

## JUSTICE COURT COORDINATOR/CLERK JOB DESCRIPTION

The Court Coordinator performs clerical and administrative work in support of the Justice of the Peace. Work involves managing court documents (including criminal and civil cases); preparing and maintaining a variety of records, files, and reports; conferring with court officials; and answering inquiries from court officials and the general public. Responsible for daily collections of fees, fines, court costs, etc.

Court Coordinator acts as liaison between the public and the Judge of the Justice Court.

Bilingual required.

### SPECIFIC TASKS PERFORMED TO SUPPORT THE COURT

The court clerk manages all of the administrative and clerical functions related to running the justice court. A summary of the tasks include:

- Schedule Court Docket
- Manage court records
  - Process legal documents (petitions, answers, motions, scheduling court cases)
  - Ensure the accuracy and consistency with the court records
  - Review files for cases that need to be dismissed
  - Prepare, file and forward documents and case files as required
  - Receive payments and make deposits. Make appropriate entries in the docket records
  - Prepare judgments, deferred disposition pleas, orders, etc.
  - Make available to our citizens the forms and information packets for cases heard in Justice Court
- Trials
  - Assemble documents and materials required for the court proceedings
  - Review documents submitted the court to ensure the prescribed procedures are accurate
  - Make arrangements for courtrooms
  - Pull prospective jury pool, prepare summons for Constable
- Customer service
  - Deal with individuals of varying personalities and dispositions
  - Be professional and polite
  - Desirable for the clerk to be bilingual
- Prepare and transmit required reports to State of Texas departments
- Handle all day-to-day operations
- Record case dispositions, prepare orders, make arrangement for payment of court costs and fines
- Prepare and issue orders of the Court including summons and judgments for cases
- Prepare monthly financial and statistical reports
- Maintain judge's schedule
- Data entry - input tickets and civil (Small Claims and Eviction) cases in Hill Country Software

- Maintain files (paper and electronic)
- Process payments
  - Online Payments
  - Over the phone
- Make weekly bank deposits
- Prepare and send monthly reports to: THE TEXAS OFFICE OF COURT ADMINISTRATION
  - Criminal
  - Civil
  - Inquests
  - Magistrations
  - Emergency Protection Order
  - Ignition Interlock
- Send Monthly Money Distribution Report to collection agent (MVBA at present)
- Send MVBA the Failure to Appear report
- Monthly Reconciliation Report
- Keep office neat and organized
- Provide customer service in English and Spanish over the phone and in person
- Checking old citation files to check a Complaint was filed. Dismiss citations whose statutes of limitations have run out.
- Monthly TxDOT Reporting indicating any motor vehicle/ bridge collapse deaths
- Scan and enter magistrations, protective orders, bond conditions and related documents in Hill Countryt Software

#### REQUIRED TECHNOLOGY SKILLS

The court clerk must be knowledgeable and able to use a variety of software tools:

- Hill Country Software - docket entry-enter citations, enter payments, enter dispositions of citations, prepare reports, other documents
- eMail software
- Office suite software or similar
- Scanning and document management
- Excel spreadsheets

#### KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of administrative and clerical procedures and systems including management of files and records, designing forms, and other office procedures
- Knowledge of laws, codes, court procedures, regulations and the general role of the Justice Court
- Active listening-giving full attention to what people are saying, taking time to understand, asking questions as appropriate while avoiding interruptions
- Communicate information to individuals seeking help in writing or by telephone or email
- Reading comprehension-understanding written documents

- Time management-managing the clerk's time and the time of others
- Coordination-adjusting work in relation to others' actions
- Social perceptiveness-being aware of others' reactions and understanding why they react as they do
- Service orientation-actively looking for ways to help people
- Organizing planning and prioritizing work
- Improving knowledge and applying it in the office
- General knowledge of court system and routine criminal and civil law
- Knowledge of purpose and content of various court records
- Ability to exercise discretion, courtesy, confidentiality in contact with court personnel, defendants, and the general public under sometimes adverse conditions.
- Use computers for data entry
- Use computers for word processing and accounting purposes
- Function with a minimal amount of supervision, meet frequent deadlines
- Maintain confidentiality of records as required by law
- Must have sound skills in receiving and receipting monies and making change
- Work with little or no supervision (written and/or verbal) and make sound decisions
- Arrive on work at time, prepared to perform assigned duties and work assigned schedule
- Work well with others
- Function under time pressure with a demand for speed and accuracy and meet frequent deadlines.

## GENERAL REQUIREMENTS

- Must be at least eighteen years of age
- Must have at least a high school education.
- Bilingual required.
- Must consent to background checks (including consent for criminal background check).
- Prefer one to two years of office clerical experience.
- Must meet continuing education requirements (including overnight travel if required).

