

Job Opening for Operation Lone Star Assistant Court Coordinator

Job Details:

Operation Lone Star Assistant Court Coordinator – 365th District Court - Dimmit, Maverick, and Zavala Counties (tri-county district court).

Employer:

Zavala County, Texas

Salary:

Negotiable and will be based on qualifications. Benefits include medical insurance, paid holidays, vacation, sick leave, and retirement.

Job Information:

Position:

Operation Lone Star Assistant Court Coordinator, 365th District Court

Location:

Maverick, Dimmit, and Zavala County Courthouses

Reports to:

Judge Amado Abascal, III
365th District Court
501 E. Main Street
Eagle Pass, Texas 78852

Hours:

Generally, Monday – Friday (or as required by District Judge). It may be necessary to occasionally work after business hours to meet the demands of the court.

Duties and Responsibilities:

- Assisting the judge in administering courtroom procedures, maintaining records for the court, and providing information upon request about scheduled court proceedings;
- Assist the judge in making the court open and accessible to all litigants and other court users; to meet its responsibilities in a timely and expeditious manner; to be accountable; and to instill public confidence that the court is fair and efficient;
- Serve as liaison between the Judge of the court, attorneys, litigants and other departments;
- Must have knowledge of court and legal documents and procedures on criminal matters;
- Attend all Operation Lone Star court sessions;
- Preserve the notes from court hearings for future reference;
- Categorize, file, and maintain Operation Lone Star court documents;
- Comply with all applicable provisions of the Code of Ethics, Texas Government Code, and Texas Code of Judicial Conduct;
- Have excellent time management skills;
- Perform related duties as required.

Minimum Qualifications:

- High School graduate or equivalent (GED) required;
- Bachelors Degree or 2 years work experience directly in court or 5 years work experience in court related field preferred;
- Have a working knowledge of Texas Criminal Laws;
- Ability to understand and perform complex oral and written instructions; ability to operate standard office machines and ability to operate or demonstrate ability to learn computer programs such as Word, Word Perfect; and the County criminal case management systems;
- Ability to type accurately and efficiently;
- Excellent command of the English grammar, spelling and punctuation, and legal terminology;
- Be able to manage a multiple task environment and work effectively in stressful situations;
- Ability to operate computer, typewriter, and basic office equipment; ability to effectively respond to questions and complaints;
- Ability to communicate effectively, both verbally and in writing;
- Ability to establish and maintain effective working relationships with court staff, judges, county employees, attorneys and the general public;

Contact Information :

Name:

Melissa Garcia

Phone:

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Email Address:

mel_gonzalez365@att.net

How to Apply:

Please send resumes and cover letters to:

Melissa Garcia, Court Administrator for the 365th District Court

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Email:

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