



Harris County – JOB DESCRIPTION

Job Title:	Mental Health Court Coordinator	Job Code:	
Department:	Harris County District Courts – Felony Mental Health Court	EEO Category:	
FLSA:	Exempt	Revision Date:	January 2018

Purpose:

The Felony Mental Health Court (FMHC) Court Coordinator maintains all of the Mental Health-related specialty dockets and assists the FMHC Team in matters involving the non-clinical administration of those dockets. Duties include but are not limited to docket management, liaising between the FMHC, Competency Restoration, and Mental Health Initiative dockets and the State Hospitals, MIS data entry and maintenance of Mental Health Data Bases. Direct report to the FMHC Program Director.

Duties, Functions and Responsibilities:

1) DOCKET MANAGEMENT

a) Docket Preparation

- i) Prepare FMHC Docket and Staffing Reports; email packets to designated FMHC Team members the day before docket.
- ii) Receive and process transfer orders to the FMHC Dockets
- iii) Emails advance docket to the Sheriff's Office and District Clerk

b) Docket

- i) Inform the Court of any changes, irregularities or other pertinent information
- ii) Ensure an efficient flow of the docket and proper rescheduling or disposition of the cases
- iii) Ensure all cases are reset in accordance with Court policy and the proper resetting forms are completed with the Court's expectations and provided to FMHC Clients
- iv) Enter all Court transactions into JIMS to ensure an accurate in-court history of the cases and future settings for the purposes of inquiries and future dockets.

2) LIAISON DUTIES

- a) Enter and track relevant information regarding the Competency and Sanity Evaluations associated with defendants on the Competency Restoration Docket through the Competency Restoration and Mental Health Data Base System. Serve as back-up CR/MH Data Base Administrator for the other 21 District Courts.
- b) Coordinate the exchange of legal and medical records with State Hospitals for defendants undergoing Competency/Sanity Evaluations and Competency Restoration. Included in this exchange are Medical Certificates, general medical/mental health reports and records. Email relevant documents to all parties involved in the case.
- c) Arrange telephonic and video conferences between the Court and all parties involved in cases in which defendants are in the State Hospital.
 - i) Prepare the order for telephonic and/or video conferences
 - ii) Ensure all parties involved (Judge, Attorneys, State Hospital staff and DCA Technical Support) are available to participate.
- e) Receive and process transfer orders to the CR docket and entering in to CR MIS database and the Z drive. Add updated information to the CR folders in the drive as it becomes available.

- f) Assist with the coordination and scheduling of clinical evaluation interviews.
- g) Process FMHC referrals received from the District Attorney's Mental Health Division and hand off to the FMHC Court Liaison Office and Clinical Supervisor"
- h) Coordinate and schedule with counsel to attend FMHC staffing when the individual referral is being staffed.

3) GENERAL COURT MANAGEMENT

- a) Prepare, file and fax bench warrants on defendants
- b) Investigate any concerns or complaints, if any, with respect to the operation of the FMHC
- c) Generate monthly statistical reports from CR and MH Databases as well as MIS
- d) Free the Judges as much as possible from the day-to-day operations of the Dockets
- e) Attend Court Coordinator meetings every other month to address new procedures or any potential problems that need to be addressed
- f) Attend a minimum of sixteen (16) hours of continuing education/year as required (Gov't Code Sec. 74.106).
- g) Maintain all relevant FMHC Data Bases
- h) All other duties identified by immediate supervisor
- i) Monitor office supplies for the FMHC and order as needed pending approval from the Program Director.

4) SYSTEMS UTELIZED

- a) JIMS; CICS2; M4P2; and Texas Department of Corrections
- b) Fair Defense Act Management System
- c) Caseload Explorer
- d) Deputy Exploration of Electronic Documents
- e) Control D Web Access Server

MINIMUM QUALIFICATIONS:

Personal Skills

- The FMHC Court Coordinator must be a problem solver
- The Coordinator must possess skills in working with a myriad of people
- The Coordinator must be able to assess the Court's workload, categorize the elements of this workload and develop long-range plans to assure the court operates efficiently and effectively

Formal Training

- Must have a Bachelor's Degree from an accredited college or university; or
- Experience working directly with the Courts (i.e. clerk, law clerk, briefing clerk) highly desirable; or
- Graduate of Para-legal school with two years Para-legal experience in a field related to the position in question; or
- Minimum of three (3) years as a clerk in a court of general jurisdiction; or
- Minimum of five (5) years' experience in court related field; or
- Ability to read, analyze and interpret legal documents

Continuing Education

Court Coordinator 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 Sec. 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.