



## Harris County – JOB DESCRIPTION

---

**Job Title:** Impact Docket Coordinator

**Department:** Harris County District Courts

**FLSA:** Exempt

**Revision Date:** Nov 2018

---

### **Purpose:**

The Impact Docket Coordinator maintains all Impact Dockets and assists the District Courts Administrator in matters involving the management of those dockets. Duties include but are not limited to docket management; liaising between the District Judges, parties, and other participants in case processing; JIMS/MIS data entry; and maintenance of Impact Docket performance data. This position reports directly to the District Courts Administrator.

### **Duties, Functions and Responsibilities:**

- 1) Prepare and manage the Impact Docket trial schedule.
- 2) Inform the Judges of any changes, irregularities or other pertinent information.
- 3) Ensure an efficient flow of the docket and proper rescheduling or disposition of the cases.
- 4) Ensure all cases are reset in accordance with program policy and the proper resetting forms are completed with the Judge's expectations and provided to case parties.
- 5) Enter all case transactions into JIMS to ensure an accurate history of the cases and future settings for the purposes of inquiries and future dockets.
- 6) Prepare, file and fax bench warrants on defendants.
- 7) Investigate any concerns or complaints, if any, with respect to the operation of the Impact Docket.
- 8) Free the Judges as much as possible from the day-to-day operations of the Dockets.
- 9) Attend Court Coordinator meetings to address new procedures or any potential problems that need to be addressed.
- 10) Attend a minimum of sixteen (16) hours of continuing education/year as required (Gov't Code Sec. 74.106).
- 11) Maintain all relevant Impact Docket Data Bases.
- 12) All other duties identified by the District Courts Administrator.

### **SYSTEMS UTILIZED:**

- 1) JIMS; CICS2; M4P2; AND Texas Department of Corrections
- 2) Fair Defense Act Management System
- 3) Caseload Explorer
- 4) Deputy Exploration of Electronic Documents

## **MINIMUM QUALIFICATIONS:**

### **Personal Skills**

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

### **Formal Training**

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