



JOB ANNOUNCEMENT

Job Title: Civil Court Coordinator

Salary: \$61,297.00

Location: 270th District Court
201 Caroline, 13th Floor
Houston, Texas 77002

FLSA: Exempt

About the Position

The Court coordinator for the District Courts trying civil cases is appointed directly by the 270th District Court Judge. 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.

Minimum Qualifications:

- Minimum three years as a clerk in a court of general jurisdiction
- Minimum of five (5) years' experience in court related field

Preferred Qualifications:

- Must have a Bachelor's Degree (preferably in Administration) from an accredited college or university or
- Experience working directly with the Courts (i.e., clerk, law clerk, briefing clerk); or
- Graduate of para-legal school with two years para-legal experience in a field related to the position in question.

Personal Skills:

- The coordinator must possess knowledge of how cases move through the respective court.
- Possess an understanding of techniques of docket management, case control, day-to-day monitoring of matters pending before the court.
- Possess skills in working with a myriad of people, agents, etc.
- Able to work without a great deal of supervision from the court.

Knowledge of:

- JWEB
- DC Analytics
- Fair Defense Act Management System
- Caseload Explorer
- Deputy Exploration of Electronic Documents (DEEDS).
- Jury Imaging System

- Control D Web Access Server

Ability to:

- Review the daily docket to insure an accurate reflection of the business scheduled before the Court and xerox JWEB reports, trial reports and print special needs response forms to manage and insure an efficient flow of the docket.
- Inform the Court of any changes, irregularities of other pertinent information.
- Communicate effectively to staff and associated parties the policies and preference of the Court. Modify court policy changes to all staff members and associated part of the Court.
- Act as a liaison between the District Clerk's Office,
- Communicate with the Administrative Office of the District Courts of any issues or potential problems.
- Handle telephone inquiries as to future settings, dispositions and other information as required.
- Handle correspondence in accordance with the policies of the Court.
- Keep abreast of any new legislation that pertains to court management.
- Attend court coordinators meetings and attend a minimum of sixteen (16) hours of continuing education as required (Gov't Code Sec. 74.106).
- Remain available to the Judge at all times in order to assist when necessary.

Other Duties

- This job description is not to designate to cover or contain a comprehensive listing activities, duties, or responsibilities that are required of the employee for this position. Management may, at its discretion, assign, or reassign duties and responsibilities to this job at any time.

Work Schedule:

Court operating hours are typically Monday through Friday, 8:00 a.m. - 5:00 p.m.

Benefits:

Harris County offers a competitive benefits program, including a comprehensive group health and related benefits plan as well as a defined benefit retirement plan.

Equal Opportunity Statement

Harris County is an Equal Opportunity Employer and is committed to providing equal employment opportunities to all employees and applicants without regard to race, color, religion, sex, national origin, age, pregnancy, disability, genetic information, sexual orientation, gender identity or any other protected class in accordance with applicable federal and state laws.

*****To apply, email resume and letter of interest to: shelly_spangle@justex.net**