

ADDITIONAL DUTIES

- * Knowledge of court policy and procedures;
- * Post docket for county court-at-law; criminal, civil and probate;
- * Enter any and all pertinent information regarding new settings into AbleTerm;
- * Mail civil case and criminal case settings to attorneys and defendants involved;
- * Conduct Docket Control Conferences both telephonic and in person;
- * Maintain and update jail list on a daily basis;
- *Transcribing dismissals, revocation of probation and nisi orders onto docket sheet as a matter or record;
- * Print and prepare criminal/civil docket for next scheduled day court activities;
- *Receive general public and assist in answering any questions regarding court-room matters;
- *Attend seminars sponsored by the Texas Center for the Judiciary whenever available.