

COUNTY OF ANDREWS

Andrews County is currently accepting applications to fill a full time position at the Andrews County District Judge's Office. Applications are available in the office of the County Judge and online at www.co.andrews.tx.us and will be accepted until position is filled.

According to Andrews County Personnel Policy, the Job Description is posted with this announcement, and is available upon request in the County Judge's Office, Courthouse, Room 104, Andrews County, Texas, 79714.

Applications will be considered regardless of race, creed, sex, national origin, or age in compliance with Federal Regulations. A verification of references will be made as well as a check on Applicants' driving records in order to assure insurance coverage on the individuals. Poor driving records or DWI convictions will eliminate an applicant from consideration for employment.

A physical examination will be arranged and paid for by Andrews County for the prospective employee, which is selected, prior to their acceptance of employment, in order to assure health insurance coverage for the individual. This physical shall include drug testing, as provided by the Personnel Policy.

JOB DESCRIPTION –109th JUDICIAL COURT ADMINISTRATOR

Location: Andrews County, Texas

Purpose of the Office of Court Administration: The purpose of the description is to provide an outline of the duties and responsibilities of the office of Court Administrator for the 109th Judicial district court. The Court Administrator must follow the canons from the Texas Code of Judicial Conduct located in Judicial Rules and Standards.

Position Summary:

A Court Administrator is a person who has responsibility for performing or supervising the scheduling and tracking of cases on the Court's Docket, and **is responsible to more than one judge or to one judge who has multi-county jurisdiction**. The primary duties are to manage, direct, supervise, coordinate and plan the operations of courts and to assist the judiciary in making certain decisions, except those judicial decisions required by law to be made by judges only. The 109th Judicial District includes Andrews, Winkler and Crane Counties.

Principal Duties/Responsibilities which include Docket Management, Trial Management, Jury Management, Records and Reports, Professional Development, Public Relations, Research and Resources, and General Administration:

1. Docket and Case flow management: seeing that each case is set on a date certain for a specific purpose; follow-up each calendar setting; sending notices of settings; and tracking of cases for dismissal for lack of prosecution and ordering mediation for jury trial cases. Also prepare, duplicate and distribute all dockets for use by court personnel and the district clerk. Initiate better and more efficient procedures on dockets and case flow to enable fair and speedy disposition of all court cases.
2. Contact attorneys when directed to determine status of cases or coordinate settings; includes district attorneys for three counties.
3. Prepare the Court's Charges to the Jury under the direction of the Judge;
4. Review all Title IV-D cases that are on the expedited process list;
5. Review OCA monthly reports filed by District Clerks in three counties for accuracy;
6. Coordinate setting with District Clerks in three counties;
7. Prepare expense claims for District Judge for travel and meals and send to State Comptroller for reimbursement;
8. Maintain law library by purchasing and filing new books and all supplemental materials and keeping track of library users;
9. General secretarial duties including typing, filing, answering the telephone, using a calculator, using a fax machine, taking dictation, transcribing dictation, ordering supplies, preparing the new Court calendar for each year for all three counties to include jury and non jury Court dates.
10. Review and assist District Judge with annual budget preparations.
11. Prepare monthly indigent defense report as well as the Indigent Defendant Plan every other year..
12. Keep track and prepare time cards for constables by the 15th of each month.

13. Contact each district clerk and district attorney in order to seat a new grand jury panel in January and July. This needs to be done in December and June.
14. Responsible for ordering supplies and stocking the refrigerators for juries.
15. Participate in continuing professional education programs (16 hours of continuing education per year is mandatory).
16. Reply to inquiries from the public on court business. Encourage, plan and arrange court tours for students and interested groups.
17. Make arrangements, as requested, for media representatives who attend court trials.
18. Act as a liaison by representing the courts on various matters before the administrative judicial regions and the court and courts of other jurisdictions.
19. Research specialized topics as assigned by the Judge.
20. Expedite all other non-routine administrative matters as they arise.
21. Plan and supervise attorney appointments, evaluate and coordinate court schedules, track attorney non availability letters, prepare non routine correspondence for the Court, develop procedures to merge documents to expedite routing correspondence such as pretrial notices, transmittal letters and juror correspondence. Maintain the telephone recording on the jury status line . Plan and order at the proper time the summons of jurors adequate for the court. Determine answers to inquiries from respective jurors, plan and coordinate juror security with the court bailiff during court settings.

PHYSICAL DEMANDS

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to show sufficient clarity of speech and hearing or other communication capabilities, which permit the employee to discern verbal instructions, communicate effectively on the telephone and in person. The employee must have sufficient vision or other powers of observation which permits the employee to comprehend written work instructions and review, evaluate a variety of written documents and text materials. The position also require sufficient manual dexterity, which permits the employee to operate standard office equipment and personal computer. Must have sufficient personal mobility, flexibility and physical reflexes which permit the employee to lift 25 pounds.