



DALLAS COUNTY JOB DESCRIPTION - Generic

Job Title: Court Coordinator **Job Code:** 70069 **Job Grade:** 00

Reports To: Court Judge **Pos. No:** Various **SIC:** 9211

Department: Various **Loc. Code:** **FLSA Code:** E

Division: **C Service Code:** A **EEOC Code:** I01011

Summary of Functions: Administers and coordinates all court operations in a manner that is effective, efficient, and economical. Identifies court management needs; develops and implements policies and procedures in compliance with the Texas Rules of Court TRCP0, applicable codes and judicial direction.

Duties and Responsibilities:	% of time	Essential (E) or Non-Essential (N)
1. Maintains case inventories directing various required action deadlines on each case from filing throughout the life of the case until final disposition.	20%	E
2. Schedules trial dockets ensuring availability of judge, court personnel, attorneys, jurors and court facility and complying with time standards established by the Texas Supreme Court.	20%	E
3. Serves as liaison between the judges of the court, attorneys, litigants, and other county departments.	15%	E
4. Conducts administrative hearings for pre-trial, docket call, dismissal docket, and announcements by the authority of the Dallas Local Rules.	10%	E
5. Serves as troubleshooter and problem solver by intervening for the court handling complaints, media requests and community needs.	10%	E
6. Identifies needs of the court, documents with research, prepares annual budgets, grant proposals, requests for equipment, supplies, staff and other necessary resources.	10%	E
7. Develops and maintains statistical reports for the judge, Dallas County, and the State of Texas.	05%	E
8. Prepares and maintains inventory of equipment, furniture and supplies.	05%	E
9. Performs other duties as assigned.	05%	N

Minimum Qualifications:

Education, Experience and Training:

Required qualifications as stated in Dallas County Code, 82-963, ff.

Special Requirements:

Strong organizational, interpersonal and communications skills, Extensive knowledge of, or demonstrated ability to learn statutes, rules and procedures governing administration of court processes and services, independent judgment, initiative and discretion is crucial and managerial experience in the private or public sector is preferred.

Physical/Environmental Requirements:

Normal office environment.

Hay Points: KH= pts., PS= pts., AC= pts., TTL= pts.

Supervisor ' s Signature _____ Date _____

Approved by Commissioners Court and/or Civil Service Commission: Oct. 19, 1998