**BREAK-----**

**GENERAL DESCRIPTION OF POSITION PURPOSE and OBJECTIVE:**

The Court Coordinator performs clerical and administrative work in support of the Justice of the Peace. Work involves managing court documents (including criminal and civil cases); preparing and maintaining a variety of records, files, and reports; conferring with court officials; and answering inquiries from court officials and the general public. Responsible for daily collections for fees, fines, court costs, etc.

Court Coordinator shall act as liaison between the public and the Judge of the Justice Court.

**ORGANIZATIONAL RELATIONSHIP:**

REPORTS TO: Justice of the Peace No. 2.

SUPERVISION: Under general direction of Justice of the Peace No. 2.

RESPONSIBILITY FOR OTHERS: Currently a non-supervisory position.

OTHER: Provide continuous services to the public, frequently involving sensitive and confidential matters demanding utmost tact and resourcefulness and always observing each individual's confidential rights.

**ESSENTIAL DUTIES / FUNCTIONS ... Essential duties/functions may include, but are not limited to the following:**

Schedules and maintains appointment and court duty calendar for Justice and advises Justice of upcoming events and deadlines.

Maintain court records for Justice Court. Prepare reports and correspondence requested by the Justice of the Peace obtaining information from a variety of sources.

Prepare financial and statistical reports for the County and State.

Maintain control files of matters in progress and follow up to ensure that court-ordered actions are completed.

Utilize computerized data entry equipment to enter, store, and/or retrieve information as requested or otherwise necessary.

Coordinate some office functions with other county departments.

Handles calls and visitors, recording and relaying information to Judge and other court personnel as appropriate; provides information and/or performs routine research to answer inquiries.

Pull prospective jury, prepare summons for Constable.

Maintain and update filing of court records.

Maintain/update offense and other codes in justice computer system as it pertains to the court.

Must be able to function with a minimal amount of supervision, meet frequent deadlines, and be detail oriented.

**COLLECTIONS:** Responsible for daily collections of fees, fines, court costs, etc. Collections may be received via mail, in person, and/or online. Payments may be remitted by either cash, check, money order, and/or credit card.

Must know and practice proper procedures for handling monetary transactions.

Enter payment data in computer system; process daily reports; reconcile collections to reports; prepare bank deposit. Balance daily till. Deliver daily, prior days collections and reports to County Treasurers Office.

**SECURITY:** Understand role in case of robbery, whether victim or bystander, and knows proper post-robbery procedures.

Maintain neat and orderly work area and ensures that all negotiable and confidential records are properly secured.

**ADDITIONAL DUTIES / FUNCTIONS ... Additional duties/functions may include, but are not limited to the following:**

Perform general clerical functions and assist other office personnel as may be assigned or required.

Work in a safe and efficient manner.

Report any damaged equipment, safety hazard or possible safety hazard.

**ORAL COMMUNICATIONS:** Answer routine telephone and personal inquiries concerning functions of the Justice of the Peace Office.

**CONTINUING EDUCATION:** Must be able to attend training classes and/or conferences. Such sessions may be online webinars or require travel with overnight stays.

**AND,** be able to react to change productively and to handle other tasks as may be assigned.

**OTHER:** Perform related duties/functions as may be required or as delegated by Justice of the Peace.

**WORKING CONDITIONS and SCHEDULES:**

**COUNTY FACILITIES AND VEHICLES:**

County facilities including vehicles are smoke-free and alcohol-free working environments.

**PHYSICAL demands of the position:**

Requires daily and prolonged repetitive motor movements, such as but not limited to:  
computer data entry

use of other office equipment (telephone, calculator, typewriter, fax, scanner, copier)

position requires prolonged sitting and extended periods of standing

Daily placement of records within filing system require stooping/bending over moving/lifting/pulling storage files and election boxes

The request for assistance with heavy or cumbersome object(s) is required for personal and material safety.

**MINIMUM REQUIREMENTS / QUALIFICATIONS of applicant**

**EDUCATION:**

Should possess a high school education or equivalent.

**AGE:**

Must be at least 18 (eighteen) years of age.

**TESTING:**

Brewster County will conduct background checks on new hires that will include a criminal background check related to convictions and deferred adjudications for required security clearance ... may include credit reports, motor vehicle records, employment records, and educational attainment. A conviction or deferred adjudication is not an automatic bar to employment unless it prevents receiving the required security clearance. Each case is considered individually. Brewster County requires consent for criminal background check from all applicants

**EXPERIENCE:**

Prefer one to two years of office clerical experience.

**SELECTION CRITERIA:**

KNOWLEDGE, SKILLS, AND ABILITIES:

Skill to effectively deal with the public in a professional and positive manner consistent with the requirements of being a public servant.

Ability to perform essential duties / functions of position in working conditions and schedules as described.

Requires knowledge of court system.

Requires general knowledge of routine criminal and civil law.

Requires knowledge of purpose and content of various court records.

Requires ability to exercise discretion, courtesy, confidentiality in contact with court personnel, defendants, and the general public ... under sometimes adverse conditions.

Requires ability to handle multi-line phone system.

