



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **COURT COORDINATOR (CC)**
Grade: 15

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

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

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

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

EXPERIENCE AND EDUCATION

Graduation from an accredited four (4) year college or university

Five (5) 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

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

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

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

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of local, state, and federal laws and regulations relevant to legal system and of the principles and practices of public administration and management

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