

**Waller County
Associate Judge
506th District Court
County Court at Law 1 & 2
Job Opening - Court Coordinator**

Full-Time: 40 hours per week

Rate of Pay: \$24.50 per hour

Job Description:

This is a newly created position, designed to assist the recently appointed Associate Judge in all aspects of the Court's operations. The coordinator will manage, direct, coordinate, and plan the schedule of the Court, in addition to overseeing all aspects of bond conditions set by the Court. The duties of the coordinator are expected to expand over time.

Tasks will include:

- Maintain database of all bond conditions issued by the Court and monitor compliance
- Update cases subsequent to hearings, contacts, or other issues
- Forward bond conditions to higher courts upon indictment or filing of information
- Prepare all necessary documentation and paperwork

Knowledge, skills, and abilities:

- Knowledge of legal terminology and criminal justice system practices and procedures
- Ability to utilize effective organizational time management skills
- Ability to multi-task, work well under pressure, and with short deadlines
- Detail oriented
- Effective interpersonal communication skills
- Ability to maintain professional boundaries and confidentiality

Applicants must submit a resume and a County employment application to Judge Brent Huffman at Judge.Huffman@wallercounty.us. Please submit all application documents in one email.

The County employment application can be found at:

<https://www.co.waller.tx.us/page/Employment.Opps>

Waller County is an equal opportunity employer and does not discriminate based on race, color, religion, age, sex, or handicap.

Not all applicants will be interviewed.