

**HOUSTON COUNTY JOB DESCRIPTION**  
**UPDATED November 26, 2018**

**IDENTIFICATION**

**JOB TITLE:** Court Coordinator  
**DEPARTMENT:** County Court-at-Law  
**REPORTS TO:** County Court-at-Law Judge  
**IMMEDIATE SUPERVISOR:** County Court-at-Law Judge  
**CURRENT PAY GRADE:** Twenty (20)

**ASSIGNED WORK HOURS:** 8:00 a.m. to 5:00 p.m. w/lunch  
(On call to handle emergency settings and inquiries, and occasional extended time for hearings and trials with the ability to earn comp time over 40 hours.)

**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:**

**•Jury Management**

1. Plan and order each month the summons of jurors adequate for the Court from the standpoint of both economy and efficiency based on the court's schedule and docket.
2. Determine answers to complex inquiries from prospective jurors.
3. Prepare letters to jurors in appreciation for their service or notifying prospective jurors of a fine for their failure to appear.
3. Maintain records and reports on juror usage for planning and recommending improvements.

**•Docket Management – Criminal**

1. Maintain and control the criminal docket for the County Court at Law. This includes the setting and preparation of bi-weekly and monthly dockets for the court.
2. Attend and assist the court in calling dockets to get announcements and resetting cases for date and purpose certain.
3. Notify attorneys, defendants, and bondsmen on criminal case settings which includes notification by mail, telephone, fax and email as appropriate.
4. Initiate better and more efficient procedures on dockets and caseflow to enable fair and speedy disposition in all criminal cases.
5. Maintain statistical data and records on caseflow and time elements involved in criminal cases for planning and performance purposes.
6. Set dockets for arraignment, revocation/adjudication of probation hearings, writ hearings, status, pleas of guilty, all pre-trial matters, and emergency settings.
7. Coordinate with the jail regarding defendants in custody and their scheduled dates and times for appearances in court.
8. Assist the County Clerk's Office in making sure that all cases are entered and maintained on the database.
9. Exercise daily, Court Performance Standards (CourTools) as instituted by the National Center for State Courts. CourTools is a set of ten trial court performance measures that offer court managers a balanced perspective on court operations.
10. Maintain performance measures to evaluate, control, budget, motivate, promote, celebrate, learn and improve our Court operations.
11. Independently and in coordination with the CCL Judge consider requests from attorneys and pro se litigants for settings and postponements. Possess familiarity and a working understanding of every jurisdictional request and statutory limitations in making decisions.

12. Communicate with the Jail and Dispatch concerning outstanding warrants that are served to make sure they are timely recalled, saving the County unnecessary expense for warrants that are not timely pulled from the database.

**•Docket Management – Civil, Family, Probate/Estates, Guardianships and Juvenile**

1. Set and maintain dockets for Civil, Family, Probate and Juvenile matters with the County Court at Law Judge.
2. Prepare, email, duplicate and distribute all dockets.
3. Independently and in coordination with the CCL Judge consider requests from attorneys and pro se litigants for settings and postponements. Possess familiarity and a working understanding of every jurisdictional request and statutory limitations in making decisions.
4. Notify attorneys, parties, and pro se litigants on case settings which includes notification by mail, telephone, fax and email as appropriate.
5. Keep the Court informed of any changes on status of weekly and monthly dockets.
6. Attend docket call to assist with settings for the Court.
7. Check weekly with attorneys on status of trial cases set for trial.
8. Prepare and assist the Court with judgments and orders and their distribution.
9. Assist the County and District Clerk's in making sure that all cases and files are entered and maintained.

**•Trial Management**

1. Set trial dockets.
2. Plan and supervise the mechanics of notice to all parties connected with cases set for trial.
3. Coordinate the availability of attorneys, parties and court personnel.
4. Reset all cases not reached for trial

5. Make recommendation for improvements and procedures.

**•Liaison**

Represent the Court in communication and coordination with the Commissioner's Court, County Judge, County Auditor, County Attorney, Assistant County Attorney, District Attorney, Assistant District Attorney, Sheriff's Office, Jail, District Clerk, County Clerk, Justice of the Peace, Juvenile Probation, Adult Community, Supervision, private practice attorneys, bonds persons, Court Reporter, Bailiffs, Jurors, Language Interpreters and the general public.

**•Records and Reports**

1. Keep records of court functions.
2. Assist in the preparation of annual report and analysis of court work.
3. Assist with the maintenance of schedules, statistics, and other matters for the Bench, Bar and general public.
4. Exercise daily, Court Performance Standards (CourTools) as instituted by the National Center for State Courts. CourTools is a set of ten trial court performance measures that offer court managers a balanced perspective on court operations. Maintain performance measures to evaluate, control, budget, motivate, promote, celebrate, learn and improve our Court operations.

