ATASCOSA COUNTY
COURT COORDINATOR

POSITION SUMMARY:
The Atascosa County Court at Law is seeking a professional, organized, and service-oriented individual to serve as Court Coordinator.

The Court Coordinator supports the day-to-day administration of the Court by providing customer service, coordinating the court docket, maintaining the Judge's calendar, managing case flow and reporting, monitoring the guardianship caseload, and assisting with office operations.

The ideal candidate has strong customer service skills, takes initiative, works independently with minimal supervision, and keeps the Court's calendar and caseload organized to support efficient and professional operations.

COMPENSATION:
FLSA Status: Non-Exempt
Pay Range: $26.63 hourly to $30.77 hourly, depending on experience.
Hours: Monday through Friday, 8:00 a.m. to 5:00 p.m.

Applications to be submitted to the Atascosa County Human Resources Department by email at kfournier@co.atascosa.tx.us and Judge Brendel at bbrendel@accl-tx.org.

Applicants must complete and submit an Atascosa County Application for Employment to be considered for the position. The application can be found on the County's website, or by clicking the following link, Employment-Application.pdf. Applicants may also submit a resumé with their county application.

Applications Close: Open until filled

ESSENTIAL FUNCTIONS:

- Coordinate hearings, trials, conferences, weddings, and other court proceedings; maintain the Judge's calendar and communicate scheduling information to attorneys, litigants, clerks, and other participants.
- Assist with docket management for civil, criminal, family law, guardianship, juvenile, probate, and other assigned cases. Monitor case status, maintain accurate records, and identify matters requiring scheduling or follow-up.
- Prepare and distribute court notices, correspondence, and reports. Respond professionally to inquiries about court settings and procedures while maintaining judicial neutrality and refraining from providing legal advice.
- Compile and maintain caseload statistics, including pending, newly filed, disposed, aging, and inactive cases, to support the Judge's case management and reporting responsibilities.

- Monitor guardianship reports, accountings, and required filings; send reminders and notify the Judge of incomplete or delinquent submissions.
- Support daily office operations through supply management, mail processing, filing, copying, scanning, and document preparation.
- Provide courteous and impartial service to the public and Court and County personnel. Protect confidential information and follow applicable policies and procedures.
- Complete and report 16 hours of continuing judicial education annually and perform other administrative duties assigned by the Judge.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Strong customer service, interpersonal, communication, organizational, and time management skills.
- Proficiency in Microsoft Word, Excel, Outlook calendar and scheduling functions, and Zoom; ability to learn court case management software.
- Ability to prepare professional documents and accurately organize, analyze, and maintain case information and statistical reports.
- Ability to work independently, exercise sound judgment, and maintain attention to detail.
- Ability to communicate professionally with Court and County stakeholders and remain courteous in stressful situations.
- Ability to protect confidential information and follow County and Court policies, procedures, and confidentiality requirements.

PREFERRED QUALIFICATIONS:

Preference may be given to applicants with experience or skills in one or more of the following areas:

- Professional customer service positions involving substantial public contact;
- Ability to communicate effectively in both English and Spanish;
- County or governmental offices;
- Microsoft Office applications;
- Database or case-management systems;
- Statistical reporting and data management; or
- Guardianship, probate, family law, civil, criminal, or juvenile case administration.

WORKING CONDITIONS:

Position is located in an office environment with little or no exposure to environmental conditions. Health and safety hazards are minimal. No protective equipment is required. Fine dexterity, hearing, talking and vision are constantly required. Frequently sitting, reaching, handling, pushing and pulling are required. Occasional standing, walking, lifting, carrying, kneeling, and bending are required.

Atascosa County is an Equal Opportunity Employer. We do not discriminate based on race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability, genetic information, or protected veteran status, or any other characteristic protected by applicable federal, state, or local laws. All employment decisions are based on business needs, job requirements, and individual qualifications.