



## Harris County – JOB DESCRIPTION

**Job Title:** Court Coordinator – Alternate

**Job Code:**

**Department:** Harris County District Courts

**EEO Category:**

**FLSA:** Exempt

**Revision Date:** June, 2013

### **Purpose:**

The Alternate Court coordinator for the District Courts Trying Criminal Cases is a relief for the permanent court coordinator to allow them to take paid leave. 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.

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

- Assists in providing Court Coordinator services to one or more courts on any given day or week.
- To acquire a thorough understanding of the operation of the District Courts Trying Criminal Cases.
- Assistance to all courts by researching problem cases, interrelating with other departments and/or agencies to solve those problems.
- Maintains a thorough working knowledge of polices and procedures used in all District Courts Trying Criminal Cases.
- Assists the Operations Coordinator in carrying out tasks assigned to her/him.
- Participates in the educational programs of the Court Coordinators on a regular basis.
- Attends meetings of the Court Coordinator and other such meetings as may impact upon the duties and responsibilities of coordinators.
- Performs other duties as designated by the Operations Coordinator or the District Court Administrator

#### **1) SYSTEMS UTILIZED**

- a) J.I.M.S.: CICS2, M4P2, and Texas Department of Corrections.
- b) Fair Defense Act Management System.
- c) Caseload Explorer.
- d) Deputy Exploration of Electronic Documents (DEEDS).
- e) Jury Imaging System.
- f) Control D Web Access Server.

### **Minimum Qualifications:**

#### **Qualifications, Background and Educational Requirements**

##### **Personal Skills**

- (1) The coordinator must possess knowledge of how cases move through the respective court. The coordinator must possess an understanding of techniques of docket management, case control, day-to-day monitoring of matters pending before the court
- (2) The court coordinator must be able to assess the court's workload, categorize the elements of this workload, and develop long-range plans to assure that the court disposes of cases in a timely, efficient manner
- (3) The person chosen for this position must possess skills in working with a myriad of people, agents, etc. A coordinator must be able to work without a great deal of supervision from the court.

**Formal Training**

- (4) Must have a Bachelor's Degree (preferably in Administration) from an accredited college or university; or
- (5) Experience working directly with the Courts (i.e., clerk, law clerk, briefing clerk); or
- (6) Graduate of para-legal school with two years para-legal experience in a field related to the position in question; or
- (7) Minimum three years as a clerk in a court of general jurisdiction;
- (8) Minimum of five (5) years' experience in court related field; or
- (9) 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 74.106)

**Minimum Qualifications:**

- Minimum two years of college.
- Two years' experience in a criminal court required.

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.