



Harris County – JOB POSTING

Job Title:	Administrative Assistant	Department:	Harris County District Courts Administrative Office (Juvenile Division)
FMLA Status:	Non-Exempt	Revision Date:	January 31, 2022

Purpose:

Coordinate with Detention Court Associate Judge with various attorney assignments during the day/night/weekends. Communicating with Harris County Juvenile Probation staff which includes supervisors and administrators with assignments of juvenile cases for routing juvenile probation reports to proper attorneys during the day/night/weekends. Communicating with court appointed attorneys during the day/night/weekend involving juvenile cases, court information, waivers & family contact information. Communication with all three District Court Judges on a daily basis regarding juvenile assignments and preparing detention orders/release orders and hand delivering to all District Courts. Assist Juvenile District Court Manager & Management Analyst with various statistical projects.

Duties, Functions and Responsibilities:

- Coordinates with Associate Judge for attorney assignments;
- Discuss cases and attorney status. Inform attorneys of cases.
- Compiles detention orders and release orders, creating and retrieving juvenile folder attaching Judge's notes, attorney appointment orders & probation reports; maintaining current juvenile processing offices
- Request attorneys on a daily basis for assignment of Juvenile cases;
- Entries in JIMS system/compose zoom invitations on a daily basis.
- Emailing District Court Judges/Court Coordinators/Supervisors regarding daily docket decisions/releases/assignments on a daily basis including after-hours/weekends.
- Preparing docket every day and contacting attorneys about their cases on a daily basis.
- Filing & scanning detention/release orders & hand delivering orders to all district courts on a daily basis.
- Assisting Judge with technical difficulties with computer/lap top/zoom meetings.
- Facilitate various police agencies with the request of designation of juvenile processing offices.
- Distribute out of county service requests for each District Court.
- Ordering supplies for Associate Judge/Juvenile District Court Manager.
- Assist Juvenile District Court Manager & Management Analyst with several statistical projects.

The job responsibilities include working before, during or after an emergency or disaster.

Knowledge, Skills and Abilities:

Possess good & written communication skills, Great customer service & leadership skills. Familiar with Harris County policies & procedures. Experience with Excel, Microsoft Word, JIMS2 database, Microsoft Outlook. Punctual & dependable employee. Able to multi-task & prioritize special projects and complete under timely deadline. Maintaining confidential juvenile records. Create forms that are used for court room purposes. Able to multi-task in the court room, composing detention orders & release orders; Answering the telephone assisting families and attorneys about court information. Initiates & coordinate zoom invitation and contacts attorneys/guardian ad-litem about daily dockets. Facilitates zoom link to all parties including Attorneys/Judge/Guardian Ad Litem/District Attorney & families for court purposes. Gather and prepare reports & judges notes for Judge's files for each juvenile case. Great communication with all staff. Can complete projects under timely deadline. Problem-solving, and cooperative team skills. Bilingual Spanish/English speaking preferred.

Work Environment

This job operates in a professional court room environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands

This is a largely a sedentary role, however, filing is required on a daily basis. This would require the ability to lift files up to 10 pounds, opening filing cabinets and bend or stand as necessary.

Position Type and Typical Hours of Work

This is a full time position. Days and hours of works are typically Monday through Friday. 8:00 am - 5:00 pm. Hours may vary based on the business needs of the department.

Required Education / Experience

High School Diploma

Proficiency in Advanced Excel, Power point, Access, Microsoft Word, Microsoft Outlook, JIMS 2, JWEB, DEEDS is preferred.

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.

Reporting Relationships

Reports to the Juvenile District Courts Manager

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.

This posting closes on February 16, 2022

To apply please send your resume to Shelly Spangle, Human Resources

Shelly_Spangle@justex.net