

Job Description: COURT COORDINATOR (DISTRICT COURT)

CLASS NO. 203

EEOC CATEGORY: Paraprofessionals

PAY GROUP: 19

FLSA: Exempt

SUMMARY OF POSITION

Responsible for all aspects of court coordination including criminal and civil dockets management, office management, and all general secretarial duties.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: District Judge
2. Directs: Supervises work of District Judge's office in the absence of the Judge.
3. Other: Has daily contact with co-workers, attorneys, litigants, employees of officials of the District Attorney's and District Clerk's offices, and the general public.

EXAMPLES OF WORK

Essential Duties*

Sets dates on and maintains criminal and civil case dockets;

Attends criminal docket calls;

Prepares criminal judgements;

Prepares civil and criminal jury charges;

Facilitates all aspects of case flow management for cases set on jury and non-jury case dockets;

Supervises day-to-day activities of the District Judge's office in the absence of the Judge; and

Performs daily general office secretarial duties.

Other Important Duties*

Performs such other related duties as may be assigned.

*for the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.
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CLASS NO. 203 (Continued)

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: county and state legal principles, practices, and procedures; and current legal office practices and procedures.

Skill/Ability to: operate efficiently within the parameters of the legal system; apply correct business English, spelling, punctuation, and math; operate computers utilizing standard word processing and spreadsheet software, typewriters, copiers, etc.; type at a speed of at least 40 words per minute with a high degree of accuracy; establish and maintain effective working relationships with other county departments or offices, co-workers, attorneys, litigants, and the general public; make effective decisions under stressful situations; demonstrate proficiency in both oral and written communication; and maintain appropriate necessary certifications.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, and completion of an accredited course in court coordination/administration, plus at least four years of related legal work experience;

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

CERTIFICATES AND LICENSES REQUIRED

Certified Court Coordinator and Administrator from the Texas Association of Court Administration.

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