

NOTICE OF JOB OPENING FORM

Supervising elected official: Carol Crews

Fund Number: 1000

Department: 0416

Budget Line Item: 1117

Rate of pay: Annual Salary \$43,569 - \$47,689.52 Working hours: 40

Job Title: Case Coordinator II

Job Description: Handles Discovery, maintains review file log of new felony cases, backup to

Case Coordinator I

Essential job functions: Provides defense attorney with discover on drug cases, files cases and enter all new felony cases into the review file log

Minimum requirements

Education: High School - GED Equivalent

Experience: _____

Skills and knowledge: Clerical Skills - Word

Other requirements: _____

Position posting date: 6/22/25

Position closing date: 7/2/25

Signature of supervising elected official



Date: 6/22/2026