

**Job Description: Executive Assistant**  
**County Judge's Court Coordinator: Probate & Veterans Treatment Court**

**Class No.** 101  
**Position No.** 400-8100  
**Pay Group:** 23

**Department:** County Judge's Office  
**EEOC Category:** Administrative Support  
**FLSA:** Non-exempt

**SUMMARY OF POSITION**

Under the general direction of the County Judge directs the non-judicial activities of probate, commissioners' court and veterans' court; including a variety of administrative support functions:

**Administrative Assistant:** Work with highly confidential or complex information, necessitating exposure of sensitive information and contacts requiring considerable discretion, judgment and diplomacy as well as practical knowledge of the practices and procedures of the court.

**Court Coordinator:** **Veterans Treatment Court & Probate Court:** Plans, develops, and implements programs and policies to improve court services and maintain compliance with statute and court rules. Supervises staff engaged in the intake, review, processing, and filing of legal documents pertaining to estates and other probate matters. Reviews documents for completeness and compliance. Responsible for coordinating independent probate proceedings: scheduling and preparing the court dockets. Meet with attorneys and Veterans regarding intake and processing of paperwork for Veterans Treatment Court; prepare Consideration Dockets, contracts and processing of confidential paperwork.

**ORGANIZATIONAL RELATIONSHIPS**

This position reports directly to the County Judge. This is a non-supervisory position that has frequent contact with various other departments having business with the Court, representatives of the media, attorneys, and the general public and Veterans.

**EXAMPLES OF WORK**

**Essential Duties\***

- As an employee of the County Judge's staff, responsibilities include: personnel and employee relations functions of the various Court's under the direction of the County Judge, including interviewing and recommending, hiring, training, assigning, scheduling, and dealing with employee relations matters.
- Oversees and participates in reviewing probate pleadings related to Probate/Estate matters for accuracy, completeness, and compliance to statutes.
- Participates in conferences with attorneys, legal assistants, agency workers, and other individuals regarding issues as well as assisting the general public, and other matters.
- Reviews files and paperwork for the judge's signature.
- Responsible for the processing of probate proceedings involving decedents' estates, including the execution of orders and admission of wills to probate. Ensures that requirements are met before fiduciary is appointed, ensures compliance with statute and court rules.

- Assists the judge with planning, development and implementation of probate court policy and procedures.
- Sets appointments for probate hearings; scheduling the docket.
- Reviews accounts and the orders allowing final account and assigning residue. Reviews files to prepare for discharge and ensures that all requirements have been met.
- Appoints and tracks the appointments of Attorney Ad Litem; preparation of various probate Orders.
- Attend hearings for probate court.
- Tax Abatement: oversees the collection, receipt, and accounting of fees. Supervises the preparation of deposit and transmittal information for the County Treasurer.
- Conducts staff meetings, issues memos and uses e-mail to disseminate information
- Establish and work with various departments on policies and procedures.
- Ensures that retention policies and procedures comply with state regulations.
- Ensures appropriate development, implementation, and operation of the technological needs of the Court.
- Provides on-going support and guidance to subordinates unable to formulate solutions to problems and unusual situations themselves.
- Ensures compliance with all rules and statutes by researching and reviewing new legislation.
- Establishes and maintains communication with other county, state, and municipal agencies to gain cooperation for mutual benefit.
- Formulates future goals and anticipates budget needs.
- Attend conferences, seminars and meetings relating to the position.
- Oversee office assuring compliance with all statutes, rules, and court orders as well as departmental and county policies.
- Review and respond to all necessary email received and/or take appropriate action.
- Monitor departmental resources.
- Assist in researching and implementing new programs and procedures.
- Recommends, develops, and implements improved operations procedures.
- Works closely with the Automation division to develop applications to enhance results and automate procedures.
- Assists the County Judge with special projects.  
Maintains office by ordering proper supplies for courtroom, duties of the office, and the Judge.
- Type notices, reports, letters, and other materials as needed.
- Updates daily and weekly calendars as changes occur and notifies all affected parties.
- Assists County Judge with special projects / various duties.
- Answer multiple phone lines and assist those making inquiries as well as rerouting of phone lines.
- Handle travel reservations and paperwork associated with travel.
- Compose and/or type letters as needed.
- Requires exceptional oral and written communication skills, interpersonal skills, familiarity with legal definitions and language, as well as leadership and organizational abilities.
- Ability to work effectively across all levels of the county and meet critical deadlines.
- Experience with: PC applications, Microsoft Office applications. Odyssey experience is preferred, but not required.
- Apply proper English and legal terminology; type accurately at a speed of at least 50 words per minute (typing test will be required); operate standard office machines; word processing equipment; establish and maintain effective working relationships with Judges, County Commissioners, Elected Officials, members of the legal profession, Veterans, and the general public.
- Represents the veterans treatment court in the administration detail of misdemeanor cases brought before the court;

