

# Washington County

## District Court

### Part-Time Assistant Court Coordinator

Receives direction from the Judges of the 21<sup>st</sup> Judicial District Court and the 335<sup>th</sup> Judicial District Court and assists, advises and represents the Judges in the execution of judicial duties in the operations of those Courts.

Assists District Court Coordinator in preparing court dockets, answering telephone calls, scheduling court appearances, maintaining indigent defense assignments and coordination with appointed attorneys. Assists with communication between District Court, the public, County Officials, and attorneys to maintain the schedule of the District Courts.

Good organizational, verbal, and written communication skills required.

#### **APPLICATIONS ARE AVAILABLE AT AND RETURNABLE TO**

Human Resources Office

Washington County Annex Building

105 West Main St, Suite 101, Brenham, Texas

Email: [hr@wacounty.com](mailto:hr@wacounty.com)    [www.co.washington.tx.us](http://www.co.washington.tx.us)

Fax: 979-277-6210

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