



# MONTGOMERY COUNTY JOB POSTING NOTICE

MONTGOMERY COUNTY RESERVES THE RIGHT TO CLOSE THIS POSTING WITHOUT NOTICE.

<b>DEPARTMENT:</b>	County Court at Law #5	<b>JOB GRADE:</b>	13
<b>JOB TITLE:</b>	Court Coordinator II	<b>SALARY:</b>	\$52,366-\$65,119.34 based on experience
<b>LOCATION:</b>	210 West Davis Suite 250 Conroe, TX 77301	<b>CIVIL SERVICE:</b>	No
<b>SHIFT HOURS:</b>	Monday – Friday (8:00am – 5:00pm)		
<b>SUBMIT APPLICATIONS:</b>	Montgomery County Human Resources Department	<b>ADDRESS:</b>	501 N. Thompson, Ste. 400 Conroe, TX 77301
<b>PHONE:</b>	(936) 539 – 7886	<b>FAX:</b>	(936) 788-8396
<b>E-MAIL:</b>	<a href="mailto:jobs@mctx.org">jobs@mctx.org</a>	<b>WEBSITE:</b>	<a href="http://www.mctx.org">www.mctx.org</a>
<b>OFFICE HOURS:</b>	Monday – Friday 8:00am – 5:00 pm (Friday: Closed from 12:00pm – 1:00pm)		

**To be considered for this position a Montgomery County application and Resume are REQUIRED.**

**You must FIRST take the Montgomery County Clerical Test and pass with the required scores before you can submit an application for this position.**

**\*A VALID PICTURE ID IS REQUIRED TO TAKE CLERICAL TEST!**

**TEST TYPE & SCORE REQUIREMENTS FOR THIS POSITION:**

**Typing: 40wpm      Admin: 80%      Math: 80%      Word: 80%      Excel: 80%**

**Testing Location:**  
Commissioners Court Building  
501 N. Thompson, Suite 204  
Conroe, TX 77304

**Testing Days/Time:**  
Tuesdays, Wednesdays and  
Thursdays at 8:30a.m. only.  
\*No testing on county holidays.

**NOTE:**  
First 15 people in line will be accepted for testing. Testing is on a walk in basis, first come first served.

### **Education, Experience and Skill Requirements**

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| <ul style="list-style-type: none"> <li>High school diploma or equivalent required</li> <li>Five (5) years of related, criminal court experience preferred</li> <li>Excellent communication skills (Orally and written)</li> <li>Must be able to handle several projects at one time and complete tasks in a timely manner</li> <li>Ability to remain calm and respectful during stressful situations</li> </ul> | <ul style="list-style-type: none"> <li>Experience in Microsoft Office required</li> <li>Maintain the integrity, impartiality, and confidentiality of the Court</li> <li>Must be able to work independently and complete all tasks on time</li> <li>Must have good attitude when dealing with professionals as well as the public</li> </ul> |
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### **Primary Job Duties**

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| <ul style="list-style-type: none"> <li>Monitor and coordinate the scheduling of all matters before the court</li> <li>Perform all duties required to efficiently run the court's docket</li> <li>Courteously interact with all persons who seek assistance from our office</li> <li>Implement policies and/or procedures to help establish the day to day operations of court's functions</li> <li>Maintain monthly calendar of arraignment dates for those defendants that bond out of jail</li> <li>Order and cancel jury panels</li> <li>Order meals and provide assistance needed for jury panels</li> <li>Schedule court reporters when needed</li> <li>Prepare and supervise the court's yearly, monthly and daily calendars</li> <li>Research files for content and accuracy</li> <li>Verify pleadings, motions, and other inquiries of the court</li> <li>Legal research</li> </ul> | <ul style="list-style-type: none"> <li>Perform general receptionist duties</li> <li>Process Payroll</li> <li>Prepare and maintain the Court's budget and control budget spending</li> <li>Purchasing agent for the department; inspect property and arrange for maintenance and repairs</li> <li>Handle ALL scheduling for the office and Judge; including hotel/travel arrangements for Judge and staff</li> <li>Obtain visiting Judges and arrangements for their hotel accommodations</li> <li>Assist Judge with preparation of Jury charges and other miscellaneous court generated instruments</li> <li>Frequent contact with general public, attorneys, bonding companies, jurors, elected officials and department heads</li> <li>Prepare court dockets, court orders, transfers, issue order of arrests; assist in recalling warrants, setting court dates, serve as mediator between attorneys, staff and defendants to better facilitate court calendar and system</li> </ul> |
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**After receiving a conditional offer of employment, applicant must pass a drug screen (1/2 cost = \$20.00, responsibility of applicant) and may need a physical agility test (1/2 cost = \$22.50, responsibility of applicant) before becoming an employee of Montgomery County.**

Position Number:	431-8560-1	Requisition Number:	2632
Date Posted:	6/4/2018	Equal Employment Opportunity Employer	