
Position Budget Request Form

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

Department:

Current Position Title:

Proposed Position Title:

Requested Classification:

Funding Source:

Proposed Salary Amount:

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:

I respectfully request the reclassification of the CA Executive Director position from Grade 66 Step 7 to Grade 69, Step 7, to establish compensation parity with comparable Executive Director positions in the District Attorney and Public Defender offices. This reclassification addresses a critical disparity that currently exists between equivalent administrative leadership roles within the county's legal framework, as these positions carry similar levels of responsibility, serve equally essential functions in supporting the county's legal operations and require comparable qualifications.

The CA Executive Director serves as the primary administrative leader for the office, with responsibilities encompassing personnel management, budget oversight, case file administration, scheduling coordination, and serving as the principal liaison between the County Attorney's office and other county departments. The attached revised job description demonstrates that the position's current classification does not accurately reflect its actual duties, responsibilities and importance. This reclassification represents a necessary correction to ensure equitable compensation and appropriate recognition its critical role.



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:	EXECUTIVE DIRECTOR
DEPARTMENT:	COUNTY ATTORNEY'S OFFICE
REPORTS TO:	COUNTY ATTORNEY
CLASSIFICATION:	GROUP 66

GENERAL DESCRIPTION

This position is exempt. It oversees administrative personnel and serves as a liaison between exempt office employees, nonexempt office employees and department heads of other departments. This position organizes office operations in order to increase efficiency; oversees office procedures, reviews office requisitions and budget expenditures, assigns and monitors clerical functions. Filing, document processing, record keeping, preparation and presentation of legal documents are also necessary. The position is responsible for receiving incoming telephone calls or walk-ins and directing people to the appropriate staff. The position entails assisting the County Attorney, Assistant County Attorneys and overseeing the administrative staff in the office. Courtroom presence is required as well as the preparation of legal documents as supervised by an attorney.

ESSENTIAL RESPONSIBILITIES AND DUTIES

- ❖ Work with the County Attorney by preparing an annual budget to maintain financial goals in accordance to county policy. Schedule expenditures, analyze variances, initiate corrective action, maintain financial records and process invoices for payment.
- ❖ Supervise and coordinate the duties of the administrative staff to support the County Attorney and Assistant County Attorneys for various duties and travel to appear in the (9) courts the CA office represents in the State.
- ❖ Serve as liaison between professional staff and the department head of other departments, the courts and the surrounding law enforcement agencies.
- ❖ Maintains office services by organizing office operations and procedures; controlling correspondence; designing filing system; reviewing and assigning and monitoring administrative staff functions for Adult Misdemeanor, Juvenile, Child Protective Services and Protective Order courts.
- ❖ Interview, hire, and train office support staff. Process annual evaluations. Maintains administrative staff job results by coaching, counseling, and disciplining employees; planning, monitoring, and appraising job results.
- ❖ Process and provide case discovery in accordance to State law for Adult Misdemeanor, Juvenile, Child Protective Services, Protective Order and the (4) Justice of the Peace courts.

- ❖ Manage and update files and reports, including but not limited to personnel files, CJIS reports and DPS audits.
- ❖ Upkeep seizures/forfeitures and process Annual Chapter 59 report.
- ❖ Manage and upkeep DPS reporting, audits, criminal histories and NCIC/TCIC training.
- ❖ Process and manage expert witnesses and transcripts for billing.
- ❖ Assist in coordination of mediations.
- ❖ Process, update, and track various calendars and appointments for C.A. and personnel.
- ❖ Monitor and track personnel time and time sheets, and process when due.
- ❖ Prepare and process paperwork for employees, including time sheets, conference requests, and expenses for both Exempt and Nonexempt staff members. Upkeep personnel files and attend workshops as needed.
- ❖ Maintain office staff by assisting in the recruiting, selection, orientation, and training of employees. Shall schedule and assign non-attorney employees to work assignments and follow up on work results.
- ❖ Assist in trial as necessary. Assist with jury selection, court proceedings, witnesses, expert witnesses, and reimbursements. Assist attorneys with other paperwork, as necessary.
- ❖ Coordinate with court on dockets and settings. Provide Jury Trial and Truancy dates to the (4) Justice of the Peace courts.
- ❖ Coordinate and participate with court on dockets and settings, including requesting resets, adding inmates to dockets and all other docket maintenance.
- ❖ Ensure and facilitate memberships with TDCAA are up to date and current.
- ❖ Design and implement office procedures and recordkeeping for Pretrial Diversions, expunctions, nondisclosures and destruction orders.
- ❖ Coordinate facility and communication services; function as departmental information technology coordinator and in-house instructor.
- ❖ Prepare, process, and coordinate traveling reservations and expenses for office personnel attending work related seminars.
- ❖ Assist with Public Information Requests.
- ❖ Must be able to work with the public and victims of violent crimes.
- ❖ Design and oversee procedures for the retention, protection, retrieval, transfer, and disposal of records. Shall oversee and ensure compliance of office requirements to timely file required reports to State and County officials.
- ❖ Handle monies including hot check restitution payments. May require handling large sums of money. Process daily deposits and month end reporting with the Auditor's and Treasurer's Departments.
- ❖ Verify court dates and provide court notification to parties by mail and/or email, including generating and maintaining a calendar for the Court.
- ❖ Type letters and reports and mail correspondence prepared by office personnel. Must be proficient in the English language, possess proper writing skills and knowledge in formatting correspondence. Must be able to draft legal documents under guidance of an office attorney.
- ❖ Enter data into computer system and maintain familiarity with computer systems utilized by the office.
- ❖ Answer multi-line telephone, take messages, transfer phone calls. Proper telephone and speaking skills are essential.

- ❖ Process mail, email, faxes and various types of intakes brought in by attorneys, the court, and general public.
- ❖ Must be able to make decisions that are in the best interest of the office. As a supervisor, must be able to communicate and discuss matters appropriately with attorneys and other personnel in the office.
- ❖ Must be proficient at use of computers, copy machines, fax machines, and scanning machines.
- ❖ The ability to open and close files according to desires of the Elected Official.
- ❖ Prepare legal documents such as petitions, plea/judgments and court motions/orders at the direction of the CA and/or ACA
- ❖ Other duties as assigned within the scope of the office.
- ❖ Receive reports from state agencies and/or law enforcement agencies and prepare petitions for filing in court. Must be able to educate the public as to the processes followed by the office in handling such petitions and the other services offered by the office.
- ❖ Be able to coordinate with all parties involved in cases involving the office in an efficient and effective manner. File civil cases on behalf of the office and be able to ensure that civil process for cases filed is properly completed.
- ❖ Coordinate the duties of the administrative staff to support the attorneys working in various Courts. Assist in designing and implementing office procedures by establishing standards and procedures, measuring results against standards, making necessary adjustments to maximize efficiency.

