

Court Coordinator

Applications are being accepted for two Court Coordinator positions with the Randall County Courts at Law. Applicants will be interviewing with both Judge Anderson and incoming Judge Martindale together. Anticipated start dates are July 2018 and November 2018. Exact start dates to be determined. Submission to a drug test and background check required as condition of employment.

Essential Duties and Responsibilities:

Exempt, salaried employee. This position serves as the secretary, receptionist, and coordinator for the Judge and the Court. Responsible for maintaining the court's docket and calendar, scheduling docket calls, hearings, and trials, and requesting jury panels. Responsible for preparing the court's jury charges, judgments, commitments, and other court orders. Responsible for managing all court correspondence, telephone inquiries, and taking messages. Requires extensive contact with the public, lawyers, and personnel from other courts across the state. Must exhibit proper decorum and a helpful attitude to reflect positively on the court, the judicial system and Randall County in general.

Randall County maintains a smoke-free working environment. **Current job description available from Randall County Human Resources.**

Salary: Beginning salary approx. \$4800+/month, depending upon qualifications and experience, plus full county benefits.

Return completed application (available on website) with a letter of interest and updated resume as an email attachment to hr-payroll@randallcounty.com, fax to (806) 477-1702 or in person to the Human Resources Office, 501 16th St, Ste. 302, in Canyon. Randall County is an E.O.E.

APPLICATIONS ACCEPTED THROUGH June 1, 2018.