

**Job Title: Court Coordinator**

**Department:** District Court, County Court  
**Immediate Supervisor:** District Judge, County Judge

**BRIEF DESCRIPTION OF THE JOB:** Responsible for the management and docket of the court. Performs administrative duties, acts as liaison and completes various reports.

**ESSENTIAL FUNCTIONS:**

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Percentage of Time      Physical Strength Code

1) Manages the docket by scheduling cases, sending notices to all parties involved, completing daily court list for judge, communicating changes with clerks, pulling case files and sending warrants for those defendants who do not show.	40%	S
2) Monitors motions filed for psychological evaluations, shock probation, track boot camp inmates, set up all motions that require hearings and notify all parties, and issue bench warrants for defendants to return to Bell County Jail from other institutions for court hearings.	30%	S
3) Prepares monthly and yearly reports of court activity by collecting data on disposed of criminal cases and distributes reports to all district judges and district attorneys office.	20%	S
4) Performs other duties by assessing needs of office and prepare budget request and present budget requests to county judge and commissioner's court.	10%	S
<b><u>Physical Strength Column:</u>    S - Sedentary    L - Light    M - Medium    H - Heavy    VH - Very Heavy</b>		

**PHYSICAL DEMANDS**

**Overall Physical Strength Demands:**

Sedentary     Light     Medium     Heavy     Very Heavy

**Codes: for each physical demand code listed:**

*C = Continuously    F = Frequently    O = Occasionally    R = Rarely    N= Never*

*This is a description of the way this job is currently performed; it does not address the potential for accommodation.*

<b>Physical Demands</b>	<b>Frequency Code</b>	<b>Description</b>
Standing	O	Communicating with court officials, making copies
Sitting	C	Desk work
Walking	F	To other offices and courtroom
Lifting	O	Files
Carrying	F	Files
Pulling	O	File for Judges and to check motions filed
Pushing	N	
Using Fine Dexterity	C	Computer keyboard
Reaching	F	Pulling files
Kneeling	R	Pulling files
Crawling	N	
Twisting	N	
Climbing	R	Stairs
Balancing	N	
Seeing	C	Reading, computer screen, mail
Hearing	C	General communication
Talking	C	General communication
Using Foot Controls	N	

**Machines, Tools, Equipment and Work Aids:**

Computer and related software, copier, fax machine, printer, telephone, typewriter

**Environmental Factors:**

Exposure to and frequency:

D = Daily      S = Seasonal      W=Several Times Per Week      M=Several Times Per Month

<b>ENVIRONMENTAL FACTORS</b>					
Dirt and Dust	D	Extreme Temperatures	M	Noise and Vibration	D
Fumes and Odors	W	Wetness/Humidity	N	Darkness or Poor Lighting	Y

<b>HEALTH AND SAFETY</b>					
Mechanical Hazards	N	Chemical Hazards	N	Electrical Hazards	N
Fire Hazards	N	Explosives	Never	Communicable Diseases	W
Physical Danger or Abuse	M	-----			

<b>PRIMARY WORK LOCATION</b>					
Office Environment	X	Warehouse		Shop	
Vehicle		Outdoors		Other: Irate family members	

**Protective Equipment Required:**

N/A

**Non-physical Demands:**

Frequency Codes:      F = Frequently      O = Occasionally      R = Rarely

Time Pressures	F	Emergency Situations	R
Frequent Change of Tasks	F	Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	F	Working Closely with Others As Part of a Team	C
Tedious or Exacting Work	F	Noisy/Distracting Environment	O

## **JOB REQUIREMENTS**

### **Formal Education:**

Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency.

### **Experience:**

Over one year up to and including two years experience is required.

### **Certifications and Other Requirements:**

Valid Texas Class C Driver's License

### **Supervisory:**

Not required.

## **Contacts**

The incumbents in this position contact others within the organization. These contacts may involve similar work units or departments within the County which may be involved in decision making or providing approval or decision making authority for purchases or projects. In addition, these incumbents work with individuals outside the County who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products.

**Signatures - Review and Comment**

I have reviewed this job description and find it to be an accurate description of this job.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Job Title of Supervisor

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Job Title of Department Head

\_\_\_\_\_  
Signature of Department Head

\_\_\_\_\_  
Date

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change by the County Government as the needs and requirements of the job change.