



## Job Description

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<b>TITLE:</b> Court Services Coordinator	<b>JOB CODE:</b> 4500
<b>DEPARTMENT:</b> Adult Detention	<b>FLSA:</b> Non-Exempt
<b>PREPARED:</b> September 20, 2006	<b>FLSA CLASS:</b> Clerical
<b>UPDATED:</b> July 18, 2023	<b>WORK LOCATION:</b> Farmington, NM
<b>REMOTE WORK ELIGIBLE:</b> NO	

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**Summary:** Under general supervision of the Adult Detention Deputy Administrator, ensures all court documents received from municipal and magistrate courts are correct and entered into the jail management program. Responsible for billing of all agencies that house inmates at San Juan County Detention Center. Works closely with management staff, detention officers, area courts, and local law enforcement agencies.

**Essential Job Functions:** *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Develops and organizes all inmate files for magistrate and municipal charges. Takes care on in-state fugitive files.
- Works in coordination with arresting agencies for accurate billing of all agencies that house inmates at San Juan County Detention Center.
- Bills the State of New Mexico for state inmates in a timely manner. Keeps accurate records on all monies paid to the San Juan County Detention Center for billing purposes.
- Verifies release dates, court dates, and good time. Ensures all inmates are released in a timely manner.
- Ensures inmates are transported to the DWI Treatment Facility on the appropriate date.
- Performs other related duties as assigned.

### Required Knowledge and Skills:

- Must be familiar with the jail management program.
- Must be able to: calculate concurrent and consecutive sentences; read Judgment and Sentence documents from the courts.
- Must have the ability to write legible reports.
- Must have the ability to process billing of appropriate departments or agencies, without direct supervision.
- Must be computer literate.
- Must possess the ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Must possess the ability to write business correspondence and procedure manuals.
- Must possess the ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Must possess the ability to work with mathematical concepts such as probability and statistical inference.
- Must be able to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**Job Description**

**Court Services Coordinator**

- Must be able to: solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Education and Experience:**

- Must possess a high school diploma or GED equivalent.
- Two years' experience in a Detention Center preferred.
- Valid State of New Mexico Driver's License or able to obtain within six (6) months of employment.

**Environmental Factors and Conditions/Physical Requirements:**

- Regularly comes in close contact with inmates.
- Regularly required to use hands to finger, handle, or feel. Extensive data entry on a daily basis.
- Frequently required to talk or to hear.
- Must occasionally lift and/or move up to 10 pounds.
- Occasionally exposed to outside weather conditions.
- Noise level in this work environment is usually noisy.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County's electronic ERP system as necessary and appropriate based on the needs and requirements of this position.

**Equipment and Tools Utilized:**

- Computerized and conventional office equipment.

**Approvals:**

**Employee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Department Head:** \_\_\_\_\_ **Date:** \_\_\_\_\_