

Tom Green County



Human Resources

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*Terry L. Mobley
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Date: March 27, 2015

Subject: Agenda Item 9 for 3/31/15

To: Honorable Judge Steve Floyd
Commissioner Ralph Hoelscher
Commissioner Aubrey deCordova
Commissioner Rick Bacon Jr.
Commissioner Bill Ford

Gentlemen,

The number 9 agenda item for Tuesday's Court is a request to consider the reclassifying some positions in the District Court. Several months ago the District Court asked me to do a comprehensive study of the Court Coordinator positions in their department. I have attached a couple of the new job description and a spread sheet showing the positions impacted and the new salaries if the request is approved.

The auditor has indicated that there are sufficient funds in this year's budget for each department to cover the increase in salaries.

Respectfully,

A handwritten signature in cursive script that reads "Terry L. Mobley".

Terry L. Mobley
Director, Human Resources
Tom Green County

TOM GREEN COUNTY
Job Description

Class Title: Court Coordinator
Class Code: 4855
Job Title: Court Coordinator
Dept: District Court

Reports To: District Judge
FLSA: Non-Exempt
EEOC Code: AS
Revision Date: 02/05/15

Summary

The Court Coordinators work under the direction of the District Judges. This person has authority to execute duties delegated by the Judge of the Court, for the Court, to insure the Court's policies and procedures are followed. These duties include, but are not limited to, docket management and monitoring and managing Court activities, which assist the judge in non-judicial and administrative matters.

Essential Duties and Responsibilities:

Docket Maintenance:

Monitor all cases assigned to the respective court.

Insure that all settable cases, motions, etc., are set for a date and purpose certain as defined by local court rules.

Insure that all cases on the court's docket are listed on docket properly.

Insure that all cases transferred are processed in accordance with the local court rules.

Insure that all attorneys and parties are properly notified of settings.

Insure that daily court docket properly and accurately reflects the business scheduled before the court.

By using existing statistical information, determine if the court is keeping current with its own docket as well as in comparison to other courts.

Locate problem areas, if any, and advise the court as to the problems and make any suggestions to their remedy.

Attorney/Public/Court Liaison:

Pursuant to the direction of the court, the coordinator shall:

Serve as liaison between the attorneys, public, and courts in matters before the court.

Act to promote settlements between attorneys involved in litigation assigned to the court.

Assist all parties to negotiate cases to insure speedy flow of the docket.

Advise the court of attorneys and parties who are going to be late or have a conflict.

Advise the court, and so schedule any information that might change the status of a case

The Automated System – JMS:

To insure an accurate in-court history of the scheduled matter (Setting result).

To update the computer with future settings for the purpose of inquires and future dockets.

Locate problem areas, if any, and advise the Court as to the problems and make any suggestions as to their remedy

Liaison Duties:

Be sure all staff members and associated parties of the court are apprised of any court policy changes.
Be sure any new or substitute staff members or associated parties are apprised of all of the policies and preferences of the court.
Act as a buffer between the court and individuals such as witnesses, etc., as much as possible, to free the court for judicial matters.
Work with all agencies in the judicial environment as they relate to the efficient operation of the respective court.
Handle telephone inquiries as to future settings, dispositions and other information as required.
Be available to assist other courts when court coordinators are necessarily absent.

General Court Management:

Handle correspondence in accordance with the policies of the court.
Maintain the Judge's law library.
Prepare any statistical information needed by the court or the Administrative Offices of the Courts.
Keep abreast of any new legislation that pertains to the court and to docket management.
Investigate complaints, if any, with respect to the operation of the court.
Free the Judge as much as possible from the day-to-day non-judicial operations of the court.
Remain available to the Judge at all times in order to give assistance when deemed necessary.
Handling jurors' excuses, resets and inquiries in accordance with the policies of the court.
Monitor appeal cases to insure that statutory time limits are met and monitor mandates.
Monitor the production of the transcript production in the respective court.

Minimum Qualifications:

Personal Skills:

The coordinator must possess knowledge of how cases move through the respective court. The coordinator must possess an understanding of techniques of docket management, case control, day-to-day monitoring of matters pending before the court.
The court coordinator must be able to assess the court's workload, categorize the elements of this workload, and develop long-range plans to assure that the court disposes of cases in a timely, efficient manner.
The person chosen for this position must possess skills in working with a myriad of people, agents, etc. A coordinator must be able to work without a great deal of supervision from the court.

Formal Training:

Must have a Bachelor's Degree (preferably in Administration) from an accredited college or university; or:
Experience working directly with the Courts (i.e. clerk, law clerk, briefing clerk); or
Graduate of para-legal school with two years para-legal experience in a field related to the position in question; or
Minimum three years as a clerk in a court of general jurisdiction;
Minimum five years experience in court related field; or
Graduate of para-legal school.

Continuing Education:

Court Coordinator should be trained to the fullest of their abilities and commensurate with the demands of the Judges. Coordinator should attend a minimum of sixteen hour of continuing education as required (Gov't Code 74.106)

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under their supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

Loc	Last Name	First Name	Period Pay		Bi-Weekly		S15
012	NORIEGA	SYLVIA	1,482.11		1,541.39		40,076.25
012	TORRES	CHERYL	1,404.90		1,461.10		37,988.50
012	MCFARLAND	SHANNON	1,529.82		1,591.01		41,366.33
012	FERNANDEZ	BELINDA	1,122.54		1,269.23		32,999.98
012	CAMARILLO	ALMA	1,052.47		1,194.51		31,057.26
							S15
013	THURMAN	MOLLY	1,690.88		1,758.52		45,721.40
025	PIERCE	TEENA	1,985.14		2,004.02		52,104.52
							S16
003	MONICO	GARY	1,427.43		1,484.53		38,597.71
011	KENNEY	SANDRA	1,271.67		1,322.54		34,385.96
014	VINES	VICKI	1,851.50		1,925.56		50,064.56
036	PALMER	SARA	1,304.63		1,356.82		35,277.20
037	REED	FRANCES	1,272.88		1,323.80		34,418.68