



Harris County – JOB DESCRIPTION

Job Title: Jury Charge Bank Coordinator

Job Code:

Department: Harris County District Courts - Admin

EEO Category:

FLSA: Non-Exempt

Revision Date: Oct, 2016

Purpose:

Process jury charges for the 22 District Courts Trying Criminal Cases, as requested by the judge of the court.

Duties, Functions and Responsibilities:

The jury charge provides specific and essential instructions needed to assist a jury in their deliberations.

If a jury finds a defendant guilty, then a Punishment Charge may also be ordered by the judge. This type of jury charge illustrates the range of punishment for the crime in which he/she was convicted.

Jury charges are prepared in accordance with the Texas Criminal Code of Procedure and the Texas Criminal Code that was in effect at the time of the alleged offense.

Upon a judge's request, the Jury Charge Bank Coordinator will utilize a bank of standard jury charges to compile and customize the required charge based upon the felony indictment and particular details of the case.

As an Administrative Office team member, the employee will assist the Court Administrator in other duties as assigned.

Minimum Qualifications:

- High School or equivalent G.E.D.
- Paralegal preferred
- Five (5) years experience working in courts or related criminal law

Licenses and Certifications Required:

- None

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.

