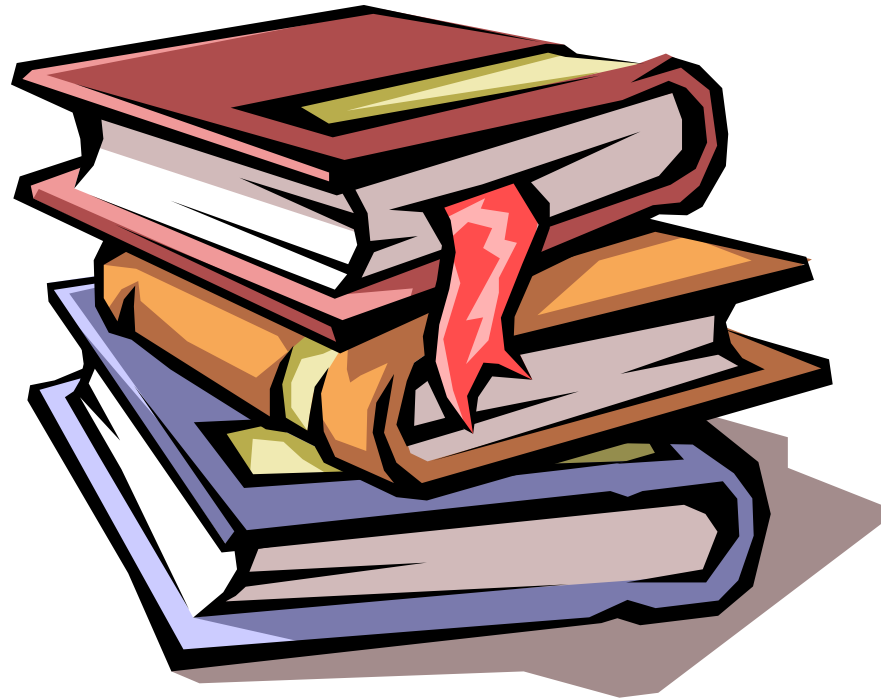


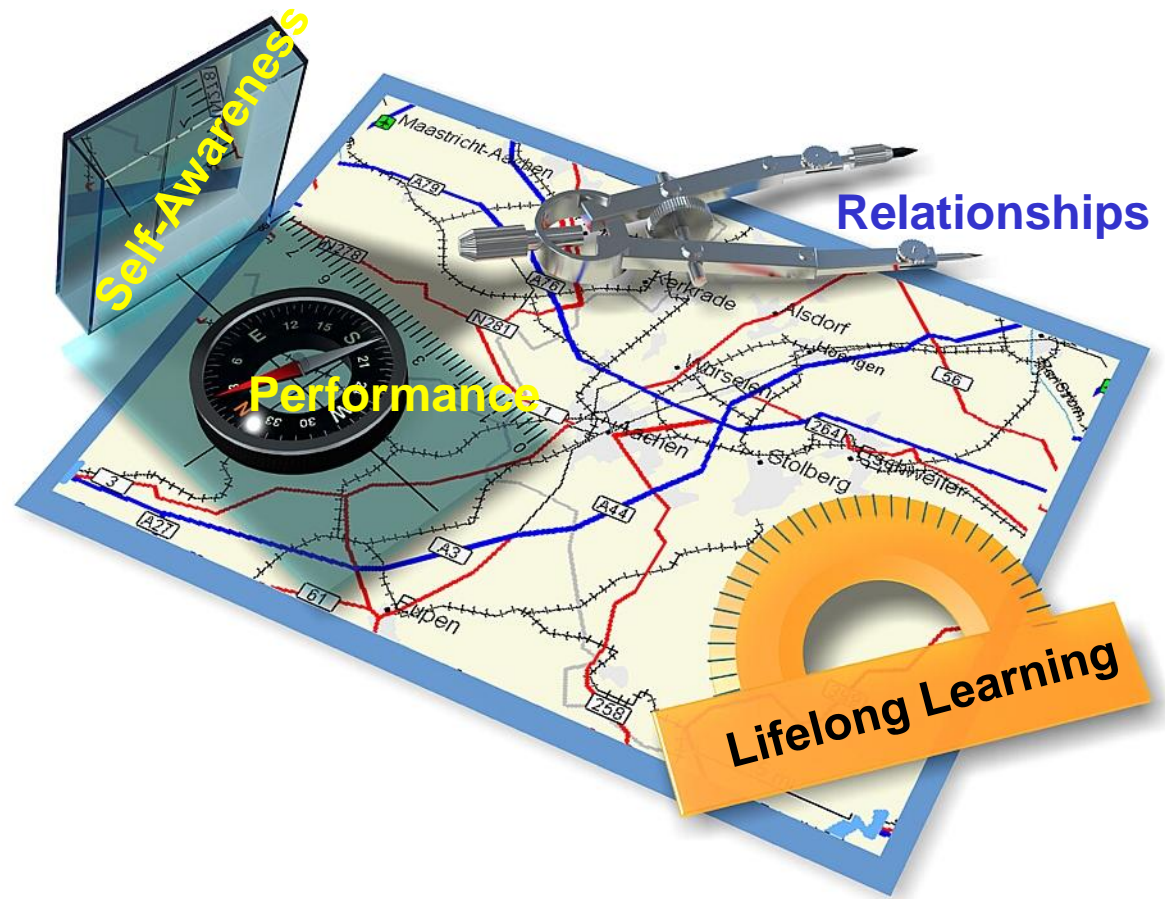
Enhancing Your Municipal Court Career Through Education



Presented by: Professor Ana M. Otero

Three Main Points

- **Growing Your Career in the Municipal Courts**
- **Municipal Court Administration Employment Opportunities**
- **Educational Opportunities to Enhance your Career**



Growing Your Career in the Municipal Courts

What Does Career Management Really Involve?

1. Understanding Basics on Professional/Career Development
2. Identifying a Career Path
3. Conducting a Realistic Self-Assessment
4. Understand Where You Want to Go and How to Get There
5. Creating an Actionable Development Plan
6. Marketing Yourself & Relationship Building

Introspection and Planning

Performance is Key

- Make a difference on every job
- Perform with the goals of the court in mind
- Career Depth ...Develop Expertise
- Develop a reputation for delivering results
- Take the hard job...err on the side of the bigger challenge
- Make each decision in the best interest of the court
- Present new ideas but always relate them directly to current business needs

Image – Reputation – Brand

Image

What you project and others see.

Reputation

The impression others have of you. It is developed over time by your actions, behaviors and results.

Brand

Your image + your reputation + exposure. A reflection of the value you bring to the court.

Image

If you are not sure if your image is consistent with your career goals, ask for guidance.

- The only way to see yourself as others see you is to ask others for an honest assessment of what they see
- If your goal is leadership, it is helpful to take a measure of your image and compare it with the image of other successful leaders in the business

You can change your image if you are open to self-improvement.



Reputation

Impressions of you form as a result of your behavior and the things others observe or hear about you.

Reputation counts – It is how you are perceived by others rather than the true state of your intentions that counts.

Your reputation is within your control – decide what you would like to be known for and then conduct yourself accordingly.

If there is a disconnect between what you would like to be known for and the perception of you in the organization, begin now to improve your reputation.

Brand

You are a total package.

- Character
- Education and knowledge
- Experiences with other jobs, countries and cultures
- Competencies and successes
- Values, Morals, Passions, Drivers



Your brand encompasses your image, your reputation and the extent of your exposure.

Ask Yourself:

Where Do I Want to Go?

Goals (Personal and Professional)

Short term and long term

What skills you wish to acquire?

What are the goals of others in your life?

What are the Expectations?

What is expected of me if I want to succeed in the selected future state?

- Performance?
- Image?
- Exposure?
- Commitment/Passion?
- Sacrifice?
- ...

How Am I Going to Get There?

