
Position Budget Request Form

Action Requested: ☒ New Position ☐ Reclassification w/Salary Change ☐ Reclassification w/o Salary Change

Department:

County Court at Law

Current Position Title:

Part Time Assistant Court Coordinator

Proposed Position Title:

Full Time Assistant Court Coordinator

Requested Classification:

Funding Source:

Proposed Salary Amount:

Grade 62 \$48,734 - \$51,958

NEW POSITION INFORMATION

New/Reclassification of Position:

Please explain in detail the need for New Position/Reclassification. In addition, explain how funding will be obtained (i.e., closing position(s), grant, budget transfers, etc.) If this is a new position, please attach a job description, supporting data or a description of the need:

While the addition of a Part Time Assistant Court Coordinator to our office this past January has been helpful, it has actually shed light on the immediate need of a Full Time Assistant Court Coordinator instead.

Final job title, job description, classification and pay will be determined by the Commissioners Court based on the Compensation plan.



THE COUNTY OF BURNET
Burnet, Texas 78611

JOB DESCRIPTION

WORKING TITLE: Assistant Court Coordinator
DEPARTMENT: County Court at Law
REPORTS TO: Court Coordinator/Judge
CLASSIFICATION: Full Time (Pay Group 62)
\$23.42 - \$24.98/hour

GENERAL DESCRIPTION

- *The purpose of this job is to provide support to the County Court at Law Coordinator and County Court at Law Judge. Work involves monitoring all guardianship caseload, assisting with general reception, and assisting callers, customers, and/or visitors. This job is performed under general supervision, independently developing work methods and sequences.*

ESSENTIAL RESPONSIBILITIES AND DUTIES

- Assists with managing the guardianship and probate court docket, preparing reports, maintaining court records, and preparing jail lists.
- Answers department telephones: provides assistance, requested documents and information; refers callers to other staff members as appropriate; and takes messages. Receives, dates, and distributes incoming mail.
- Manage outgoing mail for the office.
- Assists with special projects as assigned.
- Assist Coordinator & Judge with duties as needed.
- Attend court as needed.

ADDITIONAL RESPONSIBILITIES

- Any duty as assigned by supervisor within the scope of the department

EDUCATION REQUIREMENTS

- High School diploma or GED equivalent

EXPERIENCE AND SKILLS

- Must have good computer skills
- Good communication skills
- Ability to multi task
- Successfully work in a fast passed environment

- Para legal court

Preferred Experience

- Two (2) years experience in the legal system
- Bilingual (Spanish and English) with the ability to converse fluently in both languages

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Frequently required to talk, hear, see, sit, stand, kneel, climb, feel, use fingers to handle and arms to reach and carry
- Required to be able to sit or stand for prolonged periods of time
- Required to lift up to 15 lbs occasionally
- Specific vision required by this position included both up close and distance

SPECIAL CONDITIONS

- Required to dress in professional business attire at work daily
- Required to possess and maintain a valid Drivers License and valid liability insurance at all times

ew Position Classification

irin Smith <ksmith@burnetcountytexas.org>

Tue, Mar 21, 2023 at 5:15 PM

: Jayme Ingram <jaingram@burnetcountytexas.org>, Cody Henson <chenson@burnetcountytexas.org>

Sorry, I sent that email a little too quickly. From reviewing it further, HR recommends a grade 62 which is \$48,734 - \$51,958. Please let me know if this is acceptable to you.

Thanks,

Karin

[Quoted text hidden]

Budget Worksheet Condensed

For Fiscal: 10/2022-09/2023 Period Ending: 03/31/2023

		10/2020-09/2021	10/2021-09/2022	10/2022-09/2023	10/2022-09/2023		
		Total Activity	Total Activity	Total Budget	YTD Activity		
Department: 4260 - COUNTY COURT							
<u>100-4260-4150</u>	MENTAL EVAL/JUD SVCS	6,558.00	9,409.00	15,000.00	3,150.00	_____	} discussion -
<u>100-4260-4160</u>	COURT APPT ATT-CRIMINAL	7,915.84	8,200.00	15,000.00	18,528.48	_____	
<u>100-4260-4170</u>	COURT APPT ATT-JUVENILE	410.00	0.00	0.00	0.00	_____	
<u>100-4260-4270</u>	CONFERENCE/DUES/TRAINING	0.00	0.00	0.00	-51.23	_____	
<u>100-4260-4900</u>	JUROR PMTS (CTY CRT)	1,410.00	1,910.00	5,000.00	0.00	_____	
Department: 4260 - COUNTY COURT Total:		16,293.84	19,519.00	35,000.00	21,627.25	0.00	