

# HIDALGO COUNTY

## New Job Description COURT AT LAW

Job Title: Court Coordinator

FLSA Status: Exempt

Dept. No: 021

Civil Service Status: Exempt

### **SUMMARY:**

Under general direction of County Court-At-Law Judge, inventory and manage the court's docket and calendar according to the Judge's policies and procedures. Ensures effectiveness and efficiency when assisting judge in administering courtroom procedures, providing information upon request on scheduled court proceedings within the courtroom.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Schedule court hearings and prepare court orders;
- Maintain court docket on civil and criminal causes;
- Make recommendations for any changes and/or solutions to the Judge concerning outdated procedure that may affect the efficiency of the court's docket and calendar as well as the personnel involved;
- Attend daily court hearings and take notes on each case;
- Ensure correct docket entries (from court hearings) are made on court files and computer system as a matter of record;
- Complete and review various court-related forms, assure documents are complete, i.e. dates filled in, all necessary signatures obtained in appropriate places;
- Enter dismissals, revocations of probation and nisi orders into computer system as a matter of record;
- Notify defendants, attorneys, and bondsmen of all settings;
- Make sure all documents, passes and postponements of hearings or settings are approved by the Court before notifying attorneys of same;
- Assist with printing and preparing criminal/civil docket for next scheduled day court activities;
- Appoint counsel in certain circumstances with the final approval of Judge;
- Ensure that all parties and/or court personnel are aware of Judge's policies and procedures and any changes that may occur;
- Assist in the courtroom, explain probationary orders to the defendant, and look up case number and/or information;
- Arrange for substitute court reporter as required;
- Assist and work with out of county docket;
- Answer a variety of questions from the public, via telephone and/or in person. Assist the public directly when possible and refer them to another office, if appropriate;
- Answer questions of the news media concerning policies and procedures of the court but not about specific cases that are being tried, or going to be tried, which may have a direct bearing on the outcome;
- Make arrangements for Judge and/or any other staff to attend seminars such as registration for seminar and hotel and airline reservations;
- Act as liaison between Judge and counsel;
- Take dictation and prepare correspondence to counsel;
- Review files and make sure case is set for a hearing, trial, etc. ( makes sure case is moving along smoothly);
- Not allow any unnecessary delays in case processing;
- Monitor trial settings not being reached;
- Schedule and conduct docket control conferences both telephonic and in person;
- Schedule trial settings as quickly as possible on next available trial week;

- Inventory all cases assigned to the court;
- Train employees with Judge's approval
- Plan, assign, and direct work;
- Responsible for arraignments and notices of same;
- Assist with waiver of arraignments including dates held and dates for pre-trials and pleas of guilty;
- Address employees' complaints and/or needs and resolve problems;
- Responsible for the jury system, requesting juries, including excusing juror when they are assigned to court ( with Judge's approval);
- Provide copies of jury lists and other resources to Judge;
- Maintain awareness of new developments in court administration and maintain special materials and files relating to records, rules of procedure and other items related to court activity;
- Answer all administrative questions to enable the Judge more bench time and research work time; however, any irregular problems must be discussed with the Judge and the course of action to be taken;
- Report to Judge regarding any problems, suggestions, or recommendations for the efficiency of the Court;
- Administer and maintain the department's budget, processing requisitions, obtaining purchase orders;
- Assist with jail list and/or requesting inmates for hearings on a daily basis;
- Perform clerical work, (i.e. answering telephone, taking messages, assisting the general public with any questions, dictation, typing, scheduling meetings, in-office filing, etc.);
- Keep the Judge's personal calendar updated;
- Prepare and submit time sheets, change of status, etc., and maintain personnel files of employees;
- Keep an inventory of supplies and equipment for the court;
- Schedule meetings with and for the Judge and any other task assigned by the Judge;
- Attend seminars, i.e., Court Administration series sponsored by the Texas Center for the Judiciary, whenever possible that have a direct bearing on the court and may possibly help the future management of the court;
- Broaden the knowledge of all personnel in the court as to how their performance has a direct bearing on the efficiency of the court.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

**EDUCATION AND EXPERIENCE:**

- High School Diploma or GED;
- Bachelor of Science in Criminal Justice; and/or
- Former Probation Officer; and/or
- Former paralegal for a law office; and/or
- Any combination of experience and training which provides the required knowledge, skills, and abilities to perform the duties required;
- Must have good computer skills;
- Bilingual.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

- Must have proof of a current valid Texas Motor Vehicle Operator's License;
- Must be able to be insured by County Insurance Carrier.

**OTHER SKILLS AND ABILITIES:**

- Knowledge of court policy and procedures;
- Ability to communicate effectively orally and in writing;
- Ability to train and supervise others;
- Ability to maintain effective working relationships with members of the judiciary, other county employees, and the public;
- Must possess an expertise in the field of court administration.

**LANGUAGE SKILLS:**

- Ability to read, analyze, and interpret legal documents;
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.

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**NEW ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Schedule court hearings and prepare court orders;
- Attend daily court hearings and take notes on each case;
- Complete and review various court-related forms, assure documents are complete, i.e. dates filled in, all necessary signatures obtained in appropriate places;
- Enter dismissals, revocations of probation and nisi orders into computer system as a matter of record;
- Assist with printing and preparing criminal/civil docket for next scheduled day court activities;
- Assist in the courtroom, explain probationary orders to the defendant, and look up case number and/or information;
- Make arrangements for Judge and/or any other staff to attend seminars such as registration for seminar and hotel and airline reservations;
- Act as liaison between Judge and counsel;
- Take dictation and prepare correspondence to counsel;
- Review files and make sure case is set for a hearing, trial, etc. ( makes sure case is moving along smoothly);
- Train employees with Judge's approval
- Plan, assign, and direct work;
- Provide copies of jury lists and other resources to Judge;
- Perform clerical work, (i.e. answering telephone, taking messages, assisting the general public with any questions, dictation, typing, scheduling meetings, in-office filing, etc.).

# HIDALGO COUNTY COURT AT LAW

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Dept. Code:		Civil Service Status:	Exempt

## SUMMARY:

Under the direction of County Court-At-Law Judge, inventory and manage the court's docket and calendar according to the Judge's policies and procedures. Supervise all supportive staff of the court to ensure effectiveness and efficiency regarding courtroom policies and procedures. To act as the official spokesman for the Judge on administrative matters according to his guidelines in order to allow Judge to concentrate on judicial matters.

## ESSENTIAL DUTIES AND RESPONSIBILITIES:

- o Report to Judge regarding any problems, suggestions, or recommendations for the efficiency of the Court;
- o Answer telephone calls and answers a variety of questions from the public. Assists them directly when possible and refer them to another office if appropriate;
- o Arranges for substitute court reporters and bailiffs as required;
- o Inventory all cases assigned to County Court At Law;
- o Notify defendants, attorneys and bondsmen of all settings;
- o Distribution of the court docket to all involved parties;
- o Ensuring that correct docket sheet entries are made as a matter of record;
- o Constant monitoring of computer problems as it deals with the court docket and calendar;
- o Maintains court docket on both civil and criminal;
- o Assists and works with out of county docket;
- o Schedules judge for out of county work;
- o Maintains judge's calendar;
- o Make recommendations for any changes concerning the court's docket and calendar;
- o Schedule docket control conferences and notifying all parties of any settings, having all cases set for a certain date;
- o Appointment of counsel in certain circumstances with the final approval of County Court Judge;
- o Not allowing any unnecessary delays in case processing;
- o To assist the court in the handling and post conviction writs and jail correspondence;
- o Review all appeal mandates to insure that proper case processing follows;
- o Make sure that all documents, passes and postponements of hearings or settings are approved by the Court before notifying attorneys of same;
- o Let the jury clerk know when jury panels will be needed;
- o Responsible for making arrangements for all defendants that are in custody to be brought to court.
- o Cause to be prepared an Arraignment List (copies of which are to be distributed to County Clerk and bondsmen);
- o Supervise Waivers of Arraignments including dates held and dates for pre-trials and pleas of guilty;
- o Monitor reasons for trial settings not being reached;
- o Schedule trial settings as quickly as possible on next available trial week;
- o Ensure that all parties involved are aware of the court's procedure for the filing of subpoenas and motions for continuance;
- o Ensure that all court personnel are aware of the Judge's policies and procedures and any changes that may occur;
- o Work closely with the individual court personnel to try and understand their problems and needs;

- Recommend any new solutions to the Judge concerning any outdated procedures that might affect the efficiency of the court as well as the personnel involved;
- Keep attendance records on all personnel, including sick leave, holidays, and compensation time;
- Prepare and submit payroll time sheets to Judge for approval;
- Prepares, maintains and administers the department budget;
- Keep an inventory of supplies and equipment for the court;
- Act as the official spokesman for the Judge when other agencies are involved and he is not readily available because of the court's docket.
- Answer all administrative questions to enable the Judge more bench time and research work-time, however, any irregular problems must be discussed with the Judge and the course of action to be taken.
- Answer questions of the news media concerning policies and procedures of the court but not about specific cases that are being tried, or going to be tried, which may have a direct bearing on the outcome.
- Attend seminars, i.e., Court Administration serious sponsored by the Texas Center for the Judiciary, whenever possible that have a direct bearing on the court and may possibly help the future management of the court.
- Continually study new trends in courts around the country but primarily Texas.
- Broaden the knowledge of all personnel in the court as to how their performance has a direct bearing on the efficiency of the court.
- Perform such other duties as may be assigned.

#### **QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

#### **EDUCATION AND EXPERIENCE:**

- High School Diploma or GED
- Bachelor of Science in Criminal Justice; and/or
- Former Probation Officer; and/or
- Former paralegal for a law office; and/or
- Any combination of experience and training which provides the required knowledge, skills and abilities to perform the duties required.
- Must have good computer skills.
- Bilingual

#### **CERTIFICATES, LICENSES, REGISTRATIONS:**

- Must have proof of a current valid Texas Motor Vehicle Operator's License
- Must be able to be insured by County Insurance carrier.

#### **OTHER SKILLS AND ABILITIES:**

- Knowledge of court policy and procedures;
- Ability to communicate effectively orally and in writing;
- Ability to train and supervise others;
- Ability to maintain effective working relationships with members of the judiciary, other county employees and the public;
- Must possess an expertise in the field of court administration.

#### **Language Skills**

- Ability to read, analyze, and interpret legal documents;
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community;

- Ability to write speeches and articles for publication that conform to prescribed style and format;
- Ability to effectively present information to top management, public groups, and/or boards of directors.

**Reasoning Skills**

- 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.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must occasionally lift and/or move over 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:**

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

The noise level in the work environment is usually moderate.

**SAFETY REQUIREMENTS:**

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- handling financial affairs effectively and honestly
- maintaining confidentiality
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communicating with others

**ACCIDENT PREVENTION PROGRAM:**

Required to follow all department's safety regulations.