

NOTICE OF JOB OPENING

HOUSTON COUNTY, TEXAS

APPLICATIONS ONLY FROM HOUSTON COUNTY EMPLOYEES THRU 12/4/18. IF NOT FILLED POSITION WILL BE POSTED FOR THE PUBLIC 12/5/2018

OFFICE: COUNTY COURT AT LAW

JOB TITLE: COURT COORDINATOR

CLOSING DATE FOR APPLICATIONS: Once vacancy is filled no sooner than 12/4/2018

SALARY: Pay Grade 20 – \$33,807.47 to \$43,949.72 Annually

JOB SUMMARY: *To manage, coordinate, plan and implement the operations of the County Court-at-Law with the County Court-at-Law Judge.*

JOB SCOPE: Ability to make sound, responsible decisions concerning action to be taken in managing court settings, preparing docket calendars, appointing counsel, responding to attorney and citizen inquiries, and the communication and distribution of court documents and dockets.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES: Docket Management – Criminal, Docket Management – Civil, Family, Probates, Guardianships and Juvenile, Trial Management, Jury Management, Liason with attorneys, pro-se litigants and other professionals within the county and in the public, General Administrative, Budget and Billing management and submissions and Complete Annually at least 16 Continuing Education for Court Coordinators.

QUALIFICATIONS:

1. High school diploma or equivalent, bachelor's degree preferred.
2. At least one year legal experience or equivalent, judicial training preferred.
3. Proficient in Word, Adobe Acrobat, Excel and Microsoft for Windows.
4. Experience with working with the public and multi-tasking in a professional setting.

The employment posting, job description and application are available on the Houston County Website, in the Treasurer's Office, by emailing hcccl@co.houston.tx.us or in person in the Office of the County Court at Law.

HOUSTON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER