

**Job Description: ASSISTANT COURT COORDINATOR
(DISTRICT COURT)**

CLASS NO. 205

EEOC CATEGORY: Office and Clerical

PAY GROUP: 13

FLSA: Exempt

SUMMARY OF POSITION

Assists the Court Coordinator with all aspects of court coordination including maintaining civil and criminal case dockets, and performing general secretarial duties.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: District Judge; receives supervision from Court Coordinator in Judge's absence.
2. Directs: This is a non-supervisory position.
3. Other: Has daily contact with co-workers; attorneys; litigants; employees or officials of the District Attorney's office and District Clerk's offices; and the general public.

EXAMPLES OF WORK

Essential Duties*

Assists in maintaining criminal and civil case dockets;

Attends criminal docket calls;

Prepares criminal judgments;

Assists in the preparation of civil and criminal charges; and

Performs daily general office secretarial duties.

Other Important Duties*

Performs such other related duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

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

*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. 205 (Continued)

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 co-workers, other county departments or offices, attorneys, litigants, and the general public; make effective decisions under stressful situations; and demonstrate proficiency in both oral and written communication.

ACCEPTABLE TRAINING AND EXPERIENCE

High school graduation, or its equivalent, plus at least one year of related legal work experience (Court Coordinator/Administration course work preferred);

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

CERTIFICATES AND LICENSES REQUIRED

None. (Certification as a Court Coordinator and Administrator from the Texas Association of Court Administration preferred.)

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