ADDITIONAL RESPONSIBILITIES

- Making independent decisions.
- Regular attendance is required. Must arrive at work on time, prepared to perform assigned duties and work assigned schedule.
- Assist CA and ACA as needed.
- Greet clients, witnesses, victims, other county personnel, and attorneys in a professional manner at all times.
- Must maintain confidentiality of all information learned in the scope of employment until time when information is made public OR upon time when information is required to be made public by law.
- Cross-train with the other non-exempt positions in the office and be prepared to occasionally perform such other duties.
- Perform all other related duties involved in the operation of the office as assigned or required. This includes the possibility of assisting in all areas of the office.
- Must be able to perform assigned duties in an efficient manner and work well with others without posing a direct threat to the health and safety of themselves and/or others. Must possess a cooperative and positive attitude at all times at work.
- Must be able to Notarize legal documents on behalf of the office.
- Must be proficient in typing. Must be proficient in the English language, possess proper writing skills and knowledge in formatting correspondence.
- Must be able to draft legal documents under guidance of an office attorney.

EDUCATION REQUIREMENTS

A Bachelor's degree is preferred but not required. A minimum of High School diploma or equivalent is required. Must have knowledge of general office equipment, including personal computer and typing. Must be able to properly prepare legal documents at the direction of an attorney.

EXPERIENCE AND SKILLS

- Must have the ability to meet and serve the public in a friendly and efficient manner.
- Requires knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition and grammar. Must also have the ability to read and understand information and ideas presented in writing. Must have the ability to speak English clearly to be understood by others.
- Must have and maintain the ability to work independently.
- Must have and maintain the ability to use computer systems necessary to perform duties.
- Must have and maintain the ability to alphabetize and operate basic office equipment.
- Must be able to type accurately and check and correct work.
- Must possess and maintain a valid Texas Driver's License at all times. A driving permit or occupational license is not allowed.
- Must have or be able to receive accreditation to become a Notary Public under Texas law.
- Must be able to supervise, direct, and manage another employee

PHYSICAL DEMANDS AND WORK ENVIRONMENT

While performing the duties of this position, the employee is frequently required to talk, hear, see, sit, stand, kneel, climb, feel, use fingers to handle, and arms to reach and carry. The employee must be able to lift up to 15 pounds regularly. Specific vision is required by this job, including the ability to see up close and at distance. Confidentiality is essential.

SPECIAL CONDITIONS

This position determines how to prioritize work of support staff so that it is accomplished in a timely and professional manner. Incumbent proofs work to determine if revisions are required. Determines how to handle hostile clients/public members and where to refer difficult phone calls. Decisions regarding personnel issues, client or attorney complaints, and legal and/or policy questions are to be referred to the elected official for final decisions.

Position Budget Request Form

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

Department:

Current Position Title:

Proposed Position Title:

Requested Classification:

Funding Source:

Proposed Salary Amount:

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:

I respectfully request the reclassification of the First Assistant County Attorney position to Grade 7, Step 7, to establish compensation parity with the First Assistant District Attorney and First Assistant Public Defender positions. This reclassification addresses a critical disparity that currently exists between comparable leadership roles, as these positions carry equivalent levels of responsibility, require similar qualifications, and serve equally vital functions within the county. The First Assistant County Attorney

- serves as the second-highest ranking attorney in the office, with responsibilities encompassing complex legal decision-making, supervisory duties, case management oversight, and serving as primary backup to the County Attorney.

The attached revised job description demonstrates that the position's current classification does not accurately reflect its actual duties and organizational importance. This reclassification represents a necessary correction to ensure equitable compensation across comparable county legal positions and appropriate recognition of the critical role this position plays in the county's legal operations.

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

FY25 - Group 74, Step 7



THE COUNTY OF BURNET
Burnet, Texas 78611

JOB DESCRIPTION

WORKING TITLE: FIRST ASSISTANT DISTRICT ATTORNEY
DEPARTMENT: DISTRICT ATTORNEY
REPORTS TO: DISTRICT ATTORNEY
CLASSIFICATION:

GENERAL DESCRIPTION

The County Attorney's Office is responsible for handling misdemeanor criminal cases, juvenile misdemeanors and felonies, Department of Family and Protective Services cases, Protective Orders, Mental Health Commitments, and providing civil legal guidance to the County among other responsibilities. The vast array of knowledge required, and the ability to learn new areas of the law, requires a great deal of experience working in the legal field and preferably in County Government.

The duties of the First Assistant County Attorney encompass a broad range of duties, including assisting the elected official in each capacity that the elected official oversees. The First Assistant County Attorney supervises the job responsibilities of the Assistant County Attorneys, and has the responsibility for assessing and prosecuting cases in all areas covered by the County Attorneys office, and in providing legal advise to Elected Official sand Department Heads in the County. The First Assistant has the authority to conduct the operations of the office for the elected County Attorney in the County Attorney's absence or as delegated by the County Attorney. This includes, but is not limited to, financial expenditures of the office, day to day operations of the office, and budgetary responsibility for the office.

This position is an exempt position that requires the need for a valid Texas State Bar License in good standing. This position requires knowledge of Texas law, and the ability to do courtroom trial work on criminal and civil matters. Document processing, and/or record keeping, and preparation and presentation of legal cases in jury and bench trials is necessary to fulfill this position. Additionally, this person must be able to analyze cases and negotiate with other attorneys. Court room presence is required. Frequent overtime hours are necessary, and being on call for questions from law enforcement and to respond to scenes to give advice is required. This position requires work experience and an effective knowledge of criminal and civil law, and at least three years' experience as a trial lawyer and supervisory experience.

ESSENTIAL RESPONSIBILITIES AND DUTIES

1. Manage Assistant County Attorneys and supervise their work and responsibilities, including the authority of running the office as overseen by the elected official.
2. Provide direct supervision over the Assistant County Attorneys by handling trial docket responsibilities, case load, case supervision, court proceedings, among other duties as assigned.
3. Must be able to handle all aspects of the County Attorney's office in the elected official's absence.
4. Assist elected official with handling policies and procedures, including handling and coordinating budget and monetary responsibilities.

5. Interview witnesses, prepare discovery for the defense, prepare for trial, litigate cases, and prepare and present appeals as required. Some cases handled by the County Attorneys Office, particularly Juvenile and Department of Family and Protective Services cases can be quite complex.
6. Must maintain confidentiality of all information learned in the scope of employment until time when information is made public by Elected Official or his/her direction OR upon time when information is required to be made public by law.
7. Interact with other state agencies and/or law enforcement agencies in a professional manner and provide training when necessary to assist in accomplishing the goal of effective enforcement and prosecution. Must be able to educate the public as to the processes followed by the office in handling its cases.
8. Be able to coordinate with all parties involved in cases including the office and victims in an efficient and effective manner.
9. Be a spokesperson for the office at victim's functions and serve as an educator regarding victims' rights in the community. Furthermore, must be able to represent the elected official in any function related to the operation of the office at times that may be outside the scope of a normal workday.
10. Be thoroughly familiar with the Texas Penal Code, Code of Criminal Procedure, as well as the Civil Code, Family Code, and the Texas Local Government Code.
11. First Assistant County Attorney must be prepared for trial and be up-to-date with all documents filed and to-be filed and prepare any last minute negotiations with several trials scheduled on any given day throughout the month. Must oversee that all dockets are thoroughly prepared. Must oversee and be prepared to attend several court hearings a week with proper paperwork and case preparation.
12. Other duties as assigned within the scope of the office.

