

# **Job Description – Civil Court Coordinator – County Court at Law**

## **General Summary:**

Work involves overseeing general court administrative operations, primarily related to the setting, maintaining, and managing of the Court's civil dockets, including but not limited to, matters involving divorce, child custody, child support, child protection, contract, probate and general civil law. Works under the direct supervision of the elected Judge with extensive latitude for the use of initiative and independent judgment.

## **Essential Job Functions:**

- Manages and sets the court dockets
- Communicates with attorneys and pro se litigants to schedule hearings/trials
- Ensures an even case flow
- Sets all civil cases, and other cases as needed
- Attends docket calls
- Prepares court calendars
- Communicates with partner agencies and departments
- Files appropriate documentation of settings with the county and district clerks
- Prepares and forwards records to local regional administrative judge as needed
- Responds to written correspondence from attorneys and parties
- Requests jury panels from county and district clerks as needed
- Files and preserves records, memo rulings, and proceedings not maintained by the clerks
- Checks all motions and proposed orders for accuracy with docket
- Assists in the administration of attorney fee payments, budget and miscellaneous internal fiscal matters
- Assists in-person / walk-in attorneys and litigants
- Maintains list of attorneys, mediators and receivers to be appointed by court as appropriate
- Reviews, categorizes and forwards motions and orders in Court e-file queues
- Answers/screens phone calls
- Performs related work as assigned

**For the purpose of compliance with the Americans with Disabilities Act and ADA Amendments Act, this job Description does not account for potential reasonable accommodations.**

## **General Qualification Guidelines:**

### **Experience and Education**

Experience in legal industry is preferred, but not required. Graduation from an accredited college or university with major course work in business administration, finance, law, accounting, management, or a related field is also generally preferred, but also not required.

### **Knowledge, Skills and Abilities**

- Knowledge of general principles of court operation, the Texas Court System, and the rules concerning appropriate and inappropriate ex parte communication
- Skill in the operation of computer systems and standardized office equipment.
- Ability to analyze, process, and dispose of legal documents; to communicate effectively; to evaluate and administer programs; and to manage finite time and resources

### **Registration, Certification or Licensure**

- Must be bondable
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### **Physical Demand Code**

- 100% Time Spent on S- Sedentary
  - C- Continual
  - 1,2,3,7,8,9,13,14,17,18,19
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