Trial Coordinator

The City of Bryant is accepting applications for **Trial Coordinator** in the Courts Department. Starting annual salary $29,438 plus; depending upon experience and education. Great benefits & retirement package included! Applications may be completed online at www.cityofbryant.com or picked up at the Human Resources Department at 210 S.W. 3rd Street, Bryant, AR 72022. A city application must be completed and submitted to be considered or this position. Position closes at 5:00 p.m., December 17, 2016 or until filled. The City of Bryant is an Equal Opportunity Employer.

This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and minimum qualifications of this job. The incumbent(s) may be required to perform job-related responsibilities and tasks other than those stated in this job description. Nothing in this job description restricts management's right to assign or reassign job-related responsibilities and tasks to this job at any time. Certain functions are understood to be essential: these include, but are not limited to, attendance, getting along and communicate well with others, ability to provide great customer service, working a full shift, dependability, leadership, and dealing with and working under stress. Any essential function of this class will be evaluated as necessary should an incumbent t/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodations for the specific disability will be made for the incumbent/applicant when possible

GENERAL DESCRIPTION OF POSITION

The Trial Coordinator creates, organizes, tracks, and maintains from opening to completion all case files in the district court which are docketed for trial and for any necessary reviews following trial; provides status information to the public, legal community and any agencies on a need-to-know basis. These duties also are performed for the prosecuting attorney for the district court.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Receives all incoming "not-guilty" pleas and Entries of Appearance from attorneys; consults law enforcement shift schedules for trial setting; sends out notification to attorney of trial setting; schedules cases for defendants pleading "not guilty" during plea and arraignment; creates and organizes new case files upon receipt of "not-guilty" pleas.

2. Ensures cases are set in a timely fashion, regularly reviewing files for any potential "speedy trial" issues.

3. Regularly updates law enforcement shift calendar for trial scheduling.

4. Requests interpreters from the Administrative Office of the Courts.

5. Review case files in a timely manner to determine necessary witnesses and documents; requisitions reports, videos, photographs, crime laboratory reports, medical reports, and any other evidence necessary for the prosecuting attorney's case file from various law enforcement agencies, local retail establishments, and other entities as needed; orders updated driving records as needed; determines the level of offense involved in cases; orders certified prior records; follows up to make certain records are received in a timely manner; prepares subpoenas for said witnesses and documents; forward subpoenas to Warrants Officer for service; follows up with Warrants Officer to make certain subpoenas are served; notify witnesses of changes in court dates.

6. Maintains case files as legal proceedings progress; enters information regarding the status of each case into Virtual Justice, the case management system currently in place.

7. Responds to all incoming correspondence, phone calls, discovery requests, motions, and petitions; handles all inquiries regarding statuses of cases on the trial docket.

8. Communicates with attorneys and their staff as necessary to make changes in trial settings; receives all motions for continuance and accompanying orders; consults law enforcement schedules to determine next trial setting available; prepares all motions and orders for continuances for the State; presents orders to judge for consideration; file-marks signed Orders; sends out notice of new trial date to attorneys, pro-se defendants, and witnesses.

9. Reviews trial dockets on a regular basis and ensures that case files are ready and available for trial; reviews the cases set for review hearing; advises prosecuting attorney what actions have occurred since the last court date, such as class completion and fine payment; prints, prepares, and copies trial dockets; reviews each defendant's history for any additional necessary information, making notes on docket sheets as needed.

10. Maintains entries on the findings and dispositions of cases on trial dockets on the paper dockets contained in each case file, as well as in Virtual Justice, the current case management system.

11. Drafts various pleadings and correspondence as required on a regular basis.

12. Works in conjunction with the prosecuting attorney for the district court; reviews cases with the prosecuting attorney on a weekly basis to determine additional, necessary actions to be taken on the case; prepare documents requesting continuances when requested by the prosecuting attorney and present to judge for consideration.

13. Keeps judge apprised of matters related to trial dockets and the preparation thereof.

14. Makes recommendations for improvements in procedures and practices.

15. Arranges for special judges and special prosecutors when needed.

16. Conducts specialized research as necessary for case files.

17. Working knowledge of Principles and practices of the judiciary system; Criminal and civil justice systems; Court operations and legal processes; Legal terminology and Advanced legal research.

18. Studies changes in laws which directly affect operations of the court or which are involved in cases to be adjudicated by the court.

19. Participates in continuing professional education programs as required by the laws of the State of Arkansas.

20. Networks with other court personnel and trial coordinators to problem solve, evaluate performance of the court, and develop new procedures to make the court function more efficiently.

21. Perform any other related duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE
Knowledge of a specialized field (however acquired), such as basic accounting, computer, etc. Equivalent of four years in high school, plus night, trade extension, or correspondence school specialized training, equal to two years of college, plus 5 years related experience and/or training, and 12 to 18 months related management experience, or equivalent combination of education and experience.

