



Harris County – JOB DESCRIPTION

Job Title: Court Coordinator

Job Code:

Civil and Family District Courts

Department: Harris County District Courts

EEO Category:

FLSA: Exempt

Revision Date: June, 2013

Purpose:

The Court coordinator for the District Courts Trying Criminal Cases is that person appointed by and directly responsible to the Judge of the Court. This person has authority to execute duties delegated by the Judge of the Court, for the Court, to insure the Court's policies and procedures are followed. These duties include, but are not limited to, docket management, court staff coordination, and monitoring and managing Court activities, which assist the judge in non-judicial and administrative matters.

Duties, Functions and Responsibilities:

Docket Maintenance

- Monitor all cases assigned to the respective court.
 - Insure that all settable cases, motions, etc. are set for a date and purpose certain as defined by the local court rules.
 - Insure that all cases on the court's docket are listed on docket properly.
 - Insure that all cases transferred are processed in accordance with the local court rules.
 - Insure that all attorneys and parties are properly notified of settings.
 - Insure that daily court docket properly and accurately reflects the business scheduled before the court.
 - By using existing statistical information, determine if the court is keeping current with its own docket as well as in comparison to other courts.
 - Locate problem areas, if any, and advise the court as to the problems and make any suggestions to their remedy
- Attorney/Public/Court Liaison
 - Pursuant to the direction of the court, the coordinator shall:
 - Serve as liaison between the attorneys, public and courts in matters before the court.
 - Act to promote settlements between attorneys involved in litigation assigned to the court.
 - Assist all parties to negotiate cases to insure speedy flow of the docket.
 - Advise the court of attorneys and parties who are going to be late or have a conflict.

- Advise the court, and so schedule any information that might change the status of a case.
- The Automated System – JIMS
 - To insure an accurate in-court history of the scheduled matter (Setting result).
 - To update the computer with future settings for the purpose of inquiries and future dockets.
 - Locate problem areas, if any, and advise the Court as to the problems and make any suggestions as to their remedy.
 - Analyze and evaluate JIMS and its resources as it relates to case flow and docket management.
- Liaison Duties
 - Be sure all staff members and associated parties of the court are apprised of any court policy changes.
 - Be sure any new or substitute staff members or associated parties are apprised of all of the policies and preferences of the court.
 - Act as a buffer between the court and individuals such as witnesses, etc., as much as possible, to free the court for judicial matters.
 - Work with all agencies in the judicial environment as they relate to the efficient operation of the respective court.
 - Handle telephone inquiries as to future settings, dispositions and other information as required.
 - Be available to assist other courts when court coordinators are necessarily absent.
- General Court Management
 - Handle correspondence in accordance with the policies of the court.
 - Maintain the Judge's law library.
 - Prepare any statistical information needed by the court or the Administrative Offices of the Courts.
 - Keep abreast of any new legislation that pertains to the court and to docket management.
 - Investigate complaints, if any, with respect to the operation of the court.
 - Free the Judge as much as possible from the day-to-day, non-judicial operations of the court.
 - Remain available to the Judge at all times in order to give assistance when deemed necessary.
 - Handling jurors' excuses, resets and inquiries in accordance with the policies of the court.
 - Monitor appeal cases to insure that statutory time limits are met and monitor mandates.
 - Monitor the production of the transcript production in the respective court.
- Systems Utilized
 - J.I.M.S.: CICS2, M4P2, and Texas Department of Corrections.
 - Fair Defense Act Management System.
 - Caseload Explorer.
 - Deputy Exploration of Electronic Documents (DEEDS).
 - Jury Imaging System.
 - Control D Web Access Server.

Minimum Qualifications:

Qualifications, Background and Educational Requirements

Personal Skills

- (1) The coordinator must possess knowledge of how cases move through the respective court. The coordinator must possess an understanding of techniques of docket management, case control, day-to-day monitoring of matters pending before the court
- (2) The court coordinator must be able to assess the court's workload, categorize the elements of this workload, and develop long-range plans to assure that the court disposes of cases in a timely, efficient manner
- (3) The person chosen for this position must possess skills in working with a myriad of people, agents, etc. A coordinator must be able to work without a great deal of supervision from the court.

Formal Training

- (4) Must have a Bachelor's Degree (preferably in Administration) from an accredited college or university; or
- (5) Experience working directly with the Courts (i.e., clerk, law clerk, briefing clerk); or
- (6) Graduate of para-legal school with two years para-legal experience in a field related to the position in question; or
- (7) Minimum three years as a clerk in a court of general jurisdiction;
- (8) Minimum of five (5) years' experience in court related field; or
- (9) Graduate of para-legal school.

Continuing Education

Court coordinators should be trained to the fullest of their abilities and commensurate with the demands of the Judges. Coordinators should attend a minimum of sixteen (16) hours of continuing education as required (Gov't Code 74.106)

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under their supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.