



Victoria County, TX

POSITION PROFILE

<u>Position Title:</u>	Senior Court Coordinator	<u>Effective Date:</u>	May 2025
<u>Department:</u>	County Courts at Law	<u>Division:</u>	County Courts at Law
<u>Accountable to:</u>	County Judges	<u>Status:</u>	Non-Exempt
<u>Grade:</u>	9	<u>Wage:</u>	\$28.07

Primary Objectives

The Court Coordinator is responsible for managing, directing, overseeing, coordinating, and planning the docket and courtroom activities for Court at Law 1 and 2. Also assists, and represents the Judge(s) in the execution of judicial duties in the operation of the Court(s). Reports directly to the Judge(s), and serves as liaison on various matters before the Commissioners Court, or other courts, and various other governments, agencies and departments. Manages the schedules of the Court docket, which includes monitoring all cases through filing, and all appropriate court settings, until disposition. Assists the Judge(s) in analyzing problem cases, research related to legal issues addressed in correspondence, and preparing legal documents such as opinions, court orders, and various other governmental reports. Processes Demand Probate/Guardianship Letters, Probate Accounting & Inventories, Setting Letters, Setting Hearings Probate/Civil. This position works primarily in court administration and has a significant impact on the operation of the Court(s).

Supervision Received

Receive supervision from Court at Law Judge(s) 1 & 2

Supervision Exercised

None.

PRIMARY DUTIES AND RESPONSIBILITIES

1. Maintain and control the master docket for the County Courts at Law, including the setting and preparation of a daily docket for the court and dismissal docket; prepare notification to attorneys on case settings; Maintain court calendar for civil, criminal, probate, and juvenile cases.
2. Schedule, prepare, and manage the docket for the Court; monitor all cases assigned to the specific Court through filing, court settings until disposition; develop efficient procedures for managing dockets and case flow to ensure fair and timely dispositions of all cases, and promotes judicial efficiency;
3. Ensure that cases are heard expeditiously through the oversight and tracking of cases assigned to the Courts;

4. Submission and monitoring of orders, documents, correspondence and pleadings through the electronic signature queue(s) and necessary actions in regard to same;
5. Serves as liaison between the Judge(s) and attorneys, law enforcement and other agencies, District Attorney's office, and other officials, media, and the public regarding case settings and proceedings; coordinate communication and information exchange between assigned Courts and involved entities and individuals; provide information regarding cases and local rules and practices; coordinate responses to media inquiries; may represent the Judge(s) in various communications;
6. Review correspondence sent to the Courts from constituents and others seeking information or assistance from the Courts; ascertain if any action is required, and prepare responses for the Courts; receive office visitors, and officials, and respond to telephone inquiries;
7. Assists other Court Coordinators as necessary and/or as directed by the Judge(s); Ensure that bi-weekly timesheets are submitted accurately and in a timely manner; Work as part of a team and maintain a cooperative, helpful attitude towards fellow workers, supervisors, officials, department heads, and the general public;
8. Maintain confidentiality and security of all County Court at Law information and systems. A Confidentiality Policy and Agreement to said policy will need to be signed and followed at all times.

OTHER FUNCTIONS

Perform other job related duties as directed by the Judge(s). Regular attendance is considered an Essential Function of this job. Note: The essential functions describe the general nature and level of work being performed by the employee holding this position. Participate in continuing education programs and maintain awareness of developments in court administration. This is not intended to be a comprehensive listing of all duties and responsibilities required, nor are all duties listed necessarily by any one employee so classified.

EXPERIENCE

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Five (5) years of increasingly responsible experience involving court administration (preferred)
- Experience working in a team environment with fellow workers, supervisors, officials, department heads, and the general public
- Experience working in a legal/justice/criminal justice environment (preferred)
- Experience in legal research activities (preferred)
- Experience working with the public
- Bilingual in Spanish (preferred)
- Experience may be used in lieu of education

MINIMUM QUALIFICATIONS

- Four (4) year degree from an accredited college or university in Legal Assistance & Administration, Criminal Justice, Public Administration, Business, or related discipline (Preferred)
- Specialized legal training/certificate, including state and national certifications in court management (Preferred)
- If certification not held, enrollment in program to obtain same would be required
- Continuing education in court management required to maintain certification
- Valid Texas Driver's License and current liability insurance
- Modern courtroom and office practices, procedures, and methods
- Legal terminology and familiarity with the criminal, juvenile, civil and probate justice system;
- Indigence requirements
- Business English, spelling, and grammar
- Computer equipment and software, including word processing, spreadsheets, databases, etc
- Procedures and methods for conducting legal research
- Conduct business with the public in a professional, courteous manner
- Function independently, exercise good judgment, manage multiple projects, and meet deadlines
- Establish and maintain effective relationships with those contacted in the course of the job
- Demonstrate personal communication skills including effective telephone skills and public speaking
- Maintain confidential data and information for judicial staff
- Work independently in the absence of supervision
- Learn, understand, and apply pertinent laws, rules, and regulations
- Understand and follow verbal and written instructions
- Communicate clearly and concisely, both verbally and in writing
- Operate equipment required to perform essential job functions
- Work in a safety-conscious environment and follow and promote good safety practices

WORKING CONDITIONS

The characteristics listed below are representative of the physical demands, physical agility, sensory requirements, and environmental exposures required by an individual to successfully perform the essential duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- Employees sit most of the time but may walk or stand for some periods of time.
- This is light work requiring some physical agility such as: climbing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling, repetitive motions and manual dexterity.
- Sensory requirements include standard vision requirements, ability to convey detailed or important instructions to others accurately, loudly or quickly, and detailed hearing requirements - hear detailed information through oral communication and/or to make fine distinctions in sound.

Physical Exertion (Pounds)	
Up to 10	Frequently
Up to 25	Seldom or never
Up to 50	Seldom or never
Up to 100	Seldom or never
100 or more	Seldom or never

Environmental Exposures	
Work near moving mechanical parts	Seldom or never
Work in high, precarious places	Seldom or never
Toxic or caustic chemicals	Seldom or never
Outdoor weather conditions	Seldom or never
Extreme Cold, non-weather	Seldom or never
Extreme Heat, non-weather	Seldom or never
Noise Level	Quiet

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.