COMMUNICATION SKILLS
Ability to read, analyze, and understand general business/company related articles and professional journals; Ability to speak effectively before groups of customers or employees.

MATHEMATICAL SKILLS
Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to prepare and interpret bar graphs.

CRITICAL THINKING SKILLS
Ability to utilize common sense understanding in order to carry out written, oral or diagrammed instructions. Ability to deal with problems involving several known variables in situations of a routine nature.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS
Must possess a valid Driver's License.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS
Juris Doctorate or five years related experience and/or training or equivalent combination of education and experience. Receive certification from the Arkansas District Court Clerks Association as required under the bylaws of the Association. Maintain certification by completing a minimum of eighteen (18) hours of training every three years after original certification.

SOFTWARE SKILLS REQUIRED
Advanced: Word Processing/Typing
Basic: 10-Key, Accounting, Alphanumeric Data Entry, Contact Management, Database, Payroll Systems, Spreadsheet

INITIATIVE AND INGENUITY
SUPERVISION RECEIVED
Under direction where a definite objective is set up and the employee plans and arranges own work, referring only unusual cases to supervisor.

PLANNING
Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work; may also occasionally assist in the planning of work assignments performed by others within a limited area of operation.

DECISION MAKING
Performs work operations which permit frequent opportunity for decision-making of minor importance and which would not only affect the operating efficiency of the individual involved, but would also affect the work operations of other employees and/or clientele to a slight degree.

MENTAL DEMAND
Moderate mental demand. Operations requiring almost continuous attention, but work is sufficiently repetitive that a habit cycle is formed; operations requiring intermittent directed thinking to determine or select materials, equipment or operations where variable sequences may be selected by the employee.

ANALYTICAL ABILITY / PROBLEM SOLVING
Moderately structured. Fairly broad activities using moderately structured procedures with only generally guided supervision. Interpolation of learned things in somewhat varied situations.

RESPONSIBILITY FOR WORK OF OTHERS
The level of direct supervisory responsibility for the assignment of job duties, training, leadership, guidance, needs of employees, hiring, terminating and/or direction of the effort of others. Scoring will depend upon the number and classification of people normally supervised or directed, and the scope of complexity of the operations involved in the supervisory responsibility. (Job classification which involves no supervision will not be assigned a point value for this factor.)

Supervises a small group (1-3) of employees in the same or lower classification. Assigns and checks work; assists and instructs as required, but performs same work as those supervised, or closely related work, most of the time. Content of the work supervised is of a non-technical nature and does not vary in complexity to any great degree.

Supervises the following departments: Deputy Court Clerks

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include but not limited to interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT
Regularly responsible for property where carelessness or error would result in only minor damage or minor monetary loss. Almost continuous care and attention is required when handling this property in order to prevent loss.

ACCURACY
Probable errors of internal and external scope would have a moderate effect on the operational efficiency of the organizational component concerned. Errors might possibly go undetected for a considerable period of time, thereby creating an inaccurate picture of an existing situation. Could cause further errors, losses, or embarrassment to the organization. The possibility for error is always present due to requirements of the job.

ACCOUNTABILITY

FREEDOM TO ACT
Directed. Freedom to complete duties as defined by wide-ranging policies and precedents with mid to upper-level managerial oversight.

ANNUAL MONETARY IMPACT
The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

None. Job does not create any dollar monetary impact for the organization.

IMPACT ON END RESULTS
Modest impact. Job has some impact on the organizations end results, but still from an indirect level. Provides assistance and support services that facilitates decision making by others.

PUBLIC CONTACT
Regular contacts with patrons where the contacts are initiated by the employee. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted. Contacts of considerable importance and of such nature, that failure to exercise proper judgment may result in important tangible or intangible losses to the organization.

EMPLOYEE CONTACT
Contacts of considerable importance within the department or office, such as those required in coordination of effort, or frequent contacts with other departments or offices, generally in normal course of performing duties. Requires tact in discussing problems and presenting data and making recommendations, but responsibility for action and decision reverts to others.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS
Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, driver's license/cdl, etc.)

WORKING CONDITIONS
Normal working conditions as found within an office setting, wherein there is controlled temperature and a low noise level, plus a minimum of distractions.

ENVIRONMENTAL CONDITIONS
The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES
The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Semi-repetitive, low physical. Semi-repetitive type work which requires periods of concentration for varied time cycles as prescribed by the tasks.

While performing the functions of this job, the employee is regularly required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, stoop, kneel, crouch, or crawl, talk or hear, taste or smell. The employee must occasionally lift and/or move up to 25 pounds; frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

ADDITIONAL INFORMATION
Not indicated.