**•Indigent Defense Counsel Coordinator Assistance**

1. Assist with the intake procedures and make appointments.
2. Track cases and assignments to prevent duplication.
3. Assist with attorney fee vouchers and payments.
4. Receive complaints against appointed attorneys and notify the Court.

5. Maintain the rotation schedule of appointed attorneys on certain matters.
6. Assist with compliance with the policies and standards of the Task Force on Indigent Defense.
7. Assist in the County Reporting Plan and obtaining Technical Report Grants. .
8. Participate in on-line discussion groups for Indigent Defense Coordinators.
9. Perform all other duties assigned by the Criminal Courts Board and the Juvenile Indigent Board, whether as lead indigent defense coordinator or in assistance to the assigned coordinator.
10. Assist, advise and coordinate with other counties regarding indigent defense matters.

**•*Research and Resources***

1. Acquire and maintain resource materials and contact with related professional disciplines.
2. Assist in the maintenance of legal resource files.
3. Obtain legal materials for the judge.
4. Research specialized topics as assigned by the judge.

**•*Supervision Exercised***

Primarily determine your duties and the order in which they are performed, with some duties specifically assigned by the Judge.

**OTHER DUTIES AND RESPONSIBILITIES:**

**•*General Administration***

1. Expedite all other non-routine administrative matters as they arise.
2. Prepare and recommend rule changes.
3. Assist in the handling of attorney appointments for indigent parties.

4. Evaluate various court functions.
5. Prepare non-routine correspondence for the Judge
6. Train new employees
7. Assign work to employees
8. Review work of others
9. Plan work of others
10. Set goals and objectives
11. Revise goals and objectives
12. Revise Procedures
13. Assist in Changing Policy

**•Fiscal**

1. Select and prepare specifications and acquire furniture, furnishings, and other capital equipment for the court.
2. Prepare periodic inventories.
3. Plan the acquisition of operating supplies.
4. Inspect property and arrange repairs and maintenance.
5. Assist in the preparation of the court budget.
6. Assist in the control of budget spending.
7. Assist in the preparation and presentation of budget amendments.
8. Plan and assign for the court and for court-related activities.

**•Professional Development**

1. Maintain awareness of developments in court administration.
2. Participate in continuing professional education programs to comply with the requirement to complete a minimum of 16 hours annually as outlined in the Government Code – Section 74.106.

**•Other duties as assigned**

**PHYSICAL and ENVIRONMENTAL REQUIREMENTS:**

1. Lift up to 25 pounds.
2. Must have good listening skills.
3. Must have good vision and be alert at all times.
4. Must be able to sit for long periods of time.
5. Must be able to stand for prolonged periods of time.
6. Must be able to stoop down and pick up items.
7. Must possess good verbal skills.
8. Must be able to move to and from various departments within the county several times a day.
9. Must possess the ability to handle self in potentially volatile situations. Violence could be involved in this position.

**MINIMUM EDUCATION, EXPERIENCE and CERTIFICATIONS:**

***Education***

High School diploma or equivalent. Bachelors Degree preferred.

***Experience and Training***

At least one (1) year legal experience or equivalent. Training in judicial process preferred.

Must be able to handle a stressful environment in which you are required to handle a variety of tasks simultaneously. Knowledge of legal procedures and limitations. Computer and database management knowledge essential. Must have the ability to communicate well with the public in person and by telephone.

**KNOWLEDGE, SKILLS AND ABILITIES:**

1. Organizational and coordinating skills are required.

2. Must be able to multi-task.
3. Knowledge of county operations, courtroom procedures, and ethical requirements. The ability to gain a working knowledge of the law and apply it as it relates to criminal, family, juvenile, civil, probate and guardianship cases.
4. The ability to travel and attend continuing education conferences.
5. Proficient in Word, Microsoft for Windows, Adobe Acrobat, Excel and the ability to communicate via email and research on the internet. Knowledge of a case management program preferred (currently use EdocSuite), knowledge of Jail Management Program (currently EFORCE).
6. Ability to operate office machinery including printers, copier/scanner/fax equipment.
7. Ability to positively communicate with employees in various departments and agencies, counsel, citizens and parties.
8. Professionally handle telephone inquiries and communicate good telephone skills.
9. Ability to follow specific and detailed instruction. Capable of working productively without direct supervision.
10. Knowledge, skill and ability to maintain a budget and make budget requests.
11. Ability to maintain confidential information.

**NOTICE:**

**This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow other job related instructions and to perform any other job related duties requested by their supervisor.**

**All job duties are subject to possible modification in order to accommodate individuals with disabilities.**

**Regular attendance is a requirement in this job.**