Performance

- Knowledge
- Skills
- Ability

Image

Exposure/ Experience

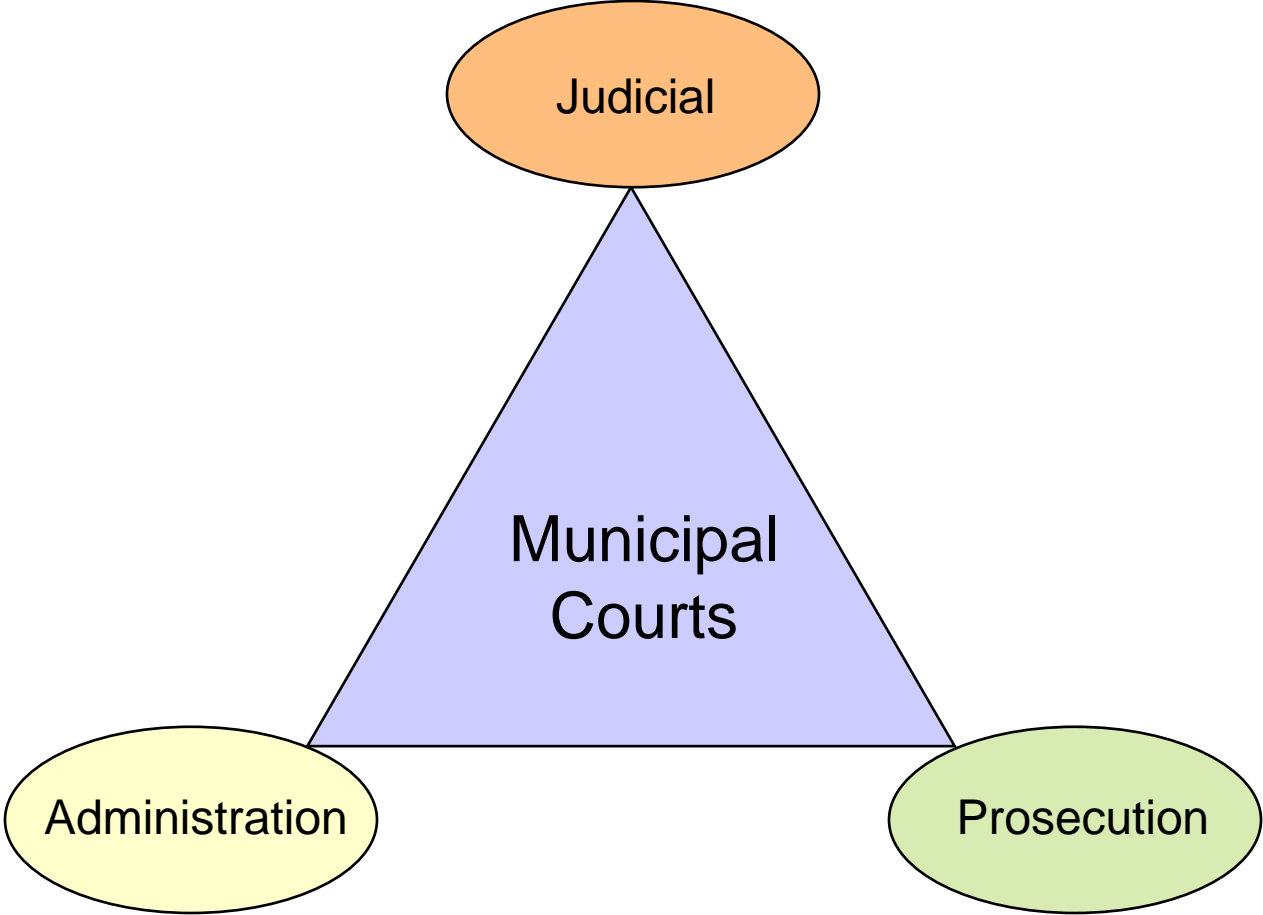
Actions/ Behaviors

- Select a Direction
- Develop Plan
- Execute Plan
- Monitor Feedback and Progress
- Adjust as Necessary

