



Bastrop County Job Posting

804 Pecan Street, Bastrop TX 78602
(512) 581-7120

An Equal Opportunity Employer

Title: Court Coordinator	Opening Date: September 12, 2023	Application Deadline: September 27, 2023	Job #: 230903
Department: 465th District Court	Starting Salary: \$50,000-\$52,000	Location: Bastrop, Texas	Travel: N/A

INTERNAL JOB POSTING

Brief Job Description: This position is responsible for managing, directing, supervising, coordinating, and planning the docket and courtroom activities for the 465th Judicial District Court. Also assists, advises, and represents the Judge in the execution of judicial duties in the operations of the Court. Reports directly to the Judge, and serves as liaison on various matters before the Commissioner's Court, other courts, and various other governmental agencies and departments. Manages and schedules the Court docket, which includes monitoring all cases through indictment/filing, and all appropriate court settings, until disposition. Assists the Judge in analyzing problem cases, research related to legal issues addressed in correspondence, and preparing legal documents such as opinions, court orders, jury charges, judgments and various other governmental reports. This position also acts as the law librarian as needed, works in a courtroom setting, and has a significant impact on the operation of the Court.

General Knowledge, Skills, & Abilities: Must possess knowledge of modern courtroom and office practices, procedures, and methods; legal terminology and familiarity with the criminal justice system; procedures and methods for conducting legal research; and of Indigence requirements. Must be skilled in the operation of computer equipment and software, including word processing, spreadsheets, databases, etc., and must be proficient in the use of business English, spelling and grammar. Must be able to conduct business with the public in a professional and courteous manner; function independently, exercise good judgment, manage multiple projects, and meet deadlines; and learn, understand, and apply pertinent laws, rules and regulations. Must possess the ability to communicate clearly and concisely, both verbally and in writing; be able to understand and follow verbal and written instructions; and demonstrate personal communication skills including effective telephone skills and public speaking. Must be able to establish and maintain effective working relationships with those contacted in the course of the job, and maintain the confidentiality of the data and information of the department and judicial staff. .

Minimum Qualifications: Must possess a high school diploma or equivalent. One (1) to three (3) years experience performing administrative duties and working with the general public. Experience working in the legal/judicial/criminal justice environment (preferred). Must possess a valid Texas driver's license with acceptable driving record. ***THIS IS AN INTERNAL ONLY JOB POSTING***

Bastrop County does not discriminate on the basis of race, color, age, national origin, sex, religion or disability in employment or in its activities. Minorities, Veterans, and Disabled applicants are encouraged to apply.

A Bastrop County Job Application is required, and can be downloaded at:

<https://na3.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=a7d71333-73b6-4ae5-b3d7-a59c651de914> Applicants may mail or drop off an application at: Bastrop County, Attn: HR, 804 Pecan Street, Bastrop, Texas 78602 OR email applications to apply@co.bastrop.tx.us. Applications postmarked after the closing date will not be accepted. Unless otherwise indicated, regular attendance is an essential job requirement of all positions in the county. This position may require shift work outside the normal business hours and weekends. All positions requiring a degree and/or licensing require proof of degree and/or license. Your application for employment with Bastrop County may subject you to a criminal background check.

IMPORTANT NOTE TO ALL APPLICANTS: Only applicants scheduled for interviews will be contacted. If you are scheduled for an interview and require any reasonable accommodation in our interview process, please inform the hiring representative who calls you to schedule your interview. Whenever possible, please give the hiring representative sufficient time to consider and respond to your request. Thank you for considering employment with Bastrop County. Visit our website at: <http://www.co.bastrop.tx.us/site/jobs>.



BASTROP COUNTY, TEXAS Job Description

Job Title: Court Coordinator

Department: District Court

FLSA Status: Exempt

Reports To: 465th District Court Judge

SUMMARY: This position is responsible for managing, directing, supervising, coordinating, and planning the docket and courtroom activities for the 465th Judicial District Court. Also assists, advises, and represents the Judge in the execution of judicial duties in the operations of the Court. Reports directly to the Judge, and serves as liaison on various matters before the Commissioner's Court, other courts, and various other governmental agencies and departments. Manages and schedules the Court docket, which includes monitoring all cases through indictment/filing, and all appropriate court settings, until disposition. Assists the Judge in analyzing problem cases, research related to legal issues addressed in correspondence, and preparing legal documents such as opinions, court orders, jury charges, judgments and various other governmental reports. This position also acts as the law librarian as needed, works in a courtroom setting, and has a significant impact on the operation of the Court.

