020; Certification Program Financial Manager (State Level): January 2013 – December 2016; Instructor – June 2012 to Present; Membership Committee (State Level): October 2012 – December 2013; Public Relations Committee (State Level): October 2012 – 2015; and Publications Committee (State Level): October 2011 – December 2017

Organization: Texas Municipal Clerks Association (TMCA) – January 2019 to Present
Involvement: Member

Organization: National Association for Court Management (NACM) – August 2016 to Present
Involvement: Member

Organization: City of Sugar Land
Involvement: Appointed by City Manager and Executive Team to serve on the following committees: City Manager's Employee Ethics Task Force – Committee Chair (2016); Benefits Committee (2015 – 2016); Multicultural Committee (2013 – 2016); and Legislative Liaison Committee (2013 – 2016)

Organization: Fort Bend Chamber of Commerce Leadership Forum – September 2015 – May 2016
Purpose: To increase the participant's knowledge of Fort Bend County, while establishing valuable community relationships and resources. The Leadership Forum also developed leadership skills that enhanced the participants' values personally, professionally and as a community stakeholder.

Organization: Texas Municipal Courts Education Center (TMCEC) – June 2012 to August 2019
Involvement: Faculty/Instructor for Court Clerk Programs provided by TMCEC

Organization: Leadership Killeen (Sponsored by the Greater Killeen Chamber of Commerce) – September 2011 to May 2012
Purpose: To build future leaders with core leadership principles; engage leaders with key skill sets; and ensure leaders were equipped with the right values and ethics to lead.

AWARDS/ACTIVITIES

Texas Court Clerks Association – Award of Excellence, October 2016

Texas Court Clerks Association – Extraordinary Achievement Award, October 2013

Texas Court Clerks Association - Distinguished Service Award, October 2012