

COUNTY OF GILLESPIE
JOB DESCRIPTION
Court Coordinator
For
Justice of the Peace No. 2

PAY GRADE: 12

PAY RANGE: Starting at \$15.19 - Hourly, Non-Exempt

DESCRIPTION OF POSITION:

The Court Coordinator performs clerical and administrative work in support of the Justice of the Peace. This involves managing court documents (including criminal and civil cases); preparing and maintaining a variety of records, files and reports; conferring with court officials; and answering inquiries from court officials and the general public.

ESSENTIAL DUTIES / FUNCTIONS:

Essential duties/functions, under the supervision of the Justice of the Peace, may include but are not limited to the following:

- Schedule and maintain appointment and court duty calendar for Justice and advises Justice of upcoming events and deadlines.
- Maintain court records for Justice Court.
- Prepare reports and correspondence requested by the Justice of the Peace by obtaining information from a variety of sources.
- Prepare financial and statistical reports for the County and State.
- Maintain control files of matters in progress and follow up to ensure that court-ordered actions are completed.
- Handle calls and visitors, recording and relaying information to Judge and other court personnel as appropriate.
- Provide information and/or perform routine research to answer inquiries.
- Pull prospective jury and prepare summons for Constable.
- Maintain and update filing of court records.
- Maintain/update offense and other codes in the justice computer system as it pertains to the court.
- Responsible for daily collections of fees, fines, court costs, etc.
- Enter payment data in computer system.
- Process daily reports.
- Reconcile collections to reports.
- Prepare bank deposit.
- Balance daily till.
- Deliver daily, prior days collections and reports to County Treasurer's Office.
- Coordinate office functions with other County departments.
- Act as liaison between the public and the Judge of the Justice Court.

SKILLS and ABILITIES

The ideal candidate will have the ability to:

- Maintain neat and orderly work area and ensure that all negotiable and confidential records are properly secured.
- Know and practice proper procedures for handling monetary transactions.
- Communicate effectively, both orally and in writing.
- Effectively use office equipment such as computer, copier, scanner and calculator.
- Perform assigned duties without continual supervision and make sound, independent judgments.
- Manage multiple and changing priorities as may be necessary.
- Establish and maintain effective working relationships as necessitated by work assignments.
- Effectively deal with the public in a professional and positive manner consistent with the requirements of being a public servant.
- Function with a minimal amount of supervision, meet frequent deadlines and be detail oriented.
- Perform related duties / functions as may be required or as delegated by the Justice of the Peace.

MINIMUM REQUIREMENTS / QUALIFICATIONS:

- High School Diploma or equivalent.
- One to two years of clerical experience preferred.
- Must be at least 18 years of age.
- Must consent to and pass criminal background check.
- Bi-lingual in English and Spanish helpful.
- SECURITY REQUIREMENT - Must be able to obtain and maintain a Texas Department of Public Safety (DPS) CJIS security clearance. For more information on CJIS requirements, visit the Texas DPS CJIS system Access policy and chart within the documents section: <https://www.txdps.state.tx.us/SecurityReview/documents.htm>

WORKING CONDITIONS and SCHEDULES:

County facilities, including vehicles, are smoke-free and alcohol free working environments. Location of this position is in the Gillespie County Annex 1 which consists of a normal office environment with heat and air conditioning in a multi-person work area. Occasional work will be done in storage areas which have little to no air handlers.

The position requires daily and prolonged repetitive motor movements, such as but not limited to: computer data entry and use of office equipment (telephone, calculator, typewriter, fax, scanner, copier). The position also requires prolonged periods of sitting and standing. Daily placement of records within filing system will require stooping/bending and moving/lifting/pulling storage files and boxes.

Normal work schedule is Monday through Friday, eight (8) hours per day, 40 hours per week. Duty hours are generally 8:00 a.m. to 5:00 p.m. with an hour for lunch. Regular work attendance is essential. Employee must arrive to work on time, prepared to perform assigned duties and work assigned schedule. Employees are required to record their work hours properly and to submit time records promptly to their supervisor. Unscheduled hours including holidays, and/or weekends may be required in the case of excessive workloads, unforeseen personnel shortfalls, or emergency situations. Incumbent may be required to attend job related seminars, conferences, and/or training. Attendance could require out of town travel with/without overnight stay.

I have read and understand the essential duties / functions; skills and abilities; minimum requirements; and working conditions and schedules of this position.

Signature _____

Date _____