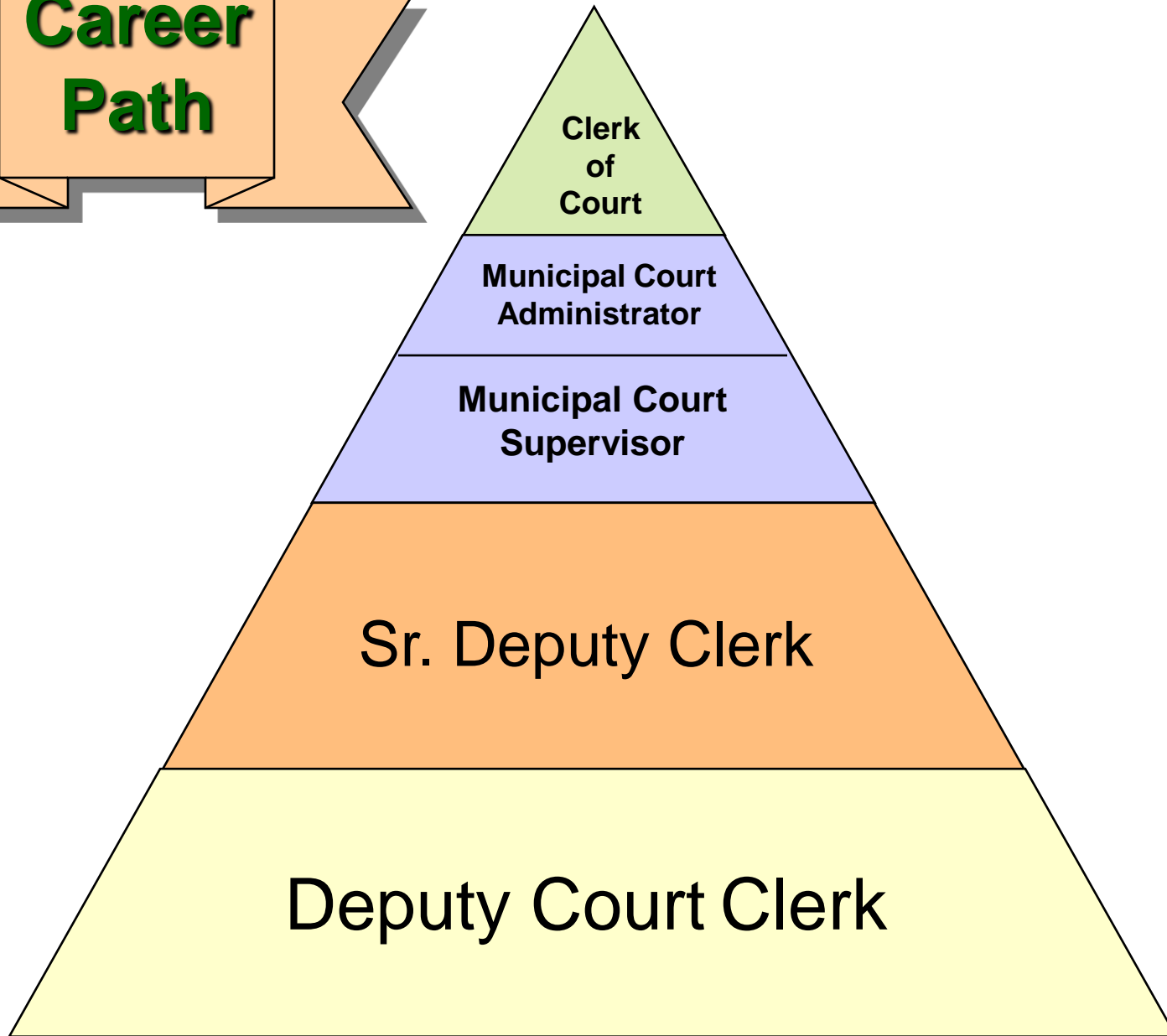
Municipal Court Administration Employment Opportunities



Municipal Court Functions



Career Path



Educational Opportunities to Enhance your Career



Educational Programs



Criminal Justice Degree Programs



Judicial Administration Programs



Paralegal Programs

Degree Programs

- **Doctorate**
- **Masters**
- **Bachelor**
- **Associate**
- **Certificates**
- **Paralegal Certificates**



Texas Schools

- **Criminal Justice Programs**
- **Paralegal Programs**
- **Online Programs**



Useful Websites

