



**Shaun Carpenter, Judge
220th Judicial District Court
Bosque, Comanche & Hamilton Counties
State of Texas**

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Meridian, Texas 76665
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Linda Meinkowsky, Criminal Court Coordinator
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Carla Broome, Civil Court Coordinator
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RE: 220th District Civil Court Coordinator – Job Description

The 220th District Court serves Bosque, Comanche, and Hamilton Counties with a primary office located in Meridian, Texas. The Judge is accepting applications for the civil coordinator position immediately and until the position is filled.

The primary duties of this position are to manage, direct, supervise, coordinate and plan the operations of courts and to assist the judiciary in making certain decisions, except those judicial decisions required by law to be made by judges. The position of civil coordinator is an unsupervised full time position that requires two or more days of travel per week. A candidate should expect long and irregular hours, which may end miles from home.

Please send a resume and salary requirements to Linda Meinkowsky at crtadm220@bosquecounty.us.

Essential Job Functions:

- Proficiently operate automated case management software program by entering case information data and generating standard and ad-hoc reports.
- Create and maintain docket or calendar system for tracking and managing cases as they proceed to disposition.
- Coordinate court dates, court files, room availability and court reporter availability with other court personnel and parties.
- Assist judge with court proceedings, as required.
- Schedule hearings and trials in compliance with applicable statutory timeframes as determined by judge.
- Develop, coordinate, and maintain hearings and/or case record keeping and filing systems or other systems as necessary.
- Prepare routine and special correspondence, reports, forms, and documents.
- Generate special reports or analyses to monitor and evaluate compliance with case disposition timeframes.
- Respond to routine and non-routine inquiries; explain court policies and procedures.
- Serve as the public's primary, initial point of contact with the judge's office. Communicate effectively with court personnel, lawyers, judges, staff and others.
- Obtain and maintain office supplies and equipment.
- Coordinate travel arrangements as necessary.
- Performs related work as assigned and complies with all OCA policies.

Minimum Qualifications:

- Strong organizational skills and attention to details are required.
- Two years of college. May substitute full-time experience in a related field as described in the essential functions for the required education on a year-for-year basis.
- Two years of experience in an administrative or office environment or supporting legal or judicial personnel.
- Skill in the use of computer equipment, word processing, and spreadsheet software, and automated systems.

Preferred Qualifications:

- Graduation from an accredited four-year college or university.
- Knowledge of legal and technical terminology, of business English and spelling, of hearing procedures, and of the use of legal records.
- Working knowledge of office practices and administrative procedures in the legal/judicial or related field.

Employment Conditions:

- Sit for long periods.
- Operate office equipment and computer systems.
- Adhere to the Code of Judicial Conduct pertaining to the activities of court personnel.
- Requires some lifting, up to 20 pounds.
- Valid Texas driver's license required to operate motor vehicle to conduct court business.