ADDITIONAL RESPONSIBILITIES

1. Must be able to meet and serve the public in a professional, efficient, and friendly manner at all times. The ability to understand and respond to the concerns of victims is essential.
2. Greet clients, witnesses, victims, other county personnel, and attorneys in a professional manner at all times, and be able to explain the law as well as County Attorney policies and procedures to the public as well as persons involved in the Justice System.
3. Regular attendance is essential. Must arrive at work on time and prepared to work.
4. Perform assigned duties and work assigned schedule.
5. Must maintain confidentiality of all information learned in the scope of employment until time when information is made public by Elected Official or his/her direction OR upon time when information is required to be made public by law.
6. Must accurately enter data into computer system concerning cases, defendants, victims and witnesses. Further, the ACA must be able to understand all computer systems used by office to find relevant information on cases to conduct research by computer.
7. Must answer telephone calls from the public, other attorneys, elected officials, and agencies. Proper telephone and speaking skills are essential.
8. Be able to answer office correspondence in a timely and effective manner.
9. Must be proficient at use of copy machines, fax machines, and scanning machines.
10. Must be able to take notes on all cases handled, and document files so other prosecutors having contact with the file may quickly evaluate the activity, status, and progress in the particular case.
11. Run errands on behalf of the office.
12. Must be able to perform assigned duties in an efficient manner and work well with others without posing a direct threat to the health and safety of themselves and/or others. Must possess a cooperative and positive attitude at all times at work.
13. Must have and maintain a valid Texas State Bar License in good standing at all times.

14. Shall be required to attend court regularly and participate in trials. Must maintain a professional appearance at all times, fulfilling the dress code requirements of a court in which they may appear. Frequent overtime hours required.
15. Serve as an on call prosecutor to answer questions from officers that arise after hours, and respond to scenes as necessary to effectively assist in the investigation. This includes being able to draft search and arrest warrants for law enforcement personnel, and assist the direction of the investigation in order to ensure proper admissibility of all evidence obtained.

EDUCATION REQUIREMENTS

- 1 . Juris Doctor Degree (J.D.)
2. Licensed to practice law in the State of Texas

EXPERIENCE AND SKILLS

Must have three years' experience as a trial attorney, demonstrating skills in all functions of trial including charging decisions, conducting voir dire, opening statement, direct and cross examination, drafting jury instructions, and closing argument.

- Must have experience with working with high profile cases, including trial work as lead counsel.
- Must have previous experience supervising others.
- Must have ability to train other attorneys and staff.
- Speak, read, and write in grammatically correct English.
- Must have the ability to meet and serve the public in a friendly and efficient manner.
- Must have and maintain the ability to work independently, including in a trial setting.
- Ability to work with diverse individuals and groups.
- Must have and maintain the ability to use computer systems necessary to perform duties.
- Must have and maintain the ability to operate basic office equipment.
- Must be able to type accurately and check and correct work of persons working with the attorney.
- High level of critical thinking and problem solving skills.
- Must possess and maintain a valid Texas Driver's License at all times.
- Must possess and maintain a Texas State Bar License and be in good standing at all times.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

While performing the duties of this position, the employee is frequently required to talk, hear, see, sit, stand, kneel, climb, feel, use fingers to handle, and arms to reach and carry. The employee must be able to lift up to 25 pounds regularly. Specific vision is required by this job, including the ability to see up close and at distance.

SPECIAL CONDITIONS

This position determines how to prioritize work so that it is accomplished in a timely and professional manner. incumbent proofs work to determine if revisions are required.

County Attorney
Performance-Based Budget Worksheet

Achievements	
Office	
County Attorney	1,102 Misdemeanors presented by law enforcement and processed in 2024.
County Attorney	1,771 Misdemeanor case dispositions in 2024.
County Attorney	96 Juvenile Cases presented by law enforcement and processed in 2024.
County Attorney	24 CPS Cases filed in 2024.
County Attorney	61 Protective Orders requested in 2024.
County Attorney	All attorneys current with CLE requirements and in good standing with the State Bar of Texas.
County Attorney	Attorneys from the office presented at 5 statewide conferences on topics including general criminal law, juvenile law, and child protection law.

Goals	
Office	Description
County Attorney	To process all misdemeanors cases submitted in accordance with state law and Office of Court Administration expectations.
County Attorney	To process all juvenile cases submitted in accordance with state law and Office of Court Administration expectations.
County Attorney	To process all CPS cases submitted in accordance with state law and Office of Court Administration expectations.
County Attorney	To process all Protective Orders submitted in accordance with state law and Office of Court Administration expectations.
County Attorney	All attorneys to remain current with CLE requirements and in good standing with the State Bar of Texas.
County Attorney	Continued involvement in the local community and legal community through presentations, education and service.

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NEW POSITION INFORMATION

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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:

A job description is attached showing that the position's job duties are more closely aligned to the County Judge Administrative Director as well as the Court Coordinator positions, taking this classification from a Group 66, Level 7 to a Group 69, Level 7. Essentially, this Executive Director position maintains and runs a multi-county office dealing with court management issues as well as personnel issues on a regular basis

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: EXECUTIVE DISTRICT DIRECTOR
DIRECTOR DEPARTMENT: DISTRICT ATTORNEY'S
OFFICE REPORTS TO: DISTRICT ATTORNEY
CLASSIFICATION: GROUP 69

GENERAL DESCRIPTION

This position requires the ability to make independent decisions while leading and supervising others. Maintains office services by organizing office operation and procedures, controlling correspondence, designing filing systems, reviewing and approving supply requisitions, and assigning and monitoring clerical functions. Responsible for budget preparation and procedures for four counties, administrative personnel, and office efficiency. Coordinate the duties of the administrative staff to support D.A., ADAs, Investigators and Victim Services.

ESSENTIAL RESPONSIBILITIES AND DUTIES

1. Achieves financial objectives by preparing an annual budget for four counties, scheduling expenditures, analyzing variances, and initiating corrective action. Maintain District Attorney budget; maintain financial records; process invoices for payment; work with District Attorney to maintain financial goals for the office.
2. Serve as liaison between staff and Elected official.
3. Supervise Executive Assistant, Victim Coordinator, and administrative personnel. Coordinate the duties to support DA, ADAs, Investigators, and Victim Services for various duties and travel to other courts for court dates for Burnet, Blanco, Llano and San Saba County.
4. Keep State Bar and TDCAA memberships up to date for all Attorneys, investigators and personnel.
5. Process quarterly vouchers for reimbursements; process annual Apportionment report for four County District.
6. Keep current on all training including but not limited to CJIS/TLETS and Odyssey.
7. Manage and update files and reports, including but not limited to personnel files, TCOLE records, CJIS reports, DPS audits, and wiretap reports.

