Court Coordinator

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
COURT COORDINATOR I	3637	B17	$42,976 - $64,469
COURT COORDINATOR II	3638	B19	$48,244 - $76,028
COURT COORDINATOR III	3639	B21	$54,278 - $87,046

GENERAL DESCRIPTION

Performs court coordination work involving court administrative operations for child support cases and child protection cases.

EXAMPLES OF WORK PERFORMED

Prepares dockets or schedules cases as they proceed to disposition.

Prepares special reports or analysis to monitor and evaluate compliance with case disposition timeframes.

Prepares, interprets, and disseminates information about the child support and child protective courts and their programs.

Prepares correspondence, reports, forms, and documents for child support and child protection cases.

Coordinates court dates, room availability, and court reporter availability with appropriate parties as necessary.

Develops, coordinates, and maintains the court’s record-keeping and filing systems.

Serves as the primary point of contact with the child support or child protection court judge’s office.

Maintains court records and ensures that appropriate records are retained for the assigned retention period.

Assists judges with court proceedings, including recording of some proceedings.

Performs related work as assigned.

DESCRIPTION OF LEVELS

Examples of work and descriptions are meant to progress through the levels. For example, an employee at level III may also perform work listed within the previous levels.

***Note**: Employees at the journey level may independently perform the full range of work listed in the examples and may assist others in performing work of greater complexity.*

COURT COORDINATOR I: Performs complex (journey-level) court coordination work. Works under general supervision, with moderate latitude for the use of initiative and independent judgment. Employees at this level may routinely assist others in performing work of greater complexity.

***Note:** A senior-level employee (levels II-III) may serve in a lead or supervisor role. Senior-level employees may perform the full range of work identified in the levels preceding their own and/or may oversee or coordinate that work for others. Factors that may distinguish between senior levels include the scope of responsibility and oversight; the nature, complexity, and impact of the work performed; and the employee's related experience, education, and certifications.*

COURT COORDINATOR II: Performs highly complex (senior-level) court coordination work. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. Employees at this level may:

- Participate in the development of court guidelines, procedures, and standards for achieving court goals.
- Monitor and evaluate court caseload and processes and make recommendations to improve overall court performance.

COURT COORDINATOR III: Performs advanced (senior-level) court coordination work. Works under minimal supervision, with considerable latitude for the use of initiative and independent judgment. Employees at this level may oversee administrative operations for courts with the highest caseloads.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Agencies have the discretion to identify the general or specialized experience, education, or certifications required for positions and may tailor qualification requirements to specifically meet the agency's business needs. Agencies may substitute experience, education, military service, apprenticeships, and relevant credentials for one another, if appropriate and allowed by statute.

KNOWLEDGE, SKILLS, AND ABILITIES

For all levels

- Knowledge of legal services principles and practices, general administration and management principles and practices, and the Texas court system and the rules of civil and appellate procedure.
- Skill in the use of computer and office equipment.
- Ability to perform court services and management operations; to prepare reports; to analyze, process, and dispose of legal documents; to evaluate and administer programs; to communicate effectively; and to supervise the work of others.

Additional for Court Coordinator II-III levels

- Ability to oversee and/or supervise the work of others.

REGISTRATION, CERTIFICATION, OR LICENSURE

Must be bondable.