



THE COUNTY OF BURNET  
Burnet, Texas 78611

### **JOB DESCRIPTION**

**WORKING TITLE:** 33<sup>RD</sup> & 424<sup>TH</sup> DISTRICT COURT COORDINATOR  
**DEPARTMENT:** 33<sup>RD</sup> & 424<sup>TH</sup> DISTRICT COURT  
**REPORTS TO:** JUDGE J. ALLAN GARRETT AND  
JUDGE EVAN STUBBS  
**CLASSIFICATION:**

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### **GENERAL DESCRIPTION**

*This position serves as the court coordinator to the 33<sup>rd</sup> & 424<sup>th</sup> District Judges for Burnet, Blanco, Llano, and San Saba counties, and assists in the daily administrative and operational activities of the court. The court coordinator performs administrative and clerical duties essential to the proper operation of the business of court, such as tracking trial dates, docket management, keeping records, entering judgments and events, appointing attorneys, and issuing process. Manages and assigns work to court operations staff. Plans and develops policies, procedures and programs to accomplish goals and objectives. Conduct work flow and trend analysis, and establish department systems to ensure the efficiency and quality of departmental functions and operations. Oversees and performs managerial, consultative, technical and administrative work. Assists in developing and recommending strategic plans and new program initiatives, and assists in preparation of the annual budget. Develops and maintains the technology of public website, emails, and documents. Assists the general public, county officials and staff, attorneys, local law enforcement, and district attorneys with docket schedules and management.*

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### **ESSENTIAL RESPONSIBILITIES AND DUTIES**

- **Jury Management**
  - Plan and coordinate juror security with the 33rd and 424th District Court Bailiff during the trial.
  - Supervise juror and grand juror thank you letters and questionnaires after trial.
  - Maintain records and reports on juror usage for planning and recommended improvements.
- **Docket Management**
  - Maintain and control the master docket for 33<sup>rd</sup> and 424th courts, including the setting and preparation of weekly and monthly dockets for the 33<sup>rd</sup> and 424th courts.
  - Maintain close contact with the District Attorney's and defense attorney's offices to allow sufficient docket control of criminal dockets. Maintain contact with attorneys in civil matters to maintain those dockets.
  - Prepare notification to attorneys on case settings.
  - Maintain and prepare duplication and distribution of all dockets for use by court personnel. Initiate better and more efficient procedures on dockets and case flow to enable fair and speedy disposition in all court cases.

- Maintain data and records on case flow and time elements involved in cases for planning and performance purposes.
  - Computerize docket in order to track cases until such time as District Clerk's office implements the Texas Management System, at which time will determine through that system if time limits set by local rules are being met.
  - Implement tickler system to ensure that time limits are being met.
  - Inform 33rd and 424th District Court Bailiff of defendants in custody and their scheduled dates and times for appearances in court.
  - Check with attorney on status of cases set for trial. Keep the courts informed of any changes in status of weekly and monthly dockets. Enter the docket results after each criminal and civil hearing for Llano, San Saba and Blanco.
  - Issue orders for bench warrants or arrest warrants to District Clerks in Llano and Blanco. Prepare Criminal Scheduling Orders for the District Clerks prior to the arraignment hearing.
  - Enter new indictments and new civil cases for Blanco, San Saba, and Llano Counties.
  - Provide attorney appointments or letters retaining to the District Clerks and Court.
- **Trial Management**
- Set trial dockets.
  - Plan and supervise the mechanics of notice to all connected with trials.
  - Coordinate the availability of attorneys, parties, and court personnel.
  - Ensure the 33<sup>rd</sup> and 424th cases are reset, when not reached for trial and send notices.
  - Determine and coordinate the availability of visiting judges through the Administrative Judge.
  - Make the recommendations for improvements and procedures.
- **Records and Reports**
- Maintain record keeping of all the 33<sup>rd</sup> and 424th court functions and dockets.
  - Prepare periodic reports as requested by judges, court, and other departments.
  - Prepare all necessary reports of court work and cases dispositions. Maintain schedules, statistics, and other matters at the request of the judges, court, and general public.
  - Prepare monthly judgment reports to local law enforcement, Victim Services, and District Attorneys Office
- **Professional Development**
- Maintain awareness and developments in court coordinator. Attend 16 hours of continuing professional education programs as required by the Texas Center for the Judiciary.
  - Attend seminars for Texas Task Force on Indigent Defense.
- **Public Relations**
- Reply to inquiries from the public on court business. Represent the courts at various functions.
  - Make arrangements, as requested, for media representatives who attend court trials and conferences.
- **Research and Resources**
- Acquire and maintain materials and contact with related professional disciplines.

- Maintain special legal resource files.
- Obtain legal materials as requested by judge.
- Research specialized topics as assigned by judges.
- **Indigent Defense Coordinator**
  - Oversees Applications for Court Appointed Attorney forms from Criminal Defendants and Juveniles for the 33<sup>rd</sup> and 424<sup>th</sup> Court.
  - Oversees notification of appointed attorney. Verify all defendants have a scheduled court hearing.
- **Jail Census**
  - Monitor and maintain the jail census for Llano, San Saba and Blanco counties.
  - Notify District Attorneys of 30 days of incarceration and no indictment.
  - Verify all defendants have a scheduled court hearing.
- **Events**
  - Enter all documents filed in criminal and civil court from the District Clerks Office into Odyssey.
  - Open and dispose cases for Blanco, San Saba and Llano Counties.
  - Audit all invoices for appointed mediators and attorneys for the 424<sup>th</sup> Court.

#### **ADDITIONAL RESPONSIBILITIES**

- Prepare and submit the 33<sup>rd</sup>/424<sup>th</sup> District Judges' expense vouchers to the State.
- Prepare, create, and update case forms in Odyssey Software for the 33<sup>rd</sup> & 424<sup>th</sup> District Court.
- Regular attendance and timeliness is required.
- Perform any other duties as assigned within the scope of the department.

#### **EDUCATION REQUIREMENTS**

- Two years of college hours in general studies or related subjects or
- two years work experience in court coordinating or
- paralegal certification
- 23.5 hours of Trial Court Coordination.
- 24 hours of Trial Court Management.

#### **EXPERIENCE AND SKILLS**

- Skill to use a personal computer and various software packages such as, Microsoft Office Excel and Word, and Wordperfect.
- Knowledge of modern office procedures and methods including telephone communications, office systems, and record keeping.
- Skill to type 70 words per minute with accurate keyboarding.
- Ability to establish priorities, work independently, and proceed with objectives without supervision.
- Ability to handle and resolve recurring problems.
- Must be an excellent communicator face-to-face, written, and telephonic.
- Ability to read and interpret documents such as legal filings, setting notice guidelines, Texas Rules of Civil Procedures, Texas Family Code, Texas Criminal Procedures, and other various legal documents and procedures.
- Ability to write routine reports and correspondence.
- Ability to handle sensitive and confidential documents.

### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this position. While performing the duties of this position the employee is frequently required to talk, hear, see, sit, stand, kneel, feel, use fingers to handle and arms to reach. The employee is required to be able to stand or sit for prolonged periods of times. The employee must be able to lift up to 15 pounds occasionally. Specific vision required by this job includes both up close and distance vision.

### **SPECIAL CONDITIONS**

Employee must maintain a valid Texas Drivers License and a valid Texas Automobile insurance. Employee will use their personal vehicle to run errands and commute to District Courtrooms and District Clerks Offices in Blanco, Burnet, Llano, and San Saba Counties. The position will require occasional overtime which may include weekends and evenings. Employee is required to wear professional business attire during business hours.