

EASTLAND COUNTY

JOB DESCRIPTION

Position Title: Court Coordinator Department: Justice Court Administration

Reports To: Justices of the Peace Precincts 1 and 2 Salary Range: \$15.50-\$17.12 per hour

Non-Exempt Full-Time Position

Position Summary: Coordinator of two Justice Courts responsible for the maintenance of court records, collection of payment in court cases, production of daily and monthly reports, and maintenance of court calendar.

Essential Job Functions (listing most important first):

1. Answer phones and take the appropriate action.
 2. Record criminal and civil case activity and information in the electronic system and paper files. Set court dates.
 3. Open mail daily. Receive, receipt and reconcile money daily. Produce daily reports.
 4. Obtain and maintain working knowledge of all criminal and civil court activity entries.
 5. Complete daily and monthly criminal and civil court activity reports in a timely manner..
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Additional Job Duties: Have working knowledge of all office activity, standard fines, forms, and County and Justice Court office procedures. Utilize programs such as Microsoft Word, Excel and various County Government programs. Use and maintain basic office equipment such as telephones, fax, copier, printers and scanners.

EDUCATION High school diploma or equivalent

EXPERIENCE Two years office experience and Microsoft Office experience preferred

REQUIRED SKILLS Computer skills

PREFERRED SKILLS Ability to spell correctly. Ability to answer phones, utilize computer system and wait on front counter in a organized and professional manner.

PHYSICAL REQUIREMENTS Requires the ability to sit at a desk for long periods of time and intermittently walk, stand, stoop, kneel and reach while performing office duties. Must be able to lift or move light weights.

LIMITATIONS AND DISCLAIMER

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

JOB DESCRIPTION

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.

Employee's Signature

Date

Department Head Signature

Date