8. Manage and upkeep DPS reporting, audits, and criminal histories. Manage and upkeep NCIC/TCIC training.
9. Coordinate conferences and travel arrangements for personnel; submit reimbursement request/advancements.
10. Coordinate travel and lodging for both witnesses and victims for trials.
11. Coordinate with the District Attorney and First Assistant to disseminate updates and information to the communities and employees.
12. Assist attorneys in legal research as needed.
13. Design and implement office procedures, recordkeeping, destruction orders, and processes to oversee office efficiency. Create office procedures for Case management software systems for Burnet, Blanco, Llano and San Saba.
14. Submit tickets for assistant for entire office for case management system.
15. Assist in trial as necessary. Assist with jury selection, court proceedings, witnesses, expert witnesses, and reimbursements. Draft legal filings, under the direction of the attorneys.
16. Handle monies including forfeitures, seizures, Pre-Trial Diversion payments, restitution. May require handling large sums of money for seizures.
17. Upkeep seizures/forfeitures and process Annual Chapter 59 report.
18. Coordinate, Interview, hire, and train office support staff. Process annual evaluations. Maintains administrative staff job results by coaching, counseling, and disciplining employees; planning, monitoring, and appraising job results.
19. Prepare and process purchase orders and requisitions for both Burnet and Llano office handling Burnet, Blanco, Llano and San Saba Counties.
20. Oversee inventory, surplus and salvage for Burnet, Blanco, Llano and Sab Saba.
21. Oversee vehicle repairs and maintenance for all vehicles in both Burnet and Llano.
22. Process and manage expert witnesses and transcripts for billing.
23. Prepare transcripts as necessary.
24. Coordinate and oversee all Pre-Trial Diversion processes, requests and agreements.
25. Process, update, and track various calendars and appointments for D.A. and personnel.
26. Maintain records, retention, protection, retrieval, transfer, and disposal of records.

Track statistics.

27. Handle grants, grant reporting, statistics, handling paperwork and assisting Grant attorneys, as needed.
28. Monitor and track personnel time and time sheets, and process when due. Submit timesheets and exception notices to the HR Department. Submit time to county treasurer for payroll.
29. Maintain District Attorney Website.
30. Set Grand Jury Hearings; coordinate court reporter as needed for Burnet, Blanco, Llano and San Saba Counties.
31. Attend court with Attorneys.
32. Supervise and/or send juror thank you letters after trial.
33. Implement tickler system to ensure time limits are being met.

ADDITIONAL RESPONSIBILITIES

1. Make independent decisions.
2. Monitor and track briefs and other documents and letters as needed.
3. Assist in phone, faxes, filing, case research, and handling the public.
4. Assist DA and ADA as needed.
5. Process library information and keep library current.
6. Process, monitor, and track case activity, personnel issues, and office procedures.
7. Coordinate with court on dockets and settings.
8. Knowledge of DPS training, and supervise DPS criminal history handling.
9. Track longevity pay for ADA.
10. Keep track of individuals in jail.
11. Assign prosecutors to cases.
12. Keep track of all conflicts and file motion to recuse as needed.
13. Must be able to handle the public. Assist with Public Information Requests. Handle victims of violent crimes. And assist in trial when needed.
14. Must be able to multi-task and prioritize job duties and others.

EDUCATION REQUIREMENTS

Bachelor's degree preferred but not required with longevity or managerial experience. At least a high School diploma or equivalent. Knowledge of criminal laws and statutes and personnel helpful. Must be able to properly prepare legal documents at the direction of an attorney.

EXPERIENCE AND SKILLS

- Knowledge of County, District, civil and criminal law, Code of Criminal Procedure, and personnel procedures.
- Knowledge of TCIC/NCIC procedures.
- Knowledge of various reports and procedures, including personnel, library archives, open records, CJIS, TCLEOSE, etc.
- Knowledge of Civil Seizure/Forfeiture.

- Knowledge of Court of Appeals.
- Must have the ability to supervise, direct, and manage employees.
- Ability to multi-task and meet deadlines under little to no supervision.
- Ability to work effectively with all county departments and elected officials and other government entities.
- Must have the ability to meet and serve the public in a friendly and efficient manner.
- Knowledge of Grand Jury Indictments and procedures.
- Knowledge of District court procedure and forms.
- Excellent written and oral communication skills. Requires knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition and grammar. Must also have the ability to read and understand information and ideas presented in writing. Must have the ability to speak English clearly to be understood by others.
- Must have and maintain the ability to use computer systems necessary to perform duties.
- Must possess and maintain a valid Texas Driver's License at all times. A driving permit or occupational license is not allowed.
- Maintain confidentiality; judgment of priority needs; organizational skills.
- Supply management, informing others, tracking budget expenses, delegation, staffing, managing processes, supervision, developing standards, promoting process improvement, inventory control, reporting skills.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

While performing the duties of this position, the employee is frequently required to talk, hear, see, sit, stand, kneel, climb, feel, use fingers to handle, and arms to reach and carry. The employee must be able to lift up to 15 pounds regularly. Specific vision is required by this job, including the ability to see up close and at distance. Frequent walking or sitting for long periods is necessary. Confidentiality is essential.

SPECIAL CONDITIONS

This position determines how to prioritize work and work of support staff so that it is accomplished in a timely and professional manner. Determines how to handle hostile clients/public members, and employees and where to refer difficult phone calls. Coordinate with elected official on decisions regarding personnel and procedural issues, client or attorney complaints, and legal and/or policy questions. Travel to other counties in district is essential, and ability to work over 40 hours a week.



THE COUNTY OF BURNET
Burnet, Texas 78611

JOB DESCRIPTION

WORKING TITLE:	EXECUTIVE DIRECTOR
DEPARTMENT:	DISTRICT ATTORNEY'S OFFICE
REPORTS TO:	DISTRICT ATTORNEY
CLASSIFICATION:	GROUP

GENERAL DESCRIPTION

This position requires the ability to make independent decisions while leading and supervising others. Maintains office services by organizing office operation and procedures, controlling correspondence, designing filing systems, reviewing and approving supply requisitions, and assigning and monitoring clerical functions. Responsible for budget preparation and procedures for four counties, administrative personnel, and office efficiency. Coordinate the duties of the administrative staff to support D.A., ADAs, Investigators and Victim Services.

ESSENTIAL RESPONSIBILITIES AND DUTIES

1. Achieves financial objectives by preparing an annual budget for four counties, scheduling expenditures, analyzing variances, and initiating corrective action. Maintain District Attorney budget; maintain financial records; process invoices for payment; work with District Attorney to maintain financial goals for the office.
2. Supervise Executive Assistant, Victim Coordinator, and administrative personnel. Coordinate the duties to support DA, ADAs, Investigators, and Victim Services for various duties and travel to other courts for court dates.
3. Process quarterly vouchers for reimbursements; process annual Apportionment report.
4. Manage and update files and reports, including but not limited to personnel files, TCOLE records, CJIS reports, DPS audits, and wiretap reports.
5. Design and implement office procedures, recordkeeping, destruction orders, and processes to oversee office efficiency.
6. Assist in trial as necessary. Assist with jury selection, court proceedings, witnesses, expert witnesses, and reimbursements. Assist attorneys with other paperwork, as necessary.
7. Manage and upkeep DPS reporting, audits, and criminal histories. Manage and upkeep NCIC/TCIC training.

8. Handle monies including forfeitures, seizures, Pre-Trial Diversion payments, restitution. May require handling large sums of money for seizures.
9. Upkeep seizures/forfeitures and process Annual Chapter 59 report.
10. Interview, hire, and train office support staff. Process annual evaluations. Maintains administrative staff job results by coaching, counseling, and disciplining employees; planning, monitoring, and appraising job results.
11. Prepare and process paperwork for employees, including Oath of Office, time sheets, conference requests, and expenses. Upkeep personnel files and attend workshops as needed.
12. Prepare and process purchase orders and requisitions.
13. Oversee inventory, surplus and salvage.
14. Oversee vehicle repairs and maintenance.
15. Process and manage expert witnesses and transcripts for billing.
16. Prepare transcripts as necessary.
17. Handle Pre-Trial Diversion requests and agreements.
18. Process, update, and track various calendars and appointments for D.A. and personnel.
19. Maintain records, retention, protection, retrieval, transfer, and disposal of records. Track statistics.
20. Handle grants, grant reporting, statistics, handling paperwork and assisting Grant attorneys, as needed.
21. Monitor and track personnel time and time sheets, and process when due.

ADDITIONAL RESPONSIBILITIES

1. Make independent decisions.
2. Monitor and track briefs and other documents and letters as needed.
3. Assist in phone, faxes, filing, case research, and handling the public.
4. Assist DA and ADA as needed.
5. Process library information and keep library current.
6. Process, monitor, and track case activity, personnel issues, and office procedures.
7. Coordinate with court on dockets and settings.
8. Knowledge of DPS training, and supervise DPS criminal history handling.
9. Track longevity pay for ADA.
10. Must be able to handle the public. Assist with Public Information Requests. Handle victims of violent crimes. And assist in trial when needed.
11. Must be able to multi-task and prioritize job duties and others.

EDUCATION REQUIREMENTS

Bachelor's degree preferred but not required with longevity or managerial experience. At least a high School diploma or equivalent. Knowledge of criminal laws and statutes and personnel helpful. Must be able to properly prepare legal documents at the direction of an attorney.

EXPERIENCE AND SKILLS

- Knowledge of County, District, civil and criminal law, Code of Criminal Procedure, and personnel procedures.
- Knowledge of TCIC/NCIC procedures.
- Knowledge of various reports and procedures, including personnel, library archives, open records, CJIS, TCLEOSE, etc.
- Knowledge of Civil Seizure/Forfeiture.
- Knowledge of Court of Appeals.
- Must have the ability to supervise, direct, and manage employees.
- Must have the ability to meet and serve the public in a friendly and efficient manner.
- Knowledge of Grand Jury Indictments and procedures.
- Knowledge of District court procedure and forms.
- Excellent written and oral communication skills. Requires knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition and grammar. Must also have the ability to read and understand information and ideas presented in writing. Must have the ability to speak English clearly to be understood by others.
- Must have and maintain the ability to use computer systems necessary to perform duties.
- Must possess and maintain a valid Texas Driver's License at all times. A driving permit or occupational license is not allowed.
- Maintain confidentiality; judgment of priority needs; organizational skills.
- Supply management, informing others, tracking budget expenses, delegation, staffing, managing processes, supervision, developing standards, promoting process improvement, inventory control, reporting skills.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

While performing the duties of this position, the employee is frequently required to talk, hear, see, sit, stand, kneel, climb, feel, use fingers to handle, and arms to reach and carry. The employee must be able to lift up to 15 pounds regularly. Specific vision is required by this job, including the ability to see up close and at distance. Frequent walking or sitting for long periods is necessary. Confidentiality is essential.

SPECIAL CONDITIONS

This position determines how to prioritize work and work of support staff so that it is accomplished in a timely and professional manner. Determines how to handle hostile clients/public members, and employees and where to refer difficult phone calls. Coordinate with elected official on decisions regarding personnel and procedural issues, client or attorney complaints, and legal and/or policy questions. Travel to other counties in district is essential, and ability to work over 40 hours a week.

Position Budget Request Form

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

Department:

Public Defender

Current Position Title:

Executive Director - PD

Proposed Position Title:

Executive Director - PD

Requested Classification:

Group 69 - Level 7

Funding Source:

Proposed Salary Amount:

\$38.27/hr Annual \$79,601.60

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:

A job description is attached which shows that the position's job duties are more closely aligned with the County Judge Administrative Director as well as the Court Coordinator positions, taking this classification from a Group 66, Level 7 to a Group 69, Level 7. Essentially, this Executive Director position maintains & runs a multi-county office dealing with court management issues as well as personnel issues on a regular basis.

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: EXECUTIVE LEGAL ASSISTANT
DEPARTMENT: NORTH HILL COUNTRY PUBLIC DEFENDER'S
REPORTS TO: CHIEF PUBLIC DEFENDER
CLASSIFICATION: GROUP 66

GENERAL DESCRIPTION

This position performs complex administrative tasks at an executive level to ensure efficient daily departmental operation. This position coordinates assignments and manages the daily operations of the department. Courtroom presence is required as is the preparation of legal documents as supervised by an attorney.

ESSENTIAL RESPONSIBILITIES AND DUTIES

1. Serve as liaison between professional staff, the department head and other departments in Burnet, Llano and Blanco County.
2. Supervise the Llano and Blanco County Legal Assistant.
3. Coordinate the duties of the administrative staff to support P.D., APDs, Mental Health Caseworker and Investigator for various duties and travel to other counties for courts.
4. Maintains office services by organizing office operations and procedures; controlling correspondence; designing filing system; reviewing and approving supply requisitions; assigning and monitoring clerical functions in Burnet, Llano and Blanco County.
5. Maintains office efficiency by planning and implementing office systems, layouts, and equipment procurement in Burnet, Blanco and Llano County.
6. Keep up to date on memberships, including TCDLA, State Bar, Stats for MISD, Felony and Juvenile cases. Track monthly office numbers to keep in compliance with ABA case load standards and TIDC grant requirements.
7. Process mail, email, faxes and various types of intakes brought in by clients, attorneys, the court, and general public.
8. Process, update, and track various calendars and appointments for attorneys and personnel.
9. Process and verify purchase orders for office operation and supplies in Burnet, Llano and County.
10. Research and purchase large items for office, and process and verify purchase orders for office operation and supplies.
11. Monitor and track personnel time sheets for multiple employees, and turn in to Treasurer when due.
12. Verify court dates and provide court notification to defendants by mail and/or phone in Burnet, Llano and Blanco County.
13. Coordinate assignments, and maintain time and attendance and other personnel actions to ensure efficient operation.
14. Perform initial intake of new client appointments to include initial contact, obtaining discovery, and seeing that clients are notified of court appointments.
15. Research, gather material and complete a variety of assigned projects and reports to include communicating with other departments and external sources to obtain information and provide feedback to the department head.

