

GRAYSON COUNTY

JOB POSTINGS

Equal Opportunity Employer

Persons with disabilities are encouraged to request assistance during the application process.
Please call the Human Resources Department at 903-813-4091 to request assistance.

	Date Posted: March 26, 2024 Open Until Filled Positions Open: 1
Position:	Court Coordinator – Full time
Department:	County Court at Law - 1
Salary Range:	\$47,800 – 53,202 annually
Duties:	Performs a wide variety of general court coordination, court administration, secretarial and clerical duties in support of the County Court at Law and provides general information and assistance to the public as may be required concerning the County Court at Law. Under the direction of the Judge, maintains and controls the master civil/criminal court dockets; maintains Judges' calendars; coordinates activities with other departments, attorneys, the public and outside agencies. Maintains close contact with Deputy Clerks, Bailiffs and employees of the Sheriff's office. Performs a variety of administrative functions and utilizes various pieces of office equipment.
Qualifications:	Three to five years of increasingly responsible legal/judicial support staff or comparable experience in comparable positions demonstrating superior organizational and administrative skills. Must have general knowledge of office procedures and knowledge of Windows and Microsoft office products. Familiarity with Odyssey software preferred but not required.
Requirements:	High school diploma or GED is required; college or professional certification is preferred. Completion of annual continuing education courses is required. Must pass background check and pre-employment drug screen.
Benefits:	Excellent benefits including employer paid health insurance, vacation, sick leave, paid holidays and retirement plans.