



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **COURT COORDINATOR (JP)**
Grade: 12

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

Assist the Justice of the Peace by overseeing office operations and work-flow. 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

Assign and review work of other office employees

Enter all tickets, hot checks, juvenile complaints, mental health commitments, inquest information and autopsy results, administrative hearing, civil, small claims and forcible detainer actions in the Able Term/County System or docket. Assign numbers to each case, make files, and file in the proper folder

Greet citizens and/or claimants; determine the problem. Assist with filing procedures, or refer citizens to Judge, proper agency, or proper court. Deal with irate citizens/claimants, as necessary

Prepares warrants, subpoenas, summonses, citations, abstract judgments, executions, sequestrations, garnishments, capias pro fine, prepare judgments for signature. Make entry of all documents issued in each case onto docket sheet, make cover, and file

Collect all 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 sheet and file

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

Prepare and mail monthly statistical report, to Judicial Council, of all cases filed, dismissed, disposed of, etc.

Keep time records of each employee and submit to County Auditor in a timely manner

Keep copies of all documents on file

Prepare and make bank deposits

Prepare monthly reports on civil and small claims, dismissals, etc.

Schedule cases for hearing and/or trial. Notify 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

Reset cases for trial depending on documents filed

Keep inventory of all supplies, and reorder when supplies are low

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

Make docket entries based on status of case

Receive and stamp date all incoming mail

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

Make certifications on records for Judge to sign

Prepare correspondence at Judge's request

Schedule wedding appointments, prepare certificates, and forward marriage licenses to County Clerk for recording

Transfer files, when disposed of, to storage boxes. Return items to file or storage

Forward invoices, of purchase orders, to County Auditor for payment

Accept appeals on all cases when properly applied. Make transcripts and copies of all documents before sending to County Clerk

Prepare the State Comptroller's quarterly report and issue check for moneys owed to them

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

Regular attendance is a must

Ability to work well with others

Performs other related duties as assigned

EXPERIENCE AND EDUCATION

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

Two (2) year of experience in legal system

Must have good computer skills

Good communication 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

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

Enter and recall warrants in County System

Recall warrants with proper agencies such as DPS, Sheriff's Office, etc.

Make entries of disposed cases on file, County system docket, and file in disposition box in correct order

Issue receipts for moneys collected by the justice of the Peace Court, such as traffic and non-traffic violations, civil and small claims; forcible detainers, hot checks, bust-downs, birth and death certificates, etc.

If a problem should occur with the County System, he/she will call the County Computer Department or Technical Support as how to be able to correct the matter in the computer

Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County

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