

**HALE COUNTY
JOB DESCRIPTION**

Class No: 103
Department: County Judge
FLSA Status: Not Covered
Pay Group: 13
Approved Date:

Job Title: County Court Administrator
Reports to: County Judge
EEOC Category: Office & Clerical
Prepared/Revised date: 1/1/97; 11/13/18

SUMMARY

Provides administrative assistance to County Judge; maintains calendars and schedules for County Court and processes all documents for County Court.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following and other duties may be assigned.

Provides professional customer assist and service;

Answer the telephone and assist all visitors to the office;

Schedules all criminal and civil hearings;

Coordinates the availability of lawyers, parties, court reporter, bailiff, and others needed court personnel for hearings and trial;

Generates and reviews pending case report;

Maintain and updates calendars of appointments and court proceedings;

Creates, edits, updates and prints dockets;

Creates, edits, prints and mails various types of criminal and civil case notices;

Processes judgements, including entering into the computer, setting up fees in the computer, printing bills of cost, printing of judgements, obtaining judge's signature on judgements, and making appropriate copies of judgements;

Operation and upkeep on all office machines and equipment;

Performs office management functions, inventory of supplies, travel reimbursements and recording supplies as needed;

Assistance to Ollie Liner Manager as needed;

Reviews warrants and set hearings, including out of county bonds;

Prints daily receipt journal and post payments to ledger sheet and contacts parties behind in payments;

Drafts letters and documents for County Judge and Commissioner's Court;

Prepares, posts and distributes Commissioner Court agendas;

Performs filing functions of County Judge and Commissioner's Court;

Generates and update information on computer;

Prepares probate report and turns in to the County Treasurer, along with payments received for probates filed;

Notarizes various documents for the County Judge, county employees, the general public, attorneys and bondsman;

Prepares and post closing notices for each work holiday set by the Commissioner's Court;

Update all court documents and book of statutes;

court appointed
Receives indigent applications for county assistance and answer questions;

Maintains a updated list of all court civil and criminal cases;

Reviews and approves office bills;

Secures visiting judges when needed; and

Prepares notices for 5th Monday meetings.

SUPERVISORY RESPONSIBILITIES

This is a non-supervisory position.

QUALIFICATIONS 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school graduation or it equivalent, plue at least four years of experience, or any equivalent combination of education and experience which provides the required knowledge, skills and abilities.

KNOWLEDGE OF

Standard office practices and procedures, basic bookkeeping procedures, computers and office equipment, spreadsheet operations and legal procedures.

SKILL/ABILITY TO

Read manuals, letters and journals; write letters and memos; perform basic mathematical calculations; operate computers and software; operate standard office equipment; exercise independent judgement, ability to prioritize; communicate effectively, both orally and in writing; and to maintain professional and effective working relationships with all county employees and provide outstanding customer service with the public.

CERTIFICATES, LICENSES, REGISTRATIONS

None

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 the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, hand, or feel; reach with hands and arms; bend and kneel; and talk and hear. The employee frequently is required to stand and walk. The employee must frequently lift and/or move objects weighing up to 20 pounds, such as books and stacks of records. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, color vision and ability to adjust focus.

WORK ENVIRONMENT

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

The noise level in the work environment is usually moderate.