

81st | 218th District Court Coordinator Assistant Job Description

Job Title: Assistant Court Coordinator

Department: 81st / 218th District Court

Salary: Up to \$50,000.00

FLSA Status: Nonexempt

Reports To: District Court Coordinator | District Judge

SUMMARY

Under general supervision, the Assistant Court Coordinator coordinates and schedules criminal dockets for the District Courts of the 81st | 218th Judicial District. This position requires knowledge of the different types of court cases (jury/non-jury) and the possible complications that arise with the scheduling of two district judges serving five counties.

SUPERVISION RECEIVED

Works under the general supervision of the District Court Coordinator & District Judges.

SUPERVISION EXERCISED

None generally.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Duties include the following:

- Coordinates dockets for two District Courts.
- Assist with Visiting Judges; Secures visiting court reporters for judges and coordinates time schedules.
- Facilitates the smooth operation of the two district courts.
- Controls the settings and arranges for judges, attorneys, bailiffs, and court reporters for special circumstances, that arise relative to non-routine, unusual circumstances such as capital murder cases, civil cases involving local attorneys or dignitaries, or highly complex cases involving numerous litigants and/or subjects.
- Assists the Court Coordinator with the management of cases and inform the public and litigants as to the court procedures and rules followed by the District Courts as covered in both local rules.
- Performs a variety of clerical tasks such as answering phones and directing calls to the appropriate person; assists indigent defendants in the completion of forms requesting court-appointed attorneys; assists with electronic filing queue review and forwards orders for judge's signature; prepare and distribute routine correspondence.
- Other duties that may be assigned by the District Court Administrator and/or District Judges.
- Attendance is an essential function of the job.

Note: The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is assigned by the supervisor.

MANDATORY QUALIFICATIONS:

EDUCATION and/or EXPERIENCE

High School Diploma or GED equivalent required; bachelor's degree preferred. Additional certification by the Texas Center for the Judiciary as a Court Coordinator must be obtained within 12 months from the date of hire if the employee does not have certification at the time of hire. At least one (1) year experience is preferred in the legal field.

DESIRED MINIMUM QUALIFICATIONS:

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, and percentages,.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS AND ABILITIES

Must have excellent verbal and written communication skills and the ability to monitor cases effectively and accurately. Knowledge of computer systems is essential. Must be able to type 50 wpm, plus experience with dictation equipment and word processor.

PHYSICAL DEMANDS

This is a sedentary position. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodation may be made to enable individuals with disabilities to

perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to stand, walk, and taste or smell. The employee must frequently lift and/or move up to 15 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

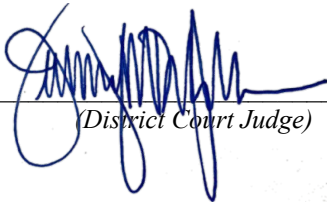
The noise level in the work environment is usually moderate. Workspace is a shared space with a cubicle style office arrangement. Moderate noise could include other employees, copy machines, phone calls and other associated issues with a dynamic work environment.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; and job-related tests might be required. A criminal history background check is mandatory.

This job description is subject to change by the employer as the needs of the employer and requirements of the job change. The employee further understands, and accepts, that this position falls under the provision of an "At Will" employment, and under no circumstances is this an employment contract.

Approval: _____



(District Court Judge)

Acknowledgment of employee: _____

(Printed Name)

Signature of employee: _____

Date: _____