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.
<table>
<thead>
<tr>
<th>Where Do I Want to Go?</th>
<th>What are the Expectations?</th>
<th>How Am I Going to Get There?</th>
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<tr>
<td>Goals (Personal and Professional)</td>
<td>What is expected of me if I want to succeed in the selected future state?</td>
<td>Performance</td>
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<td>Short term and long term</td>
<td>• Performance?</td>
<td>o Knowledge</td>
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<td>What skills you wish to acquire?</td>
<td>• Image?</td>
<td>o Skills</td>
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<td>What are the goals of others in your life?</td>
<td>• Exposure?</td>
<td>o Ability</td>
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<td>• Commitment/Passion?</td>
<td>Image</td>
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<td>• Sacrifice?</td>
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Municipal Court Administration
Employment Opportunities
Municipal Court Functions

- Judicial
- Administration
- Prosecution
Clerk of Court

Municipal Court Administrator

Municipal Court Supervisor

Sr. Deputy Clerk

Deputy Court Clerk
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