

**Administrative Office of the District Courts of  
Harris County  
1201 Franklin, Room 7040  
Houston, Texas 77002  
713-755-6575**

<b>POSITION AVAILABLE</b>
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**Title:** OPERATIONS COORDINATOR—District Civil and Family Courts  
**Division:** Administrative Office of the Harris County District Courts  
**FSLA Status:** Exempt  
**Reports To:** Assistant Court Administrator  
District Court Administrator  
**Monthly Salary:** \$60,000 to \$81,000 annually  
**Closing Date:** June 7, 2013

**OPERATIONS COORDINATOR:** Plans, develops, coordinates, and directs court case management improvement projects in conjunction with the court administrator, assistant court administrator, and judges.

**Duties include:**

- Oversight of district civil and family case management operations.
- Participating in planning sessions with the Court Administrator, Assistant Court Administrator, judges, and other justice system professionals to develop and implement new court case management procedures.
- Developing division policies and procedures to achieve compliance with court case management goals.
- Monitoring caseload and event statistics and recommending appropriate changes to the Court Administrator and to the proper Administrative Judge.
- Communicating regularly with court staff concerning court case management and procedural changes, and other issues that may affect performance of the courts.
- Acting as liaison between the court and external agencies, government agencies, lawyers, and judicial divisions regarding court case management issues.
- Working with the Assistant Court Administrator to address the case management information needs of the civil and family courts.
- Identifying and evaluating significant trends, and developing recommendations to court administration and the appropriate bench.
- Employing technology to maximize efficiency in court operations.
- Providing analysis, requirements management and transition management assistance as needed to support new strategic IT and electronic court technology projects.
- Assisting in the development of the Justice Data Warehouse and other Business Intelligence systems covering family and civil district court reporting needs.
- Developing custom reports for the courts, research studies, open records requests and other special projects.
- Advising court coordinators to ensure efficient and effective caseflow management.
- Designing and conducting orientation and continuing education training programs for court coordinators, ensuring that education hours requirements are met.
- Implementing procedures and local calendaring rules to improve the administration of justice.
- Monitoring compliance with the Local Rules of Court.
- Monitoring juror utilization and analyzing trends in jury summons yield; making recommendations as to number of jurors summoned on a monthly basis.
- Overseeing the automated mail system and production of trial notices.

**POSITION AVAILABLE OPERATIONS COORDINATOR—District Civil and Family Courts**

- Maintaining the Civil Courthouse Law Library.
- Other general administrative duties as may be assigned by the Court Administrator.

**Qualifications include:**

- 5 years of progressive experience acquiring the knowledge, skills, and abilities to perform the work described.
- Graduation from a four-year accredited college or university with a degree in public administration, political science, or human services highly desirable. A master's degree in judicial administration, public administration, or a law degree with civil practice experience is preferred.
- Experience in systems or procedures analysis directly related to computer systems.
- Knowledge of court procedures and legal terminology is essential.
- Knowledge of court administration or demonstrated ability to gain such knowledge.
- Analytical aptitude, initiative, and ability to work effectively with others.
- Must be capable of performing a variety of duties and managing a variety of projects simultaneously in a high pressure atmosphere.
- Must be able to maintain sensitive and confidential information.
- Must demonstrate creativity and willingness to utilize innovative approaches to meet goals and objectives.
- The successful candidate will be a highly motivated self-starter with strong organizational and communication skills (oral and written).
- Must be able to work effectively with judges, staff, and local bar.

Salary: \$60,000 to \$81,000 annually.

**To Apply:** Submit a letter of application and a resume to:

Lisa Rodriguez  
Administrative Offices of the District Courts  
1201 Franklin, 7th Floor  
Houston, Texas 77002

email: [lisa\\_rodriguez@justex.net](mailto:lisa_rodriguez@justex.net)

All resumes must include specific information regarding the applicant's education, previous positions, leadership experience, and salary information.

**Closing: The resume and application must be received on or before June 7, 2013.**

AN EQUAL OPPORTUNITY EMPLOYER