

ORANGE COUNTY, TEXAS

JOB POSTING

PLEASE NOTE: Recruiting is now taking place for the position indicated above. If you meet the requirements and are interested in applying for this position, **please submit the ONLINE Application at co.orange.tx.us.**

- ◆ **POSITION:** Court Administrator
- ◆ **DEPARTMENT:** Court Administrator's Office
- ◆ **SALARY:** In accordance with County Salary Matrix starting at NE-5-0(\$18.99 an hour, but may be higher depending on relevant experience)
- ◆ **ESSENTIAL DUTIES AND RESPONSIBILITIES may include, but are not limited to the following:**

Department head position which reports directly to the District Judges. This position primarily focuses on managing the criminal dockets for the District Courts, maintaining the court appointed attorney list, determining the indigency of Defendants, and managing the jury requirements for 9 courts.
- ◆ **TYPICAL DUTIES AND RESPONSIBILITIES:**
 - Department head position responsible for supervising department employees, submitting payroll for department employees, and preparing and submitting departmental budget.
 - Criminal Case Docket Management – monitor jail register daily for arrests, bonds, releases; set bonded cases for arraignment and notify all parties; conduct weekly interviews with inmates to determine indigency, appoint and notify all parties using the attorney rotating database; prepare timely Announcement Dockets and notify all parties; Prepare trial dockets and notify all parties; prepare and track bench warrants and notify all parties; set up psychological exams and follow through to payment; set up cases on each new Indictment, MTRP's and MTIG's and follow through to resolution; follow defendants in custody out of county, appoint attorney in a timely manner if qualified; answer inmate correspondence.
 - General Administration – Schedule, coordinate and post all Judges Meetings; act as recording secretary to the Board of District Judges, Board of Judges and the Juvenile Board; Enter requisitions for payments to the Auditor's office; maintain court appointed attorney list; maintain attorney packets for new attorney; coordinate with the Auditor the payment of attorneys on the court appointed list; manage reporting requirements and timely file reports with the Office of Court Administration; discharge bonds and assist bondsmen concerning their liability and their clients court settings; submit indigent hours worked to auditor's office monthly; submit and approve payroll for department; track and submit Grand Jury Bailiff payroll;
 - Indigent Defense Resolution – Apply electronically for the timely Indigent Defense Grant Resolution yearly and submit to Commissioners court for approval;
 - Jury Management – Determine the jury needs for the courts in Orange County and communicate same to the District Clerk; set number of jurors to report for jury trials; assist jurors with medical affidavits and deferrals in service;
 - Other Duties – Assist the Courts with various matters concerning technology, changes in statutory requirements and reporting, and overall work as a team member.
- **EDUCATION:**
 - High School Diploma or GED.
 - Degree or other advanced relevant education is a plus.
 - Minimum of 10 years' experience directly related to the legal field or judicial system.
- **OTHER:**
 - Detail oriented and has the ability to multi task while meeting deadlines. Good computer skills Ability to use standard office machines (e.g. computer, copier); good verbal and written communications skills, good interpersonal skills, ability to deal effectively with the public, other employees and elected officials. Must be able to deal with difficult people/situations.

ANY APPLICANT TENTATIVELY SELECTED FOR THIS POSITION WILL BE REQUIRED TO SUBMIT TO TESTING TO SCREEN FOR ILLEGAL DRUG USE PRIOR TO EMPLOYMENT.

“We are an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, age, sex, national origin or disability.

ALL APPLICANTS AND QUESTIONS ARE TO BE DIRECTED TO THE HUMAN RESOURCES DEPARTMENT. .

POSITION POSTED: October 21, 2019

POSTING ENDS: 5 pm November 8, 2019