

**Job Description: ADMINISTRATIVE ASSISTANT/COURT
COORDINATOR (COUNTY JUDGE)**

CLASS NO. 105

EEOC CATEGORY: Office and clerical

PAY GROUP: 19

FLSA: Exempt

SUMMARY OF POSITION

Coordinates, facilitates, and/or performs secretary and legal support duties for the County Judge's office. Duties include assigning tasks to clerk and secretary in office; coordinating County Commissioners Court agenda and follow-up tasks with court, elected officials, department heads, & employees; assisting county judge in assigned probate, criminal, juvenile and civil court duties; administer county election functions as pertains to county judge's duties required by the Secretary of State.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: County Judge
2. Directs: Clerk and Secretary II
3. Other: Has daily contact with county officials, department heads, employees, and the general public. Has frequent contact with state offices, federal offices, attorneys, mayors & outside companies.

EXAMPLES OF WORK

Essential Duties*

Assists County Judge in assigned tasks associated with county probate, civil, and criminal and juvenile court proceedings and delegates work to clerk and secretary as needed;

Types all correspondence for County Judge including, but not limited to: letters, memorandums, press releases, notices, agreements, leases, forms, schedules, articles, resolutions and orders;

Coordinates Commissioners Court agenda, including old and new business items, coordinates agenda items/paperwork with judge, commissioners, officials and department heads. Completes paperwork tasks, associated with each court, which includes scanning all court documents and converting to adobe acrobat pdf files and setting up program for laptop; follow-up tasks with commissioners' court documents and preparing manual packet for county clerk records;

Attends Commissioners Court and assists judge during court, takes notes of proceedings;

*for the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.
8/2012

CLASS NO. 105 (Continued)

Coordinates timeline for budget process and prepares paperwork: planning calendar, budget memos, budget notices, letters to newspapers, required postings for newspapers and internet, salaries of elected officials and workshop notices.

Works closely with department heads regarding administrative paperwork including, but not limited to, applications, contracts, reports, notices, leases, orders, and forms.

Handles indigent appointments for juvenile, criminal cases and court-appointed ad items for probate cases.

Frequently researches local government code, probate code, election code, black statutes, open record and open meeting laws, and other codes as necessary.

Composes letters regarding county, state and federal matters; works with state and federal offices regarding county business;

Works closely with Legislators and their assistants by phone, e-mail and letters frequently; extensively during Legislative Session;

Manages judge's schedule, appointments, county mail and e-mails;

Performs general office secretarial duties including preparing correspondence, answering telephone, processing daily mail, filing, greeting and assisting the public with copying, faxing and notarizing for general public and county; notarizes county documents.

Duties include election administration: keeping judge apprised of elections laws; typing orders of election, notices of elections, letters and writs to election judges, sheriff's return. Also handles paperwork for independent candidate or write-in candidate, certificates of election; handles paperwork for oaths of office, bonds for elected officials, statements of elected or appointed officers, posts meeting for canvass of election.

Other duties include working with attorneys regarding tax abatement application and guidelines for commissioners court, countywide meetings, Chambers County Day, mental commitment applications, searching microfilm school records for birth certificates, scanning documents for filing and e-mailing.

Makes administrative decisions in judge's absence.

Performs such other related duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: structure and operation of county government; courtroom practices and procedures; local activities and concerns; extensive knowledge of the open records act and open meetings act; and standard office management procedures.

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CLASS NO. 105 (Continued)

Skill/Ability to: effectively coordinate complex schedules and agendas; effectively manage numerous tasks simultaneously & demonstrate proficiency in both oral and written communication; prepare accurate legal documents and paperwork; maintain accurate, readily accessible files; demonstrate proficiency in election administration tasks; type accurately at a speed of at least 60 words per minute; operate computers utilizing standard word processing software and adobe program; operate other standard office equipment including printers, copy and fax machines, etc.; establish and maintain effective working relationships with co-workers, county officials, employees of outside businesses, the print media, and the general public; and maintain appropriate necessary certifications.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, plus at least five years of legal, clerical, and office management experience (certified paralegal desirable);

Or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Certification as a Notary Public.

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