

Gray County Court Coordinator

Job Description

Definition

To manage all the administrative details of the County Court Judges Office including the daily calendar and docket; to set hearings and notify all parties; to coordinate assigned activities with other agencies, departments and divisions and to provide highly responsible assistance to the County Judge and any assigned judge, also Administrator for the County Indigent Health Program.

Essential Duties and Responsibilities

These responsibilities include, but are not limited to, the following:

1. Coordinate court activities within the boundaries of court policies and procedures:
 - a. Prepare and update weekly criminal, civil, and juvenile dockets and notify all affected parties of changes as they occur;
 - b. Schedule trial settings; ensure notification of all involved parties;
 - c. Monitor individual case status; make necessary calendar and docket changes;
 - d. Maintain current inventory of all cases assigned to County Court;
2. Assist with jury functions; may maintain juror listings; notify, excuse or defer jury service; keep and maintain a variety of jury related records
3. Develop and maintain a variety of court record keeping systems and procedures
4. Receive and process documents filed with the court including researching and evaluating legal documents
5. Research, review and verify information; sort, assemble and organize materials; route and deliver documents to the appropriate parties

6. Assist attorneys and litigants in using the court system; explain court procedures and requirements; respond to complaints and inquiries related to court procedures; status of cases and the court calendar
7. Arrange for visiting judges, secure court reporters and bailiffs for these judges and coordinate time schedules
8. Perform a wide variety of complex, responsible and confidential administrative secretarial and clerical duties for the assigned judge
9. Receive and screen telephone calls, visitors and mail; respond to sensitive requests for information and assistance. Must have the ability to deal effectively and courteously with the general public and possess good communication and organizational skills.
10. Enter information in computer system to monitor case activities for criminal, civil juvenile and probate cases
11. Prepare legal documents as required by the Court i.e.: Orders for the appointment of attorneys, scheduling orders, jury charges, etc.
12. Coordinate with the County Jail staff to arrange for the delivery of defendants to the court
13. Comply with the Code of Judicial Conduct which applies to all Court Personnel
14. Knowledge of Zoom technology and capability to set hearings, notify parties and administrate hearings, as well as live stream to YouTube.
15. Administer and Screen the County Indigent Health Program using required State Policy and Procedures by assessing an applicant's eligibility to the County Indigent Health Care Program based on the guidelines established by the State of Texas under Chapter 61 of the Texas Health and Safety Code and the rules and regulations implemented by Gray County.

Other Important Duties and Responsibilities

1. Attend and participate in professional group meetings; stay informed of new trends and innovations in the field of court administration

2. Maintain inventory and purchase office supplies as necessary
3. Maintain appointment schedules and the Court's calendar, by scheduling for court reporters, bailiffs and any other necessary support staff
4. Prepare and revise forms used in case scheduling and management of caseload
5. Maintain a professional, cooperative working relationship with other county offices and outside agencies
6. Must be able to work independently; to finish reports and mailings on time; and to multitask while working in a close environment

Education and Experience/Training

High school graduation or its equivalent is a minimum requirement with college level courses in a related field or Bachelor's degree preferred. Minimum of 2 years experience is preferred.

Required Qualifications, Knowledge, Skills and Abilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required:

Knowledge of modern office practices and procedures, including automated record keeping systems; be able to operate copier and fax machine; knowledge of Microsoft programs; Excel; and LGS and E-file is a plus; understanding of complex legal documents, instruments, records and reports; excellent verbal and written communications skills and knowledge of legal terminology and the ability to effectively and accurately monitor cases, ability to type accurately; plus experience with word processor and computer systems essential, and the ability to establish and maintain effective working relationships with Judges, members of the legal profession, other county offices and the general public. Must be able to work independently while maintaining confidentiality and honesty

Physical Requirements Must be able to stand or sit for extended periods of time; be able to operate assigned equipment and type for extended periods of time;

must be able to move to different offices and distribute correspondence.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions