



## OFFICE OF COURT ADMINISTRATION

David Slayton  
Administrative Director

### JOB VACANCY NOTICE

**Posting Date:** July 31, 2015

**Closing Date:** Open Until Filled

**Job Listing Identification Number:** OCA-CPC-212-15-32

**State Classification Number and Step:** 3637/B17

**State Job Title:** Court Coordinator

**FLSA Status:**  Exempt  Non-Exempt

**Agency Job Title:** Court Coordinator

**Location:** Tom Green County

**Monthly Salary Range:** \$3,233.00-\$3,446.05

**Type of Job:**  Full Time  Part Time

**Remarks:**

**Travel Required:**  Yes 5-10%  No

**Job Description:** Performs routine program administration work and technical assistance for a Child Protection court. Works under moderate supervision with limited latitude for the use of initiative and independent judgment. Duties include the following: schedule, track and manage cases and assist in courtroom proceedings to ensure cases are completed within timeframes established by state law; prepare reports to determine court effectiveness; assist in developing court guidelines, procedures, and standards for achieving court goals; evaluate court activities.

#### Essential Job Functions:

- For child protection court, proficiently operate automated case management software program by entering case information data and generating standard and ad-hoc reports.
- Create and maintain docket or calendar system for tracking and managing cases as they proceed to disposition.
- Coordinate court dates, court files, room availability and court reporter availability with other court personnel and parties.
- Assist judge with court proceedings, as required, including recording of some proceedings.
- Schedule hearings and trials in compliance with applicable statutory timeframes as determined by judge.
- Develop, coordinate, and maintain hearings and/or case record keeping and filing systems or other systems as necessary.
- Prepare routine and special correspondence, reports, forms, and documents.
- Generate special reports or analyses to monitor and evaluate compliance with case disposition timeframes.
- Respond to routine and non-routine inquiries; explain court policies and procedures.
- Serve as the public's primary, initial point of contact with the judge's office. Communicate effectively with court personnel, lawyers, judges, staff and others.
- Obtain and maintain office supplies and equipment.
- Coordinate travel arrangements as necessary.
- Performs related work as necessary

**Minimum Qualifications:**

- Graduation from an accredited four-year college or university. Experience in a related field as described in the essential functions above may substitute for education on a year-for-year basis.
- Four years' experience in an administrative or office environment or supporting legal or judicial personnel.
- Skill in the use of computer equipment, word processing, and spreadsheet software, and automated systems.

**Preferred Qualifications:**

- Knowledge of legal and technical terminology, of business English and spelling, of hearing procedures, and of the use of legal records.
- Working knowledge of office practices and administrative procedures in the legal/judicial or related field.
- Knowledge of child protection cases.

**Employment Conditions:**

- Sit for long periods of time.
- Operate office equipment and computer systems.
- Adhere to the Code of Judicial Conduct pertaining to the activities of court personnel.
- Requires some lifting, up to 20 pounds.
- Valid Texas driver's license required to operate motor vehicle to conduct court business.

Send completed State of Texas Application for Employment to: Human Resources, Office of Court Administration, 205 W. 14th Street, Suite 600, Tom C. Clark Building, Austin, Texas 78701, fax to 512/463-1648 or email to [ocajobs@txcourts.gov](mailto:ocajobs@txcourts.gov). State applications are available on the Internet at [WorkinTexas.com](http://WorkinTexas.com). Resumes may accompany applications but will not be accepted in lieu of a completed application. Following a screening of applications, interviews of qualified applicants who have sent in a **completed state application** will be scheduled.

An applicant's response to the question regarding **Former Foster Youth** on the state application is **optional** if you are applying for employment with the Office of Court Administration.

**The Office of Court Administration is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.**

**In compliance with the Americans with Disabilities Act, any request for reasonable accommodations needed during the application process should be communicated by the applicant to Nancy Simmons, the Office of Court Administration's Human Resources Officer, at 512/936-1611.**