



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **ASSISTANT COURT COORDINATOR (JP)**
Grade: 09

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Assists the Justice of the Peace by overseeing office operations and workflow. Must handle a variety of clerical, coordinating, and bookkeeping functions. Work is performed under the administrative direction of the Justice of the Peace.

EXAMPLES OF WORK PERFORMED

Greet the general public; answer telephone calls; Greet citizens/claimants; determine the problem. Assists with filing procedures or refer citizens to Judge, proper agency, or proper court. Deals with irate citizens/claimants, as necessary

Enters all tickets, hot checks, juvenile complaints, mental health commitments, inquest information and autopsy results, administrative hearing, civil, small claims and forcible detained actions in the County System or docket. Assigns numbers to each case, makes files, and files in proper folders

Prepares warrants, subpoenas, summonses, citations, abstract judgments, executions, sequestrations, garnishments, capias pro fine, make-up judgments for signature. Make entry of all documents issued in each case onto docket sheet, makes covers and files

Collects all fees and fines and filing fees in proper ledger for all agencies who file in this precinct. Issue receipts for all fines and/or fees and post onto corresponding docket sheets and files

Makes reports of all fines and fees collected by the County. Separate reports to Parks and Wildlife and issue checks to proper agencies

Prepares and mails monthly statistical report to Judicial Council, of all cases filed, dismissed, disposed of, civil and small claims, etc.

Prepares and makes bank deposits whenever Court Coordinator is not available

Schedules cases for hearing and/or trial. Notifies all parties of hearing/trial date, either in person or by mail, including the attorney(s) representing the plaintiff or defendant. Makes copies of citations for attorneys

Resets cases for trial depending on documents filed

Keeps inventory of all supplies and reorder when supplies are low

Sends warrants, summonses, capias, etc. to proper agency for execution

Make docket entries based on status of cases

Receives and stamp dates all incoming mail

Keep and/or make copies of death records and old birth records

Makes certifications on records for Judge to sign

Prepares correspondence at Judge's request

Schedules wedding appointments, prepares certificates, and forwards marriage licenses to County Clerk for recording

Transfers files, when disposed of, to storage boxes; returns items to file or storage

Accepts appeals on all cases when properly applied. Makes transcripts and copies of all documents before sending to County Clerks

Prepares the State Comptroller's quarterly report and issues check for moneys owed to them

Prepares bank deposits on a daily and timely basis as mandated by the Hidalgo County Auditor's Office

Regular attendance

Ability to work well with others

Performs related work as assigned

EDUCATION AND EXPERIENCE

Two academic years from an accredited college or university

Two (2) years of experience in the legal system

Two (2) years of related experience may be substituted for one (1) year of education

CERTIFICATES, LICENSES AND REGISTRATION

May be required to be a Notary Public

May be required to be bondable

Must have a current valid Texas motor vehicle operator's license and must have liability insurance

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Must have good computer skills

Good communication skills

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

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 regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over twenty-five (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.

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 County of Hidalgo Accident Prevention Plan and department's safety regulations