16. Maintain the office budget line items in accordance with departmental policy and order and maintain office supplies ensuring adequate funding.
17. Collect, monitor and verify the status of projects and other activities in Burnet, Llano and Blanco County.
18. Ensure the Chief Public Defender's goals, objectives and missions are communicated to NHCPDO staff.
19. Must maintain confidentiality of all information learned in the scope of employment until time when information is made public OR upon time when information is required to be made public by law.
20. Regular attendance is required.

ADDITIONAL RESPONSIBILITIES

1. Make independent decisions
2. Coordinate facility and communication services; function as departmental information technology coordinator and in-house instructor.
3. Perform other duties as assigned by the Chief Public Defender as necessary to support the NHCPDO.
4. Facilitate interaction of various departmental functions and coordinate public meetings for the Oversight Board.
5. Coordinate the flow of information between the NHCPDO and other departments and/or outside agencies.
6. Assist Attorneys as needed, including but not limited to participation in Voir Dire, going over discovery with clients and e-filing court documents.
7. Coordinate and participate with county and criminal court in Burnet, Blanco and Llano County on dockets and settings, including requesting resets, adding inmates to dockets and all other docket maintenance.
8. Track longevity pay for relevant employees.
9. Maintain county website for NCHPDO.
10. Review all CAA's for conflicts from magistrates, county and district court coordinators and assign to attorneys for conflicts.
11. Maintain spreadsheets by month and year on CAA's for Metrix and the Grant by assigned attorneys.
12. Maintain Jail Census report for Burnet, Blanco and Llano County and notify attorneys of updates.

EDUCATION REQUIREMENTS

Education and experience equivalent to a Bachelor's Degree in a job related field of study. Knowledge of criminal laws and statutes and personnel helpful. Must be able to properly prepare legal documents at the direction of an attorney.

EXPERIENCE AND SKILLS

- One (1) year job related experience required. Must possess supervisory skills and have at least one (1) year of supervisory experience.
- Excellent communication, organization and planning skills.
- Ability to interact effectively with a diverse group of individuals.
- Ability to perform in an environment of rapid changes.
- Ability to work under pressure and to meet deadlines
- Skilled in the utilization of computers and applicable software
- Speak, read and write in grammatically correct English.
- Excellent written and verbal communication skills speaking English clearly to be understood by others.
- High level of critical thinking and problem-solving skills.
- Must have the ability to meet and serve the public in a friendly and efficient manner.
- Knowledge of District/County court procedures and forms.
- Must have and maintain the ability to use a computer system necessary to perform duties.
- Maintain confidentiality and prioritize needs.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Ability to sit for prolonged periods while using desktop computer, laptop computer, telephone, adding machine and other common office machines in a standard office environment.
- Ability to lift up to 10 pounds occasionally
- Frequently required to talk, hear, see, sit, stand, use hands and arms to carry and reach.
- Occasionally may need to stoop or crouch.

SPECIAL CONDITIONS

- Occasional day and or overnight travel may be required.
- Occasional night, weekend and/or holiday work may be required.
- Required to possess and maintain a valid Texas Driver's License and Texas Liability Insurance at all times.
- This position determines how to prioritize work so that it is accomplished in a timely and professional manner. Determines how to handle hostile clients/public members and where to refer difficult phone calls. Decisions regarding personnel issues, client or attorney complaints, and legal and/or policy questions are to be referred to the Public Defender.

Position Budget Request Form

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

Department:

Public Defender

Current Position Title:

Lead MH Caseworker

Proposed Position Title:

Lead MH Caseworker - Public Defender

Requested Classification:

Group 69 - Level 7

Funding Source:

Proposed Salary Amount:

\$38.27/hr Annual \$ 79,601.60

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:

A job description is attached which shows that this position's job duties are more compatible with the County Judge Administrative Director as well as the Court Coordinator positions, taking this classification from a Group 66, Level 7 to a Group 69, Level 7. Essentially, this Lead MH Caseworker supervises a social worker and covers social work needs extending across three counties. In addition, this supervisory position works with community stakeholders to identify and to address mental health gaps within these communities. This position also does community training and works to establish community resources for the mentally ill and to those who need additional support.

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: SOCIAL SERVICES DIRECTOR
DEPARTMENT: NORTH HILL COUNTRY PUBLIC DEFENDER'S
REPORTS TO: CHIEF PUBLIC DEFENDER
CLASSIFICATION: GROUP ??

GENERAL DESCRIPTION

- Directly oversee the delivery of holistic public defense social services, with a particular emphasis on services provided to clients experiencing trauma, mental illness, substance use disorder, and/or homelessness and those accused of the most serious offenses in Burnet, Llano and Blanco counties.
- Devise policies and issue guidance allowing all advocates to effectively leverage the knowledge, skills, and abilities of social workers and/or case workers on behalf of clients in Burnet, Llano and Blanco counties.
- Directly supervise, manage the workload for, train, and evaluate the performance of all social workers and/or case workers in the division;
- Develop policies and procedures to ensure the effective delivery of appropriate social work and/or case work services and support to clients of Burnet, Llano and Blanco counties.
- Along with other members of the defense team, provide services and consultation to individual clients facing some of the most serious offenses and/or with the most complex needs related to mental health, crisis intervention, histories of trauma etc.
- Serves as liaison and collaborates with other internal departments, external organizations/community groups, judicial staff, service providers and others.
- Plans, develops and manages a variety of activities to enhance service delivery in Burnet, Llano and Blanco counties.
- Provides technical advice, policy interpretation and guidance to staff.
- Identifies and resolves service gaps and barriers in Burnet, Llano and Blanco counties.
- Stimulates interest in departmental social support program and services.
- Prepares periodic reports, financial analysis and statistical reports on program activities and program progress.
- Develops and participates in education and training for staff, clients, and community. Makes presentations related to departmental programs and services.
- Performs other job-related duties as assigned.

Minimum Requirements

EDUCATION REQUIREMENTS

- Master's degree in one of the Social or Behavioral Sciences AND two (2) years' experience in social services related work; OR, any combination of education and required knowledge, skills, and abilities sufficient to successfully perform the duties and responsibilities of this job.

