



# Court Coordinator

Salary Group: B17

Class Code: 3637

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
COURT COORDINATOR	3637	B17	\$36,976 - \$58,399

## GENERAL DESCRIPTION

Performs advanced (senior-level) court coordination work. Work involves overseeing court administrative operations for child support cases and child protection cases. May supervise the work of others. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

## EXAMPLES OF WORK PERFORMED

Prepares dockets or calendars cases as they proceed to disposition.

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

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

Prepares routine and special 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 record-keeping and filing system of the court.

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

Maintains court records and ensures appropriate records are retained according to assigned retention period.

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

Assists in the development of court guidelines, procedures, and standards for achieving court goals.

May supervise the work of others.

Performs related work as assigned.

## **GENERAL QUALIFICATION GUIDELINES**

### **EXPERIENCE AND EDUCATION**

Experience in administrative support or legal work. Graduation from an accredited four-year college or university with major coursework in business administration or a related field is generally preferred. Experience and education may be substituted for one another.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of legal services principles and practices, of general administration and management principles and practices, and of 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.

### **REGISTRATION, CERTIFICATION, OR LICENSURE**

Must be bondable.