





**NEW POSITION:** Brief job description and attach a copy of the new job description.

**POSITION RECLASSIFICATION:** Explain change and /or increase in duties and responsibility. (Attach new job description)

**COMMENTS:** (Any comments you wish to make regarding this request)

**HUMAN RESOURCES:** Classification and Salary Recommendation

**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

- |    |   |                 |                                   |   |                             |
|----|---|-----------------|-----------------------------------|---|-----------------------------|
| 1. |  | <u>1/5/15</u>   | FUNDING AVAILABLE IN DEPT. BUDGET | <input type="checkbox"/> YES            | <input type="checkbox"/> NO |
|    | DEPARTMENT HEAD   | DATE            |                                   |   |                             |
| 2. |  | <u>01-05-15</u> | PERSONNEL PROCEDURES COMPLETED    | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
|    | HUMAN RESOURCES DIRECTOR  | DATE            |                                   |   |                             |
| 3. | _____   | _____           | BUDGET PROCEDURES COMPLETED       | <input type="checkbox"/> YES            | <input type="checkbox"/> NO |
|    | DEPARTMENT OF BUDGET & MANAGEMENT   | DATE            |                                   |   |                             |
| 4. | _____   | _____           |                                   |   |                             |
|    | COMMISSIONERS COURT APPROVAL  | DATE            |                                   |   |                             |

# HIDALGO COUNTY 92ND DISTRICT COURT

## COURT COORDINATOR

### GENERAL DESCRIPTION

Under general direction of County Court Judge in performing administrative duties such as directly supervising Assistant Court Coordinator, Court Reporter and Bailiff and interviews, hires and trains employees. Also, plans, assigns and directs work; appraises performance; rewards and disciplines employees and addresses complaints and resolves problems.

### EXAMPLES OF WORK PERFORMED

May schedules court hearings and prepare court orders

May attend daily court hearings and takes notes on each case

May makes daily docket entries (from court hearings) on court files

May arranges for substitute court reporters

May answers a variety of questions from the public, via telephone and/or in person

Assists the public directly when possible and refers them to another office if appropriate

May makes arrangements for Judge to attend seminars such as registration for seminar and hotel and airline reservations

May acts as liaison between Judge and counsel

May take dictation and prepares correspondence to counsel

May review files and makes sure case is set for a hearing, trial, etc. (makes sure case is moving along smoothly)

May interview, hire, fire, and train employees with Judge's approval

May plan, assign and direct work

May appraise performance and rewards and disciplines employees

May address employees' complaints and resolves problems

May be responsible for assisting the jury system, requesting juries, including excusing juror when they are assigned to court

May arrange for substitute court reporter and bailiffs as required

May maintain awareness of new developments in court administration, nationally and locally and maintain special materials and files relating to records, rules of procedure and other items related to court activity

May administer and maintain the department's budget

May work closely with the Sheriff's Department with regard to jail list status and/or requesting inmates

May perform clerical work, (i.e. answering telephone, taking messages, assisting the general public with any questions, dictation, transcribing, shorthand, typing, scheduling meetings, in-office filing, etc.)

May keep the Judge's personal calendar up to date

May perform administrative work with regard to seminars for Judge and/or any other staff member and complying with deadlines

May supervise the purchasing requisition forms, authorize purchases, review time sheets, and keep personnel files of employees up to date

May answer a variety of questions from the public. Assists them directly when possible and/or refers them to another office, if appropriate

May supervise the inventory of supplies and equipment for the court

May schedule meetings with and for the Judge and any other task assigned by the Judge

When requested, may perform various tasks (Research-case law, Rules, assists with speeches for certain topics, etc.)

Regular attendance

Get along with co-workers

#### **SUPERVISORY RESPONSIBILITIES:**

Directly supervises Assistant Court Coordinator, Court Reporter and Bailiff. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

#### **GENERAL QUALIFICATION GUIDELINES**

## **Experience and Education**

Graduation from a high school or equivalent (GED)

Three (3) years of administrative experience in the criminal justice or the legal system

Must have good computer skills

Bilingual (Spanish and English) with the ability to converse fluently in both languages

## **Knowledge, Skills, and Abilities**

Employee may be assigned other duties in addition to those listed and duties may change according to changing needs of department

### **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

While performing the duties of this job, the employee is required to sit and use hands to fingers, or feel objects, tools or controls. The employee is required to stand; walk; reach with hands and arms; and stoop, kneel

The employee must occasionally lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision 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.

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
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment

- 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
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations

