

WICHITA COUNTY

Job Announcement



Job Posting Number: 2018-002

POSITION: Deputy Court Administrator

LOCATION: Wichita County Courthouse
900 7th Street, Room 350
Wichita Falls, Texas 76301

REPORTS TO: Court Administrator

HOURS: 8:00 a.m. - 5:00 p.m., Monday – Friday

SALARY: \$2,416.18 - \$2,682.04 Per Month (Depending Upon Qualifications)

POSTING DATE: January 18, 2018

CLOSING DATE: February 1, 2018 or Until Filled

► **JOB SUMMARY:**

Assists in managing and maintaining the Courts' criminal dockets and works closely with judges, attorneys and other departments. Assists Indigent Defense Coordinator and assists other 3 positions in the Court Administrator's Office as directed by the Court Administrator.

► **ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:**

- Prepare, file and distribute orders for pretrial conferences following each Grand Jury session
- Prepare, file and distribute notice of arraignment following each Grand Jury session
- Pull all index cards each week for the criminal dockets for all three(3) District Courts on cases that are scheduled for the week
- File back all index cards at the end of each day
- Reschedule all hearings after criminal docket hearings as needed immediately after court
- Prepare rescheduled notices and distribute to all the parties involved
- Review and notarize all Plea Agreement paperwork to ensure all signature lines are signed (Defense Attorney, Prosecutor and Defendant) during criminal docket days for all three (3) District Courts
- Assisting the District Judges with the criminal docket during court proceedings
- Reschedule all hearings after criminal docket hearings as needed immediately after court
- Prepare rescheduled notices and distribute to all the parties involved
- Prepare Criminal Jury Trial Dockets and distribute to all parties involved for the District Courts

- Updating the criminal docket for each week for all three District Courts, specifically making sure all the cases that were taken off the original docket and added on balance the day before court.
- Run daily commitment and Release Jail reports
- Maintaining and updating the Court Administrator program on a daily basis with bonding information and if in jail and attorney information for each pending case through the commitment and release jail reports
- Prepare criminal dockets for each weeks scheduled hearings
- Distribute copies of the criminal dockets for the week to the Public Defender, Probation Department, District Attorney's Office, and Media
- Prepare the Jail transport list each week for the criminal dockets
- Review Indictment list after Grand Jury session in order to prepare orders for pretrial conferences for those cases which are indicted including verifying information on each case to update the following; attorney of record, bonding company, In Jail or Out of jail, when bond was posted
- Schedule and attend arraignments following each Grand Jury session
- Schedule and attend non-jury court sessions
- Obtain announcements in court in order to either reschedule the court hearing or set the case on the Trial Docket update the information in the court administrators program
- Schedule and attend felony criminal docket calls
- Proof the follow up Jury Trial Docket for the District court after they are prepared by the District Court Coordinator
- File Bond Forfeitures, P.R. Cancellations, Bond Insufficient
- Monitor Psychological Evaluations and Sanity Evaluations to ensure appropriate documents are filed by the attorney's involved
- Monitor and ensure that the Evaluations are returned by the evaluating Doctor within 30 days as ordered by the court
- Prepare Bench Warrants to have the Defendant returned from the State Hospital when Defendant is competent to stand trial
- Assisting in maintaining statistics for each District Court including new case filings, indictments, information's, revocation motions, jury trials and other proceedings
- Assisting in maintaining monthly and yearly reports including all pending disposed, new filed felony cases for the District Courts
- Creating and updating contacts on the directory
- Creating and updating new codes for the Defense Attorney's, Bondsman, and Prosecutors on the LGS program

► **MINIMUM QUALIFICATIONS:**

- Must be at least eighteen (18) years of age
- Must have a high school diploma or equivalent (GED)
- Must be familiar with the Wichita County Local Rules of Practice
- Must have extensive computer experience with proficiency in Microsoft Office software applications

- Previous experience in the criminal legal field is preferred.
- Must be detail-oriented and self-motivated
- Must have excellent organizational skills and be able to perform multiple job duties and tasks simultaneously
- Must be able to work effectively in a busy and stressful office environment
- Must be capable of working with minimal supervision
- Must have good public relation skills, be able to conduct oneself in a professional manner and maintain good working relationships and rapport with the public, defendants, attorneys, bondsmen, department heads, co-workers and other County personnel
- Must be able communicate effectively with others, both verbally and in writing
- Must be able to type/keyboard at least 60 WPM with minimal errors
- Ability to speak Spanish fluently is desirable
- Must be able to properly and discretely handle sensitive information and protect and maintain strict office confidentiality
- Must be physically able to occasionally lift and move loads weighing up to thirty (30) pounds
- Must pass a pre-employment physical examination and drug test paid by Wichita County

► **CONDITIONS OF EMPLOYMENT:**

- Must be able to work in potentially violent or hostile environments such as working within close proximity of Wichita County Jail inmates
- Regular attendance and punctuality are mandatory
- Must be able to work 9-10 hours on Thursdays and Fridays and any other days as needed
- Must observe and comply with Wichita County’s NO SMOKING policy in County-owned buildings, offices, vehicles, motor driven equipment and on property designated as NO SMOKING areas

► **APPLY TO:**

**Wichita County
Human Resources Office
900 7th Street, Room 132
Wichita Falls, TX 76301
(940) 766-8108**

EQUAL OPPORTUNITY EMPLOYER: It is the policy of Wichita County to recruit, hire, train, and promote persons in all job categories without regard to race, color, national origin, religion, sex, age, or disability. It is the policy of Wichita County to consider qualified individuals according to ADA standards. If notified in advance, requested accommodations will be considered. Final reasonable accommodations will be determined in accordance with ADA standards by departments after appropriate consultation. Rejected accommodations will be documented and retained on file.

TEXAS RELAY: TDD (800) 735-2989, VOICE (800) 735-2988. For candidates requesting Braille, Mobility requests, etc., please call (940) 766-8108. HR/ADA Compliance Office, Room 132, Wichita County Courthouse, 900 7th Street, Wichita Falls, Texas 76301.