

LEON COUNTY

JOB DESCRIPTION

Job Title: Court Coordinator - District Court

ELSA Code:

Reports To: District Judges

Position#:

Department: District Judges Office

Status: Non-Exempt

Summary of Position:

This person has authority to execute duties delegated by the Judge of the Court, for the Court, to ensure the Court's policies and procedures are followed. These duties include, but are not limited to, docket management, court staff coordination, and monitoring and managing Court activities, which assist the judge in non-judicial and administrative matters.

Docket Maintenance

Monitor all cases assigned to the respective court.

- Ensure that all settable cases, motions, etc. are set for a date and purpose certain as defined by the local court rules.
- Ensure that all cases on the court's docket are listed on docket properly.
- Ensure that all cases transferred are processed in accordance with the local court rules.
- Ensure that all attorneys and parties are properly notified of settings.
- Ensure that the daily court docket properly and accurately reflects the business scheduled before the court.
- By using existing statistical information, determine if the court is keeping current with its own docket as well as in comparison to other courts.
- Locate problem areas, if any, and advise the court as to the problems and make any suggestions to their remedy
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Attorney/Public/Court Liaison:

- Pursuant to the direction of the court, the coordinator shall:
- Serve as liaison between the attorneys, public and courts in matters before the court.
- Act to promote settlements between attorneys involved in litigation assigned to the court.

- Assist all parties to negotiate cases to insure speedy flow of the docket.
- Advise the court of attorneys and parties who are going to be late or have a conflict.
- Advise the court, and so schedule any information that might change the status of a case.

Liaison Duties:

- Be sure all staff members and associated parties of the court are apprised of any court policy changes.
- Be sure any new or substitute staff members or associated parties are apprised of all the policies and preferences of the court.
- Function as a buffer between the court and individuals such as witnesses, etc., as much as possible, to free the court for judicial matters.
- Work with all agencies in the judicial environment as they relate to the efficient operation of the respective court.
- Handle telephone inquiries as to future settings, dispositions and other information as required.
- Be available to assist other courts when court coordinators are necessarily absent.

General Court Management:

- Handle correspondence in accordance with the policies of the court.
- Maintain the Judge's law library.
- Prepare any statistical information needed by the court or the Administrative Offices of the Courts.
- Keep abreast of any new legislation that pertains to the court and to docket management.
- Investigate complaints, if any, with respect to the operation of the court.
- Free the Judge as much as possible from the day-to-day, non-judicial operations of the court.
- Remain available to the Judge at all times in order to give assistance when deemed necessary.
- Handling jurors' excuses, resets and inquiries in accordance with the policies of the court.
- Monitor appeal cases to ensure that statutory time limits are met and monitor mandates.

- Monitor the production of the transcript production in the respective court.

Required Knowledge, skills and abilities:

- The coordinator must possess knowledge of how cases move through the respective court. The coordinator must possess an understanding of techniques of docket management, case control, day-to-day monitoring of matters pending before the court.
- The court coordinator must be able to assess the court's workload, categorize the elements of this workload, and develop long-range plans to assure that the court disposes of cases in a timely, efficient manner.
- The person chosen for this position must possess skills in working with a myriad of people, agents, etc. A coordinator must be able to work without a great deal of supervision from the court.
- Must have a bachelor's degree (preferably in Administration) from an accredited college or university; or e Experience working directly with the Courts (i.e., clerk, law clerk, briefing clerk); or
- Graduate of para-legal school with two years para-legal experience in a field related to the position in question; or
 - ❖ Minimum three years as a clerk in a court of general jurisdiction.
 - ❖ Minimum of five (5) years' experience in court related field; or
 - ❖ Graduate of para-legal school.

Continuing Education:

Court coordinators should be trained to the fullest of their abilities and commensurate with the demands of the Judges. Coordinators should attend a minimum of sixteen (16) hours of continuing education as required (Gov't Code 74.106)

Physical Demands:

Must physically be able to operate a variety of machinery and equipment, exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Requires the ability to lift more than 40 pounds. Position requires color perception. This position requires the ability to see and speak as well as above average hearing.

Notice:

All employees with disabilities are encouraged to contact the Human Resources Department to review and discuss the essential and nonessential functions of the job. An employee with a disability can evaluate the job in greater detail to determine if he/she can safely perform the essential function of this job with or without reasonable accommodation.

Disclaimer:

Job descriptions are not intended, nor should they be construed to be, an exhaustive list of all responsibilities, tasks skills, efforts, working conditions, or similar behaviors, attributes or requirements associated with a job. A job profile is not a comprehensive job description. It is intended for the sole purpose of acquainting a person who is unfamiliar with such a position with a brief overview of the position's general direction and scope. This position profile is intended for internal use only.

"At Will" Statement:

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The employee further understands, and accepts, that this position falls under the provision of "at will" employment, and under no circumstances is this contract for employment.

Supervisor: _____ *Date:* _____

Signature of Employee: _____ *Date:* _____

Acknowledgment of Employee: _____

(Printed Last, First and MI)