EXPERIENCE AND SKILLS

- Training or experience in a criminal defense system.
- Experience working with adults involved in the criminal justice system.
- Seven (7) or more years' experience in social services and criminal justice related work including three (3) years supervisory experience

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Ability to sit for prolonged periods while using desktop computer, laptop computer, telephone, adding machine and other common office machines in a standard office environment.
- Ability to lift up to 10 pounds occasionally
- Frequently required to talk, hear, see, sit, stand, use hands and arms to carry and reach.
- Occasionally may need to stoop or crouch.
- Deal effectively with persons experiencing crises and economic stress.
- Prepare accurate and complete records and reports.
- Demonstrate consistent, sound, and mature judgment in the effective and efficient use of human and financial resources.
- Manage time well and meet timelines.
- Communicate effectively.
- Establish and maintain effective working relationships with departmental clientele, representatives of outside agencies, other county employees and officials, clinical and other social service providers.

SPECIAL CONDITION

- Occasional day and or overnight travel may be required.
- Occasional night, weekend and/or holiday work may be required.
- Required to possess and maintain a valid Texas Driver's License and Texas Liability Insurance at all times.

Progress Report for Grant MH-24-007: Regional Public Defender Additional MH Social Worker
Burnet County
Final Report

Submitted by Nathan Kight at 10/10/2024 9:06:51 AM

Read-Only Access

Change Reporting Period July 1 - September 30, 2024 (Final Report) ▼

Question	July 2024	August 2024 Mental Health	September 2024
Caseflow Measures			
Report the average number of hours between arrest and Article 16.22 mental health assessment. 16	16	16	16
Report the average number of days between the Article 16.22 mental health assessment and entry into the program. 2	3	2	2
Report the average number of days between entry into the program and first meeting with a social worker/case manager. 1	1	1	1
Report the average number of days clients are in jail prior to resolution of the case for Felonies for the cases disposed each month. (Exclude any clients with MH competency proceedings initiated.) 86	84	79	79
Report the average number of days clients are in jail prior to resolution of the case for Misdemeanors for the cases disposed each month. (Exclude any clients with MH competency 15	11	17	17

proceedings initiated.)

Report the average number of days between entry into the program and initial screening by a social worker/case manager.

1

1

1

Workload/Caseload Measures

Report the number of new **Misdemeanor** appointments.

45

33

35

Report the number of new **Felony** appointments.

44

35

42

Report the number of **Felony** cases disposed.

36

39

16

Report the number of **Misdemeanor** cases disposed.

49

27

237

Report the average number of cases per social worker/case worker on the last day of the quarter.

28

Program Activities

Report the number of Article 16.22 mental health assessments.

10

3

4

Report the number of individuals with an intake inquiry.

5

12

Report the number of individuals in the program which were found to have MHMR issues **during** the Article 16.22 mental health assessment.

10

3

4

Report the number of individuals in the program which were found to have MHMR issues **after** the Article 16.22 mental health assessment.

0

0

0

Report the number of mental health referrals.

15

5

12

Report the number of successful

15

5

12

contacts with program clients by the social worker/case worker.

Report the number of competency screenings completed by the social worker/case worker.

3

4

3

Report the number of **Misdemeanor** cases where a social worker/case worker assisted the attorney and the charges were reduced or dismissed for the cases disposed each month.

2

3

4

Report the number of **Felony** cases where a social worker/case worker assisted the attorney and the charges were reduced or dismissed for the cases disposed each month.

4

6

6

Report the number of **Misdemeanor** clients on MH bond, assisted by a case manager/social worker, and the charges were reduced or dismissed for the cases disposed each month.

2

2

3

Report the number of **Felony** clients on MH bond, assisted by a case manager/social worker, and the charges were reduced or dismissed for the cases disposed each month.

4

4

5

Summary

Explain any official allegations of misconduct.

Describe any issues with clients maintaining compliance with the terms of bond or probation.

Provide any program highlights for the quarter.

I wanted to share a concrete example of the outstanding work Kaiia Perkins has done for our clients since she has been hired to our office. Our office was appointed to a Blanco misdemeanor case of False Alarm or Report. The client shared with me that she made a 911 call because an ex-boyfriend expressed to her that he was going to harm/kill himself and/or his new current girlfriend. Our client was concerned, did not want the guilt on her conscience if something terrible were to happen, and did the right thing by reporting her genuine concerns. Because she had made previous 911 calls regarding her ex-boyfriend, and because when law enforcement showed up to her ex-boyfriend's home, all parties denied any threat of danger, our client was charged. Our client always maintained her innocence to our office and this was constantly relayed to the prosecutors. This summer, the prosecutor expressed a concern of mental health for our client as her main basis why she could not dismiss the case and why she did not believe our client was innocent (implying she believed our client did make the call because of untreated mental health). Kaiia and I had our client come to our office to have an in-depth conversation about her mental health and where she was in life. Our client did have a history of depression and anxiety, but had received treatment in the past and was continuing to treat her conditions. She also recently had a baby (her newborn accompanied her to her meeting and was very cute), and was working to take care of her new daughter while making plans to obtain employment with her family as soon as she was able to. Kaiia tremendously helped me advocate for our client with the additional perspective from her previous experience as a qualified mental health professional. A few weeks later, our client's case was finally dismissed. Our client greatly appreciated our efforts to fight for her innocence and the result could not have been attained without the outstanding help of Kaiia. Our office is extremely grateful to have welcomed a second social worker to our team. Within the past few months, Kaiia has helped tremendously on numerous cases. We don't always have the "concrete" wins, but I wanted to share this one as it meant a lot to the client and to our office to be able to help her as she takes on her new journey of parenthood.

Describe any challenges and the corrective actions taken or being taken.

Describe the activities planned for next quarter.

Describe any staffing changes which occurred during the quarter or that are anticipated in the next quarter.

If you wish to submit supporting documentation other than text notes entered above, click [here](#). If you have internet mail configured on your computer, a new message window should open up with the To: field filled in. Attach any desired documents and then send the message.

Submitted by Nathan Kight at 10/10/2024 9:06:51 AM

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Progress Report for Grant MH-25-002: Continuation of Mental Health Caseworker MH-24-007**Burnet County****October 1 - December 31, 2024****Submitted by Nathan Kight at 1/16/2025 1:08:53 PM**

Read-Only Access

Change Reporting Period October 1 - December 31, 2024 ▼

Question	October 2024	November 2024	December 2024
Mental Health			
Caseflow Measures			
Report the average number of hours between arrest and Article 16.22 mental health assessment.	36	32	40
Report the average number of days between the Article 16.22 mental health assessment and entry into the program.	3	2	3
Report the average number of days between entry into the program and first meeting with a social worker/case manager.	2	1	1
Report the average number of days clients are in jail prior to resolution of the case for Felonies for the cases disposed each month. (Exclude any clients with MH competency proceedings initiated.)	62	84	60
Report the average number of days clients are in jail prior to resolution of the case for Misdemeanors for the cases disposed each month. (Exclude any clients with MH competency proceedings initiated.)	30	24	19
Report the average number of days between entry into the program and initial screening by a social worker/case manager.	2	1	1
Workload/Caseload Measures			
Report the number of new Misdemeanor appointments.	30	42	32
Report the number of new Felony appointments.	42	43	43
Report the number of Felony cases disposed.	51	30	31
Report the number of Misdemeanor cases disposed.	44	52	54
Report the average number of cases per social worker/case		48	

worker on the last day of the quarter.

