

MEDINA COUNTY

DISTRICT COURT COORDINATOR

GENERAL SUMMARY

Under general supervision of the District Judge, the purpose of this position is to manage, direct, supervise, coordinate and plan the operations of court and to assist the judiciary in making certain decisions, except those judicial decisions required by law to be made by judges. This position must follow the canons from the Texas Code of Judicial Conduct located in the Judicial Rules and Standards (a copy will be provided).

FLSA Status: Exempt

EXAMPLES OF ESSENTIAL FUNCTIONS

Duties may include but are not limited to the following:

Docket Management

- Maintain and control the master docket for the court (misdemeanor, felony, civil, family), including the setting and preparation of weekly and monthly dockets for the court.
- Maintain close contact with the district attorney's office to allow sufficient docket control of criminal docket.
- Attend and assist the court in calling dockets to get announcements and resetting cases for date and purpose certain.
- Supervise notification to attorneys on case settings.
- Supervise preparation, duplication and distribution of all dockets for use by court personnel.
- Maintain data and records, utilize electronic case management systems and implement tickler system.
- Inform court bailiff of defendants in custody and their scheduled dates and times for appearances in court.
- Check with attorneys on status of cases set for trial.
- Keep the court informed of any changes in status of weekly and monthly dockets.
- Schedule defendant's mental appointments and transportation.

Other court proceedings to be covered may include, but not limited to:

- a. Trial Management
- b. Jury Management
- c. Grand Jury Management

Records and Reports

- Supervise record keeping of all court functions and dockets.
- Prepare an annual report of court work and cases processed.
- Prepare periodic reports, maintain schedules, statistics and other matters at the request of the judge, court and general public.

Research and Resources

- Acquire and maintain materials and contact with related professional disciplines.
- Maintain special legal resource files.
- Obtain legal materials as requested by judge.
- Research specialized topics as assigned by judge.

General Administration

- Expedite all other non-routine administrative matters as they arise.
- Prepare and recommend rule changes.
- Plan and supervise attorney appointments.
- Evaluate and coordinate court schedules.
- Prepare non-routine correspondence for judge.
- Develop procedures to merge documents to expedite routine correspondence such as pretrial notices, transmittal letters, and juror correspondence.
- Assist with any administrative duties as requested or required by judges.
- Act as recording secretary for county juvenile board and court security committee.
- Prepare reimbursement vouchers to State Comptroller for reimbursement to county and judge for expenditures.

Fiscal

- Plan the acquisition of operating supplies.
- Routinely inspect equipment and arrange for maintenance and repair.
- Assist in department budgeting and spending.
- Plan and assign space for court and for court-related activities.

EXPERIENCE AND TRAINING

College degree in a related field preferred. In addition, 5 plus years of experience and specific knowledge of relevant areas, including court procedures, budgeting, management and legislation. Participate in continuing professional education programs.

LICENSES AND CERTIFICATIONS

None

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Modern office procedures and equipment.
- Computer and recording/transcribing equipment functions.
- Correct English usage and grammar.

Ability to:

- Communicate verbally and in writing so as to allow comprehension by receiving party.
- Understand and exchange information with supervisors and co-workers when receiving assignments and instructions.
- Communicate and interact with judges, general public, attorneys, and employees.
- Follow safe work practices including workplace safety policies and procedures.
- Exert light physical work mainly in a sedentary position.

Closing date: Position Open Until filled

Applications may be picked up at the Medina County Human Resource office or may be downloaded from our website, www.medinatx.gov. Applications will be accepted 8-12 & 1-4 Monday through Thursday and Friday's 8-12 & 1-3.

Medina Medina County is an Equal Opportunity Employer.