

Titus County has a COURT COORDINATOR position opening. This position performs clerical and administrative work under direct supervision of judges. Prepares and coordinates the court docket and distributes to all involved parties. Maintains time records for translators and court-appointed attorneys. Serves as liaison between the Court and individuals who have business before the courts. Receives and reviews court orders. Other duties and requirements are described in the job description which is located on the Titus County website at www.co.titus.tx.us in the lower left section of the homepage under Job Postings. Resumes may be dropped off at the Titus County District Clerk's office located at 105 W. 1st Street, (inside the Titus County Annex) or faxed to 903-577-8073. For questions, contact 903-577-6736. The last date to apply is September 13, 2021.

Court Coordinator

DESCRIPTION

The Court Coordinator performs clerical and administrative work under direct supervision of judges in an assigned department.

DUTIES AND RESPONSIBILITIES

Essential Duties (or Common Duties)

Prepares and coordinates the court docket and distributes to District Attorney, Clerks Office, bailiff, court reporter, and Judge.

Preparing correspondence and other materials assuming responsibility for correctness of spelling, punctuation, grammar and legal compliance.

Maintains records of time worked in courts by translators and court-appointed attorneys. Schedules and maintains appointment and court duty calendars for Judge and advises of upcoming events and deadlines.

Utilizes computerized data entry equipment and various word processing, spreadsheet, and/or file maintenance programs to enter, store, and/or retrieve information as requested or otherwise necessary.

Screens and independently handles calls and visitors, recording and relaying information to Judges and other court officials as appropriate; provides information based on considerable knowledge of District Court procedures and ruling, and/or performs routine research to answer inquiries.

Orders and maintains office supplies, furniture, machines, and computer equipment as necessary.

Serves as liaison between the Court and individuals who have business before the courts, including parties to lawsuits, attorneys, law-enforcement officers, jurors, and the general public.

Regular and punctual attendance is required.

Receives and reviews court orders, and forwards to Judge for signatures, as appropriate; notifies attorneys and other court officials of various orders and court actions on behalf of Judges.

Nonessential Duties and Responsibilities

Performs other related duties as required.

EDUCATION, EXPERIENCE, AND LICENSES

High School Diploma or GED and a minimum of one to three years of experience in a related field; or an equivalent combination of education and related experience required.

Must be able to pass a State Criminal History background check.

KNOWLEDGE, SKILLS AND ABILITIES

Contingent on the area of assignment, one or all of the following may be required to perform the duties of the position:

- Requires considerable knowledge of the organization and operations of the Court system.
- Requires considerable knowledge of the nature, content, and purpose of a variety of documents processed in the Court system.
- Requires considerable knowledge of state open records laws and their application to court records.
- Requires general knowledge of routine criminal and civil law.
- Requires ability to maintain moderately complex clerical records and to prepare reports from them.
- Requires ability to verify documents and forms for accuracy and completeness.
- Requires ability to exercise tact, courtesy and discretion in frequent contact with court officials, defendants and the general public.
- Requires the ability to use small office equipment, including copy machines or multi-line telephone systems.
- Requires the ability to use computers for data entry, word processing, accounting purposes and use highly technical computer applications.

PHYSICAL DEMANDS/WORK ENVIRONMENT

Must be physically able to operate a variety of machinery and equipment. Must be able to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Requires the ability to lift more than 40 pounds. Position requires color perception. This position requires the ability to see and speak as well as above average hearing.

NOTICE

The above job profile does not include all essential and nonessential duties of this job. All employees with disabilities are encouraged to contact the Titus County Attorney to review and discuss the essential and nonessential functions of the job. An employee with a disability can evaluate the job to determine if she/he can perform the essential function of this job with or without reasonable accommodation.

DISCLAIMER

Job profiles are not intended, nor should they be construed to be, an exhaustive list of all

responsibilities, tasks, skills, efforts, working conditions, or similar behaviors, attributes or requirements associated with a job. A job profile is not a comprehensive job description. It is intended for the sole purpose of acquainting a person who is unfamiliar with such position with a brief overview of the position's general directions and scope.

Equal Opportunity Employer/Minorities/Female/Disabled/Veteran