

## 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.

### 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 to 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
  - Juvenile
  - 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
- Conviction Report to DPS
- 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 Country 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.
- 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)