

County Court Coordinator Job Description

Manages all administrative operations of the County Court Judge's Office, including court calendars, dockets, hearings, and case coordination. Provides high-level, confidential administrative support to the County Judge and assigned judges while ensuring compliance with court policies, procedures, and the Code of Judicial Conduct.

Key Responsibilities

- Coordinate criminal, civil, juvenile, and probate court activities, including docket preparation, case tracking, and trial scheduling.
- Schedule hearings and trials; notify attorneys, litigants, jurors, and other parties of court settings and changes.
- Maintain accurate court records and case management systems; process, research, and prepare legal documents and orders.
- Assist with jury functions, including juror records, notifications, excusals, and deferrals.
- Serve as liaison among judges, attorneys, litigants, county offices, jail staff, and outside agencies.
- Assist the public and legal professionals by explaining court procedures and responding to inquiries.
- Coordinate visiting judges, court reporters, bailiffs, and support staff; maintain court calendars and appointments.
- Perform complex, confidential administrative and clerical duties; manage correspondence, calls, and records.
- Stay current with court administration practices.
- Able to work independently, meet deadlines, multitask effectively, and maintain professional working relationships.
- Assist the public phone calls or emails regarding various county matters and forwarding to the correct office if necessary.

Education and Experience/Training

High school graduation or equivalent is required. College coursework in a related field or a bachelor's degree is preferred but not required.

Required Qualifications, Knowledge, Skills and Abilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required:

Knowledge of modern office practices and procedures, including automated record keeping systems; be able to operate copier; knowledge of Microsoft programs; Excel; and NetData is a plus; understanding of complex legal documents, instruments, records and reports; excellent verbal and written communications skills and knowledge of legal terminology and the ability to effectively and accurately monitor cases, ability to type accurately; plus experience with word processor and computer systems essential, and the ability to establish and maintain effective working relationships with Judges, members of the legal profession, other county offices and the general public. Must be able to work independently while maintaining confidentiality and honesty

Physical Requirements

Must be able to stand or sit for extended periods of time; be able to operate assigned equipment and type for extended periods of time; must be able to move to different offices and distribute correspondence. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.