SUPERVISION RECEIVED AND EXERCISED:

Receives supervision from the 465th Judicial District Judge

Exercises no supervision.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

1. Schedules, prepares, and manages the docket for the Court; monitors all cases assigned to the specific Court through indictment/filing, court settings and resetting, until disposition; develops efficient procedures for managing dockets and case flow to ensure fair and timely disposition in all cases, and to promote judicial efficiency;
2. Ensures that cases are heard expeditiously through the oversight and tracking of cases assigned to the Court; notifies and verifies that all appropriate criminal justice and other involved entities and individuals are properly informed regarding court settings;
3. Serves as a liaison between the Judge(s) and attorneys, law enforcement and other agencies, County and other officials, the media, and the public regarding case settings and proceedings; coordinates communication and information exchange between assigned Courts and involved entities and individuals; provides information regarding cases and local rules and practices; coordinates responses to media inquiries; may represent the Judge(s) in various communications;
4. Ensures that key personnel and others are available to conduct court; arranges for equipment and supplemental services as required for cases;
5. Reviews correspondence sent to the Court from constituents and others seeking information or assistance from the Court; ascertains if any action is required, and prepares responses for the Court; receives office visitors and officials, and responds to telephone inquiries;
6. Assists other Court Coordinators as necessary and/or as directed by the Judge(s);

7. Ensures that bi-weekly timesheets are submitted in a timely manner;
8. Works as part of a team and maintains a cooperative, helpful attitude towards fellow workers, supervisors, and the general public;
9. Maintains confidentiality and security of all County Court at Law information and systems.

OTHER FUNCTIONS: Performs other job related duties as directed by supervisor(s). **Regular attendance is considered an Essential Function of this job.** **NOTE:** The essential functions describe the general nature and level of work being performed by employees holding this position. This is not intended to be a comprehensive listing of all duties and responsibilities required, nor is all duties listed necessarily performed by any one employee so classified.

MINIMUM QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

Modern courtroom and office practices, procedures, and methods;
Legal terminology and familiarity with the criminal justice system;
Indigence requirements;
Business English, spelling, and grammar;
Computer equipment and software, including word processing, spreadsheets, databases, etc.;;
Procedures and methods for conducting legal research.

Ability to:

Conduct business with the public in a professional, courteous manner;
Function independently, exercise good judgment, manage multiple projects, and meet deadlines;
Establish and maintain effective working relationships with those contacted in the course of the job;
Demonstrate personal communication skills including effective telephone skills and public speaking;
Maintain confidential data and information for judicial staff;
Work independently in the absence of supervision;
Learn, understand, and apply pertinent laws, rules, and regulations;
Understand and follow verbal and written instructions;
Communicate clearly and concisely, both verbally and in writing;
Operate equipment required to perform essential job functions;
Work in a safety-conscious environment and to follow & promote good safety practices.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Maintain effective audio-visual discrimination and perception needed for:

Making observations, operating assigned equipment, and communicating with others;
Employee must have visual abilities including close vision, distance vision, depth perception, peripheral vision, and the ability to adjust focus.

Maintain physical condition needed to accomplish the performance of assigned duties and responsibilities, which may include:

Sitting or standing for long periods of time, walking, climbing stairs, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, squatting;

lifting and/or carrying materials weighing up to 25 pounds; hand and eye coordination, visual acuity, and manual dexterity necessary to operate a computer and office equipment.

Maintain mental capacity sufficient to accomplish the performance of assigned duties and Responsibilities, which may include:

- Effective interaction and communication with others;
- Prepare clear and concise reports;
- Making sound decisions in a manner consistent with the essential job functions.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this Job, the employee regularly works in a modern office and/or courtroom setting.

EXPERIENCE, EDUCATION, and LICENSING:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

- Experience working in the legal/judicial/criminal justice environment (preferred);
- Experience in legal research activities (preferred);
- Bilingual in Spanish (preferred).

Education:

High School graduation or its equivalent.

Licensing:

None required.

SELECTION GUIDELINES:

Formal application; rating of education and experience; oral interview; reference and other background checks; job-related tests may be required.

***** This position is subject to random and/or reasonable suspicion and/or post-accident testing for drugs and alcohol. *****

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The employee further understands, and accepts, that this position falls under the provision of an "At Will" employment, and under no circumstances is a contract for employment.