



DATE	August 2023
JOB CODE	
FLSA	NON-EXEMPT
EEO	

JOB TITLE: Courts Specialist
 DEPARTMENT/DIVISION: Municipal Court
 REPORTS TO: Varies

SUMMARY: Provides specialized support for designated Municipal Court position (warrants, dockets, collections, or general specialty.) Work is performed under the direct supervision of the Deputy Court Administrator and under the general supervision of the Court Administrator.

ESSENTIAL JOB FUNCTIONS:

- Prepares and/or processes a variety of court paperwork in assigned area of responsibility within the Municipal Court-
- Performs various clerical duties, ~~utilizing standard office equipment~~, to include screening incoming calls; taking and transmitting messages; distributing mail; filing; making photocopies; performing data entry; ~~typing~~; preparing case files; scheduling court dates; and/or word processing.
- Responds to requests for information and inquiries from a variety of individuals, which may include: internal staff, attorneys, defendants, Judges, juveniles, the public, and/or other interested individuals.
- Monitors and maintains a variety of data and information in support of court operations.
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- Cross trains and rotates with other court staff members, as instructed.
- Attends training related to legislation updates and other court procedures, as instructed.
- Performs other duties as assigned.

POSITION SPECIFIC JOB FUNCTIONS:

Court Specialist - Warrants

- Utilizes various specialized public record and law enforcement databases to research contact information for sending warrant notices.
- Generates warrant notices and mails same to all possible addresses of defendants
- Activates warrants when needed to ensure accuracy of regional warrant system.
- Uses high attention to detail to prepare sworn complaints and affidavits required for warrant issuance.
- Reviews case histories to ensure compliance with required processes throughout the warrant process.
- Contacts officers regarding requests for officer clarification/completion to obtain required information necessary to generate sworn complaints.
- Acts as liason between the municipal court and Dallas regional warrant system contact
- Works closely with Marshals by obtaining necessary forms, paperwork, and retrieving files related to arrests.

Court Specialist - Dockets

- Maintains court docket calendar at the direction of the Presiding Judge to avoid schedule conflicts.
- Processes attorney filings, send notice of docket setting to attorneys.
- Maintains attorney contact information.
- Schedules trial dates, special hearings (junked vehicle abatement, property hearing, protective order modification hearings, expunction hearings) pursuant to Judge orders and statutory requirements.
- Prepares docket and case files for the courtroom.
- Manages petit juror appearance and panel selection process on trial days.
- Notifies defendants and/or attorneys of Judge orders/responses to motions, continuances, dismissals, etc.
- Prepares appeal paperwork in accordance with statutory guidelines.
- Coordinates scheduling of interpreters for trials as needed.

Court Specialist - Collections

- Reviews and evaluates defendant financial documents to determine defendant's ability to pay and subsequent eligibility for payment arrangements and/or community service.
- Calculates payment arrangement terms pursuant to established financial guidelines.
- Communicates payment arrangement processes and instructions to defendants.
- Monitors case files for delinquency/default of payment arrangements and/or community service and takes appropriate action (sending mail notices, making phone calls, etc.) as needed.
- Verifies completion of community service hours
- Maintains records of contacts and attempted contacts with delinquent defendants as well as records of any payments collected from defendants.
- Submits regular reports reflecting total funds collected because of contacts/correspondence.
- Collects fines, fees, and bond payments, issues receipts.

Court Specialist – General, Universal, Jail, Detention

- Performs Court Specialist-Docket duties as needed (processing attorney filings, motions, payments, responding to phone calls, and emails, clerking for court dockets.)
- Creates and ensures transmission of petit jury pool summons files for bulk mail service provider.
- Enters payment invoices from Magistrates and other vendors in a timely manner with special attention to detail.
- Generates and distributes weekly officer schedule notices via email to police department and environmental services to ensure officers are notified of upcoming trial dates and appear as required.
- Prepares End of Day court deposit and various financial reports for Finance/Treasury/Accounting departments to ensure accurate revenue tracking.
- Processes daily jail paperwork for those in custody awaiting magistration
- Updates court records/case information upon return of said paperwork, applying jail credit, and performing other related activities.

- Applies payments received from the jail and via AllPaid for outstanding warrant fine payments and/or cash bonds.

SUPERVISORY/BUDGET RESPONSIBILITIES:

- None.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of court policies and procedures;
- Knowledge of legal terminology;
- Skilled in providing exceptional customer service;
- Skilled in preparing and processing a variety of court documents and forms;
- Skilled in performing basic mathematical calculations;
- Skilled in mediating conflict;
- Skilled in prioritizing and organizing tasks;
- Skilled in reading, interpreting, applying, and explaining rules, regulations, policies, and procedures;
- Skilled in preparing clear and concise reports;
- Skilled in maintaining sensitive and confidential information;
- Skilled in gathering and analyzing information and making recommendations based on findings and in support of organizational goals;
- Skilled in operating a computer and related software applications;
- Skilled in communicating effectively with a variety of individuals, orally and in writing.

MINIMUM QUALIFICATIONS:

- College Degree (in any field of study)
OR
- High School Diploma or G.E.D. AND
- Two years related experience in area of assignment such as inbound call center, cash handling, or customer service.
- Level 1 Court Clerk Certification within one year of hire.

PREFERENCES:

- Bilingual in English/Spanish.
- Prior experience in Municipal Court

WORKING CONDITIONS:

- Frequent reaching, sitting, standing, walking, talking, seeing, hearing, and manual dexterity.
- Occasional lifting and carrying up to 25 pounds.
- Work is typically performed in a standard office environment.

CONDITIONS OF EMPLOYMENT:

- Must pass pre-employment drug test.
- Must pass criminal history check.
- Must pass motor vehicle records check.