

HAYS COUNTY JOB DESCRIPTION

Job Code: 0910
Grade: 111
FLSA: Non Exempt

Prepared by: PSPC & Human Resources
Date Prepared: May, 1998
Updated March 2009, February 2012, June 2015

ASSISTANT COUNTY COURT AT LAW COURT ADMINISTRATOR

Essential functions, as defined under the Americans with Disabilities Act, include the responsibilities, knowledge, skills, and other characteristics listed below. This list of responsibilities is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Summary

Under general supervision of the County Court at Law Court Administrator, the Assistant County Court at Law Court Administrator performs a variety of administrative, clerical, and court collection duties for Hays County Court at Law courts. The duties involve the performance of specific operations that include analytical and clerical tasks and procedures, the use of employment and financial information to determine defendants ability to pay court fees and fines, develops and monitors payment schedules for compliance, researches and investigates clients' accounts and notifies clients by phone and mail of account delinquent status, collection procedures, and compliance statutory rules. The product of the employee's work affects the immediate staff of the department and requires the timely provision of services to others.

Responsibilities

- Performs a variety of administrative and collection duties for County Courts at Law, such as scheduling cases on the court's docket, including hearings, motions, non-jury and jury trials, and trials before the court
- Assists with scheduling judges, attorneys, bailiffs, interpreters, and court reporters.
- Notifies concerned parties and assures proper notice is given concerning docket settings.
- Maintains and updates court appointed attorney contact information and continuing education records.
- Monitors cancellations and modifications of cases and apprises judges of changes. Reviews all magistration forms to ensure each misdemeanor arrest is accounted for.
- Prepares County Court at Law documentation on new case filings; processes declines, route ups and route downs; sets and posts all court dockets; and monitors court dockets and case flow.
- Monitors jail cases and prepares jail lists to ensure they flow through the court system in a timely and efficient manner.
- Prepares failure to appear lists and reviews wanted person's reports to identify defendants.
- Assists with appointing public defenders to cases. Receives and reviews final judgments and court orders and forwards to the Judge for signature approval.
- Prepares and processes bond forfeiture documents.
- Records and enters case and docket information into computer.
- Prepares form letters, routine reports, warrants, mental health documentation, final dismissals for Unsupervised Deferred Adjudication cases, interlock removal documentation, orders for payment, correspondence from Judges, and rulings to attorneys.
- Assists customers in person or on the telephone; and reviews and responds to inmate correspondence.
- Responds to inquiries for information on cases and court procedures; and serves as a court liaison with law enforcement agencies and mental health hospitals.
- Prepares and maintains County Court at Law collection procedures in compliance with the Office of Court Administration policies and procedures; coordinates collection procedures with other county

departments; assists in identifying target recovery and collection goals and objectives; and complies with the Office of Court Administration for the collection improvement program.

- Collects fines, fees, and court costs from defendants as imposed by the Court; reviews, verifies, and evaluates applications for payment extensions; conducts in person interviews and underwrites payment arrangements; makes follow up calls to defendants for collection of non-complaint payment of court ordered fines and court costs; prepares and mails delinquent account notices.
- Refers long-term delinquent accounts to outside collections agency; flags defendant driver's license through Omnibase when non-compliant with payment terms; ensures through the County Clerk that outside collection agency and Omnibase fees are added to assessed amount due
- Ensures confidentiality of all defendant information and records; performs data entry and file maintenance of collection records; responds to requests for information; maintains and distributes material
- Reconciles accounting records of collections, and examines and corrects accounting transactions to ensure accuracy of accounts; compiles and analyzes statistical data and prepares related reports
- Maintains and orders office supplies.
- Performs other duties as assigned.

Knowledge Required

- Exceptional knowledge of court regulations, policies and procedures.
- Exceptional knowledge of code of judicial conduct.
- Exceptional knowledge of federal, state, and local laws such as criminal procedure, civil procedure, and penal code and court administrator guidelines.
- Exceptional knowledge of collections, accounting, and finance.
- General knowledge of legal terminology and requirements of cash management.
- General knowledge of general office procedures and practices.
- General knowledge of basic word processing/personal computer software including MS Word, Excel and various software.
- General knowledge of a body of standardized rules, procedures, or operations to perform the full range of clerical assignments and to resolve recurring clerical problems.
- General knowledge of grammar, punctuation, spelling, and arithmetic functions.
- General knowledge of general office and accounting procedures.
- General knowledge of department codes.
- General knowledge of department forms, rules, procedures and guidelines.
- General knowledge of telephone etiquette and customer relations.