- Prepares and maintains all administrative policies, procedures and forms related to the administrative of the court;
- Interviews potential program participants at the county jail and elsewhere to determine eligibility into the veteran's treatment court program;
- Maintains veteran treatment court files;
- Establishes administrative working relationships with court-directed treatment service providers, and with other county, state and federal government departments necessary for the efficient operation of the court;
- Monitors all current and updated legislation that impacts the operation of the court;
- Answers telephone and in-person inquiries from the public about the court and prepares and responds to all court-related written and electronic correspondence and messages.
- Prepares periodic reports for the court, the county commissioners and other county officials, and for various state agencies and grant funding providers.

An employee in this position may be called upon to do any or all of the above tasks. (These examples do not include all of the tasks which the employee may be expected to perform.)

### **OTHER REQUIREMENTS**

Regular attendance is essential. Must arrive at work on time, prepared to perform assigned duties and work assigned schedule. Employee must have the ability to work well with others. Employee must be able to perform the essential functions of the position without posing a direct threat to the health and safety of themselves and others. Requested accommodations to work hours and schedules are considered on an individual basis.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

**Knowledge of:** Court Setting: Commissioners Court, Veterans Court and Probate administration is highly desirable; standard office practices and procedures, including automated record keeping systems; legal documents, instruments, records, and reports.

**Skill/Ability:** Understand and interpret complex provisions contained within various statutes, codes of procedure, rules, policies and other directives pertaining to the administration of State laws (probate, commissioners court and the VTC); develop and maintain effective working relationships with members of the legal profession, professional treatment service providers, fellow employees, law enforcement and jail detention personnel, court participants and their families, and the general public.

### **ACCEPTABLE EXPERIENCE AND TRAINING**

A Bachelor degree is preferred; or equivalent combination of experience, education and/or training. Must have a minimum of five (5) full-time years of work experience in a legal/judicial setting (i.e. law office, court or legal department of a business).

### **CERTIFICATES AND LICENSES REQUIRED**

- An appropriate Texas driver's license or available alternate means of transportation.
- Must be bondable or a current Notary Public.

## **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands 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 of perform the essential functions.

While performing the duties of this position, the employee is required to walk, sit, stand, bend and stoop. May be required to lift, carry or push/pull supplies, materials, equipment and/or items weighting up to 10 pounds. Work is primarily conducted indoors. The noise level in the work environment is usually moderate. Staff work is normally reviewed and deadlines are to be met. It is left up to the staff to determine the method in which they complete their work.

## **COMMENTS**

Guadalupe County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

**NOTICE:**

**This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.**

**All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.**

**Regular attendance is required in this job.**

**All employment with Guadalupe County shall be considered "at will" employment. No contract of employment shall exist between any individual and Guadalupe County for any duration, either specified or unspecified.**

**I have reviewed this job description and find it to be an accurate description of the demands of the job.**

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**Signature of Employee**

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**Date**

**This signed original will be placed in employee's Personnel File.**