Requires ability to use computers for data entry.

Requires ability to use computers for word processing and accounting purposes.

Able to function with a minimal amount of supervision, meet frequent deadlines.

Able to maintain confidentiality of records as required by law.

Must have sound skills in receiving and receipting monies and making change.

Ability to work with little or no supervision (written and/or verbal) and make sound decisions.

Must arrive on work at time, prepared to perform assigned duties and work assigned schedule.

Ability to work well with others ... a team player.

AND, have ability to function under extreme pressure with a demand for speed and accuracy and meet frequent deadlines.

**Brewster County  
Application for Employment**

**Instructions:** Complete all necessary information. You may be asked to provide additional information on another form. Please Print.

Name \_\_\_\_\_

Social Security# \_\_\_\_\_ Phone(    ) \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Would you accept full-time work? Yes    No    Would you accept part-time work? Yes    No

On what date would you be available for work? \_\_\_\_\_

Have you ever been employed by Brewster County before? Yes    Dates \_\_\_\_\_ No

Do you have a legal right to be employed in the U.S.? Yes    No    (If yes, proof is required)

Are you of legal age to work? Yes    No

**Educational Background**

High School:

Name and location \_\_\_\_\_

Date of Graduation \_\_\_\_\_ Did not graduate

If you did not graduate from High School, do you have a GED? Yes    No

College:

Name and location \_\_\_\_\_

Course of Study \_\_\_\_\_ Did you graduate? Yes    No

Degree or diploma \_\_\_\_\_ Date \_\_\_\_\_

Graduate School:

Name and location \_\_\_\_\_

Course of Study \_\_\_\_\_ Did you graduate? Yes    No

Degree or diploma \_\_\_\_\_ Date \_\_\_\_\_



Vocational Training -- other:

Name and location \_\_\_\_\_

Course of Study \_\_\_\_\_ Did you graduate? Yes No  
Degree or diploma \_\_\_\_\_ Date \_\_\_\_\_

Continuing Education: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

License & Certifications:

Do you have a Texas Drivers License? Yes What type of DL? \_\_\_\_\_ No

Do you hold any special licenses or certifications? (List) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you have experience or special skills in Accounting Finance, Human Resources, Risk Management/Insurance or Grant related matters?

If so, please describe your experience: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe your level of proficiency with computers/IT \_\_\_\_\_  
\_\_\_\_\_

Are you able to travel to attending training and continuing education related to your employment?  
(County pays expenses) \_\_\_\_\_  
\_\_\_\_\_

**Previous Employers and Addresses**

If you do not want us to contact your present employer, please write "Do Not Contact" by that Employer's information. List the most recent employer first, and list your employment for the last 10 years.

1. Company Name \_\_\_\_\_ Phone ( ) \_\_\_\_\_  
Contact Name \_\_\_\_\_  
Address \_\_\_\_\_ Employed From \_\_\_\_\_ to \_\_\_\_\_  
Position \_\_\_\_\_ Reason for leaving \_\_\_\_\_ Last Wage \_\_\_\_\_

2. Company Name \_\_\_\_\_ Phone ( ) \_\_\_\_\_  
 Contact Name \_\_\_\_\_  
 Address \_\_\_\_\_ Employed From \_\_\_\_\_ to \_\_\_\_\_  
 Position \_\_\_\_\_ Reason for leaving \_\_\_\_\_ Last Wage \_\_\_\_\_
3. Company Name \_\_\_\_\_ Phone ( ) \_\_\_\_\_  
 Contact Name \_\_\_\_\_  
 Address \_\_\_\_\_ Employed From \_\_\_\_\_ to \_\_\_\_\_  
 Position \_\_\_\_\_ Reason for leaving \_\_\_\_\_ Last Wage \_\_\_\_\_
4. Company Name \_\_\_\_\_ Phone ( ) \_\_\_\_\_  
 Contact Name \_\_\_\_\_  
 Address \_\_\_\_\_ Employed From \_\_\_\_\_ to \_\_\_\_\_

You may attach additional pages if necessary. You may also submit a separate resume and any other information which you believe may be pertinent.

**I CERTIFY THAT ALL THE INFORMATION SUBMITTED BY ME IN THIS APPLICATION IS TRUE AND COMPLETE, AND I UNDERSTAND THAT IF ANY FALSE INFORMATION, OMISSIONS, OR MISREPRESENTATIONS ARE DISCOVERED, MY APPLICATION MAY BE REJECTED AND IF I AM EMPLOYED, MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME.**

**BY SIGNING THIS APPLICATION, I AGREE THAT THE COUNTY MAY CHECK MY BACKGROUND AND CRIMINAL HISTORY.**

**WHERE CAN WE CONTACT YOU? \_\_\_\_\_**  
**(PLEASE LEAVE PHONE NUMBERS) \_\_\_\_\_**

**APPLICANT'S SIGNATURE \_\_\_\_\_**  
**DATE \_\_\_\_\_**