Required Skill

- Exceptional skill in operating standard office equipment, such as personal computers, calculators, and telephones and copier.
- Exceptional skill in gathering/compiling/analyzing data and maintaining complex records.
- Skill in performing court administration duties such as preparing and monitoring court dockets, scheduling court calendars, and responding to inquiries for case information and court procedures.
- Skill in reading, understanding, and following state and local laws related to criminal procedure, civil procedure, penal code, and court administration.
- Exceptional skill in money handling.
- General skill in establishing and maintaining effective working relationships with staff, other county departmental staff, and the public.
- General skill in providing information and assistance to office staff, visitors and callers.
- General skill in interviewing techniques.
- General bookkeeping and report preparation skills.
- Exceptional skill in conducting research and report preparation.
- General skill in performing mathematical calculations.
- General skill in completing and implementing new forms and office procedures.
- General skill in establishing and maintaining effective working relationships with supervisors, co-workers, vendors, contractors, outside agencies, and the public.
- General skill in reading and understanding court dockets.
- General secretarial and reception skills, including customer service.
- Skill in communicating clearly and concisely, in writing and verbally.

Education and/or Experience

Any equivalent combination of experience or training may be substituted on a year for year basis.

- Requires high school diploma or equivalent.
- Paralegal or related education or certification.
- Three years legal, court environment, paralegal or related experience.
- Bilingual may be preferred (Spanish/English).

Other Qualifications, Certificates, Licenses, Registration

- Certified Court Management certificate preferred.
- Valid Texas Class C driver's license.
- Notary Public may be required.

Supervisory Responsibilities

Generally none.

Supervision

- The Supervisor provides continuing or individual assignments, deadlines, and priority of assignments.
- The Supervisor is consulted for deviations to general instructions, problems and unfamiliar situations.
- The Assistant County Court at Law Court Administrator should use initiative in carrying out recurring assignments independently without specific instruction, but refers deviations, problems, and unfamiliar situations not covered by instructions to the supervisor for a decision or help.
- The Assistant County Court at Law Court Administrator is evaluated on technical accuracy along with adherence to instructions.

Guidelines

- Procedures for doing the work have been established and a number of specific guidelines are available. The number of similar guidelines and work situations requires the employee to use judgment in locating and selecting the most appropriate guidelines, references, and procedures for applications.
- When making minor deviations this position may adapt the guidelines to specific cases. The Assistant County Court at Law Court Administrator must be able to recognize the differences among situations and may also determine which of several established alternatives to use. Actions or responses differ with respect to the source of information to be applied, the kinds of transactions or entries to be made, or other differences of a factual nature.
- Situations to which the existing guidelines cannot be applied or propose significant deviations from the guidelines are referred to the supervisor. This position must have a good work ethic, meet deadlines, have good attitude, be punctual, reliable, keep promises and have a proper attitude.

Emotional Demands

This position must obtain, clarify or give facts or information to county employees and members of the outside public. The Assistant County Court at Law Court Administrator meets with contacts in a structured setting at Hays County facilities. The contacts are generally cooperative however; this position may have to influence or control situations where individuals may be uncooperative.

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to:

- Use of his/her hands and fingers to handle or feel.
- Reach with hands and arms.
- Talk.
- Hear.
- Sit for long periods of time.
- Occasionally stand, walk, kneel or stoop.
- Occasionally lift and/or move up to 25 pounds.

- Specific vision abilities required by this job include close vision, color vision, depth perception, and the ability to adjust focus.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in a normal office setting. The work is typically sedentary but involves everyday risks or discomforts requiring normal safety precautions typical of offices, meeting rooms, or vehicles. The work area is adequately lighted, heated and ventilated. Crowded conditions may exist. The employee is occasionally exposed to health or physical hazards, such as agitated, violent, or contagious individuals.

Acknowledgement

I agree that I am able to satisfactorily perform the essential duties listed above with or without an accommodation. I understand the satisfactory performance of the essential duties in this job description is a condition of my employment. I agree to follow the instructions of my supervisor within the constraints of the law and will perform additional duties to the best of my ability when instructed to do so.

I acknowledge the receipt of the current Hays County Personnel Policy Manual, which outlines my privileges and obligations as an employee. I acknowledge that the provisions of the Personnel Policy are terms and conditions of my employment and I agree to abide by them. I accept responsibility for reading and familiarizing myself with the information in the manual. It is understood that any changes to this policy will be communicated to me in writing. I agree to return the manual to my supervisor if I leave the employ of Hays County.

I further understand that my employment is terminable at will so that both Hays County and its employees remain free to choose to end the employment relationship at any time for any reason or no reason.

I fully understand that I may be granted compensation time in lieu of payment of overtime to the extent provided by law. I also understand that my supervisor can instruct me to take compensation time.

Employee Signature

Date

List any and all accommodations that are needed to satisfactorily perform the essential functions of this position.