

BANDERA COUNTY
Job Description

JOB TITLE: Court Coordinator Assistant - County Attorney

PAY GRADE: 13 FLSA: Non-exempt

EMPLOYEE NO.:

OBJECTIVE: To provide clerical support and coordination of cases for the County Attorney's Office.

ORGANIZATIONAL RELATIONSHIPS:

1. Reports to: County Attorney, Legal Assistant in absence of the County Attorney.
2. Directs: None

GENERAL STATEMENT OF DUTIES:

Serve the public and act as a court coordinator assistant and record keeper for the County Attorney's Office in accordance with departmental, county and state regulations, and procedures. Also serves as Hot Check Coordinator as well as provides truancy case management.

ESSENTIAL FUNCTIONS/DUTIES (to include but not limited to):

- * Creates files for new criminal cases in county court;
- * Responsible for filing and maintaining files for County court cases, including but not limited to maintaining a case management system;
- * Receives, reviews, and compiles documents and information for cases in county court;
- * Attends court for criminal, truancy and hot check cases to assist County Attorney as directed;
- * Attends to public who visit the County Attorney's Office;
- * Answers and directs calls to proper personnel;
- * Responsible for E-Filing Pleadings
- * Orders and organizes books for office law library as needed;
- * Monitors department equipment and supplies, and places orders as needed;
- * Gathers files for off-site storage or for destruction as needed;
- * Maintains destruction file logs;
- * Books seminars and travel for office personnel;
- * Maintains schedule and calendars for training and seminars;
- * Collects and distributes mail for office;
- * Completes daily errands for office as needed;
- * Lift 10-25 lbs frequently and 25-50 lbs occasionally;
- * Must have working knowledge of essential functions performed by Legal Assistant I, Legal Assistant II and Court Coordinator in the event of the absence of either;
- * Creates files for hot check and theft of service cases;

ATTY-Crt Coord Assist

Created 11/29/11, Revised 11/25/13, 6/26/14, 6/13/24

- * Processes and records all data for hot checks;
- * Creates and processes correspondence including demand letters;
- * Communicates with victims and defendants in an effort to satisfy restitution in lieu of prosecution;
- * Maintains and reconciles accounting of payments for defendants on restitution and costs;
- * Collects monies and processes bank deposits for hot check restitution collected as well as payments to merchants, and communicates with County Treasurer regarding same and reimbursement to County Attorney;
- * Prepares complaints for merchants, judgments, and readies files for court including subpoenas for bank records if needed;
- * Creates files for new truancy cases in JP court;
- * Corresponds with school officials regarding truancy cases;
- * Corresponds with court staff and judges regarding cases;
- * Managing invoices;
- * Regular attendance is required;
- * Perform other duties as may be assigned by supervisor.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- * General office skills;
- * General computer skills, and use of internet;
- * Word Perfect, Excel, general bookkeeping is preferred;
- * Ability to learn the E-file system;
- * Ability to obtain Notary Public;
- * Ability to use office equipment efficiently;
- * Ability to obtain Notary Public certification;
- * Multi-task oriented;
- * Must have interpersonal skills;
- * Working knowledge of legal terminology;
- * Organizational and problem-solving skills;

PHYSICAL REQUIREMENTS:

- * Ability to lift 10-25 lbs frequently and 25-50 lbs occasionally;
- * Able to work additional hours and attend conferences either local or various locations throughout the state;
- * Frequent reaching, bending, and twisting with occasional standing, walking, and driving;
- * Constant use of computer and office equipment;
- * Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

CERTIFICATES AND LICENSES REQUIRED:

- * High school graduate or GED equivalent;
- * Preferred, not required, one year post high school education;

ATTY-Crt Coord Assist

Created 11/29/11, Revised 11/25/13, 6/26/14, 6/13/24

* Valid Texas Driver's License

This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The employee further understands, and accepts, that this position falls under the provision of an "At Will" employment, and under no circumstances is this a contract for employment.

Acknowledgement of Employee: _____
(Printed Last, First Name, MI)

Signature of Employee: _____

Approval: _____
(Elected/Appointed Official, Dept. Head/Supervisor) (Date)

Approved by Commissioner's Court: _____ 6-13-24 _____
(Date)