



## Harris County – JOB DESCRIPTION

**Job Title:** Court Coordinator – Criminal Division    **Job Code:**

**Department:** Harris County District Courts

**EEO Category:**

**FLSA:** Exempt

**Revision Date:** June, 2013

### **Purpose:**

The Court coordinator for the District Courts Trying Criminal Cases is that person appointed by and directly responsible to the Judge of the Court. 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:**

#### **1) DOCKET MANAGEMENT**

##### **a) Daily docket preparation**

- i) Xerox J.I.M.S. Reports, Trial Reports, and Print Special Needs Response Forms to manage and insure an efficient flow of the docket.
- ii) Review the daily docket to insuring an accurate reflection of the business scheduled before the Court.
- iii) Research all new preliminary initial appearance cases set on the docket to determine:
  - (1) If probable cause was found, a warrant has been issued, and magistrate's warnings have been given.
  - (2) Identify any special needs, such as ADA accommodations, language interpreters, or mental health needs. Make arrangements as necessary with the appropriate agency.
  - (3) If the defendant is on probation, inform the probation officer to insure that a motion to revoke probation or motion to adjudicate is filed.
  - (4) If the defendant has pending cases or an appeal, notify the necessary parties for the purposes of adjusting bond or consolidation of cases.
  - (5) If a case is assigned to the court in error, the coordinator will initiate a transfer of the case to the proper Court.

##### **b) Daily docket**

- i) Inform the Court of any changes, irregularities or other pertinent information
  - (1) Attorneys being late or unavailable.
  - (2) Defendants being late, not present, or who does not have an attorney.
  - (3) New cases filed against a defendant.
  - (4) Any other information that might change the status of a case or require action by the court.
- ii) Appoint attorneys to indigent defendants according to the Fair Defense Act Appointment Procedures for the respective court.
  - (1) Interview the jail defendants to determine indigency.
  - (2) Interview defendants on bond without representation. Follow the court's policy on indigent defendants on bond.
- iii) Inform the Office of Court Services when a personal bond is ordered.
- iv) Present the cases in an orderly manner following the court's procedures to insure efficient docket flow.
- v) Inform the Court of any matter that requiring the judge's attention such as pleas, trials and hearings.
- vi) Reset cases on the docket in accordance with Court policy using proper resetting documents. File/distribute to all parties.
- vii) Make all appropriate computer entries to update court settings and dispositions.
- viii) Prepare next day's docket.

##### **c) General docket management**

- i) Using JIMS reports, research bookings/releases of defendants to insure all pending cases have a future court setting.
- ii) Monitor appeal and post-conviction writ cases insuring all statutory time limits are met.

- iii) Monitor no arrest cases. Initiate bench warrants for defendants and/or witnesses when needed by the court or for trials and hearings
  - iv) Monitor all commitment expirations on mental health case
  - v) Monitor reports in Caseload Explorer for effective case flow management. Identify problem areas and advise the Court.
  - vi) Understand the criterion established for specialty dockets and identify eligible cases.
- 2) LIAISON DUTIES**
- a) Communicate effectively to staff and associated parties the policies and preferences of the Court. Notify court policy changes to all staff members and associated parties of the Court.
  - b) Act as liaison between Court and individuals, such as witnesses, family and the public.
  - c) Work with the District Attorney's Office, the District Clerk's Office, the Probation Department, the Sheriff's Office, and other governmental agencies as required.
  - d) Communicate with the Administrative Office of the District Courts of any issues or potential problems.
  - e) Handle telephone inquiries as to future settings, dispositions and other information as required.
- 3) GENERAL COURT MANAGEMENT**
- a) Handle correspondence in accordance with the policies of the Court.
  - b) Maintain the judge's law library.
  - c) Maintain the judge's calendar, such as board or committee meetings, Judge on Duty Assignment, Grand Jury and any other important calendar dates.
  - d) Keep abreast of any new legislation that pertains to court management.
  - e) Investigate complaints, if any, with the respect to the operation of the Court.
  - f) Assist the judge in impaneling a grand jury for the Court's assigned term.
  - g) Free the Judge as much as possible from the day-to-day operations of the Court.
  - h) Complete the paperwork for Requesting of Visiting Judge for court assignments.
  - i) Schedule expansion courtroom space when needed for capital voir dire or high publicity trials.
  - j) Attend scheduled court coordinator meetings.
  - k) Attend a minimum of sixteen (16) hours of continuing education as required (Gov't Code Sec. 74.106).
  - l) Remain available to the Judge at all times in order to assist when necessary.
- 4) 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)

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.