Program Activities

Report the number of Article 16.22 mental health assessments.	8	2	2
Report the number of individuals with an intake inquiry.	23	7	6
Report the number of individuals in the program which were found to have MHMR issues during the Article 16.22 mental health assessment.	8	2	2
Report the number of individuals in the program which were found to have MHMR issues after the Article 16.22 mental health assessment.	8	2	2
Report the number of mental health referrals.	23	7	6
Report the number of successful contacts with program clients by the social worker/case worker.	23	7	6
Report the number of competency screenings completed by the social worker/case worker.	0	0	0
Report the number of Misdemeanor cases where a social worker/case worker assisted the attorney and the charges were reduced or dismissed for the cases disposed each month.	10	9	5
Report the number of Felony cases where a social worker/case worker assisted the attorney and the charges were reduced or dismissed for the cases disposed each month.	12	8	6
Report the number of Misdemeanor clients on MH bond, assisted by a case manager/social worker, and the charges were reduced or dismissed for the cases disposed each month.	0	0	0
Report the number of Felony clients on MH bond, assisted by a case manager/social worker, and the charges were reduced or dismissed for the cases disposed each month.	0	0	0

Summary

Explain any official allegations of misconduct. There were none.

Describe any issues with clients maintaining compliance with the terms of bond or probation.

Constantly working with clients who fail to appear to court and fail drug tests.

Provide any program highlights for the quarter.

Chris Sanders presented at the JCMH meeting on Rural Collaboration in MH. A 16.22 training was conducted in Blanco with 35 attendees. In October, Chris attended the Texas Defense Social Services Meeting, the Llano, Blanco and Burnet County Community workgroups, the Rural MH Report by the TX Commission on Rural MH, and the SIM follow-up mapping meeting for Llano and Blanco. In November, Chris led a meeting with Llano Leadership to address Emergency Detention Orders.

Describe any challenges and the corrective actions taken or being taken.

Proper 16.22 hearings continue to be an issue in Blanco; however, the problems have been identified. Chris Sanders, our lead social worker continues to work with the County Judge to resolve these issues. Some corrective actions were taken to address professional behavior in court for the social worker staff.

Describe the activities planned for next quarter.

There are 4 different priority groups that are continuing in Llano and Blanco. The workgroups continue in all of the counties. 2 separate MH First Aid workshops are planned during this next quarter. We have applied to present at the TX Assoc of Pretrial Services in May. A tour of the Belton Diversion Center is planned next quarter with an eye toward a diversion center here in the future.

Describe any staffing changes which occurred during the quarter or that are anticipated in the next quarter.

None

If you wish to submit supporting documentation other than text notes entered above, click [here](#). If you have internet mail configured on your computer, a new message window should open up with the To: field filled in. Attach any desired documents and then send the message.

Submitted by Nathan Kight at 1/16/2025 1:08:53 PM

[Home](#)

Progress Report for Grant MH-25-002: Continuation of Mental Health Caseworker MH-24-007**Burnet County****January 1 - March 31, 2025****Submitted by Nathan Kight at 4/2/2025 3:56:34 PM**

Read-Only Access

Change Reporting Period January 1 - March 31, 2025



Question	January 2025	February 2025	March 2025
Mental Health			
Caseflow Measures			
Report the average number of hours between arrest and Article 16.22 mental health assessment. 34	8		14
Report the average number of days between the Article 16.22 mental health assessment and entry into the program. 12	6		0
Report the average number of days between entry into the program and first meeting with a social worker/case manager. 1	1		0
Report the average number of days clients are in jail prior to resolution of the case for Felonies for the cases disposed each month. (Exclude any clients with MH competency proceedings initiated.) 87	60		229
Report the average number of days clients are in jail prior to resolution of the case for Misdemeanors for the cases disposed each month. (Exclude any clients with MH competency proceedings initiated.) 26	14		23
Report the average number of days between entry into the program and initial screening by a social worker/case manager. 1	1		0
Workload/Caseload Measures			
Report the number of new Misdemeanor appointments. 36	44		50
Report the number of new Felony appointments. 41	48		46
Report the number of Felony cases disposed. 94	73		84
Report the number of Misdemeanor cases disposed. 5	48		42
Report the average number of cases per social worker/case worker on the last day of the quarter.		58	
Program Activities			
Report the number of Article 16.22 mental health assessments. 1	4		3

Report the number of individuals with an intake inquiry.	8	8	9
Report the number of individuals in the program which were found to have MHMR issues during the Article 16.22 mental health assessment.	1	4	3
Report the number of individuals in the program which were found to have MHMR issues after the Article 16.22 mental health assessment.	1	4	3
Report the number of mental health referrals.	8	8	9
Report the number of successful contacts with program clients by the social worker/case worker.	8	8	9
Report the number of competency screenings completed by the social worker/case worker.	0	0	0
Report the number of Misdemeanor cases where a social worker/case worker assisted the attorney and the charges were reduced or dismissed for the cases disposed each month.	2	5	3
Report the number of Felony cases where a social worker/case worker assisted the attorney and the charges were reduced or dismissed for the cases disposed each month.	11	10	16
Report the number of Misdemeanor clients on MH bond, assisted by a case manager/social worker, and the charges were reduced or dismissed for the cases disposed each month.	0	0	0
Report the number of Felony clients on MH bond, assisted by a case manager/social worker, and the charges were reduced or dismissed for the cases disposed each month.	0	0	0

Summary

Explain any official allegations of misconduct.

No official allegations of misconduct.

Describe any issues with clients maintaining compliance with the terms of bond or probation.

The first issue is always keeping the client compliant with medication and treatment. If the client is not compliant with those, then the chance of success with compliance with the terms of bond or probation are very unlikely. It is a constant effort to keep clients successful with compliance.

Provide any program highlights for the quarter.

On February 24, we attended a joint tour of the Bell County Diversion Center with talks of establishing such in the Hill Country. On March 18, we had Mental Health First Aid Training in Llano. We had a SIM follow-up mapping meeting with members of the leadership group in the Hill Country. Chris Sanders attended Specialty Courts training during this quarter.

Describe any challenges and the corrective actions taken or being taken.

Chris Sanders, Lead Social Worker, continues to meet with Blanco County stakeholders to educate on proper 16.22 hearings in the jail. Blanco County has moved forward with a contract for those services at present.

Describe the activities planned for next quarter.

In April, there will be a Burnet Mental Health First Aid class. The SIM mapping groups are scheduled to meet during the next quarter to move forward with their next steps. Chris Sanders is presenting at the Texas Association of Pretrial Services in May.

Describe any staffing changes which occurred during the quarter or that are anticipated in the next quarter. None

If you wish to submit supporting documentation other than text notes entered above, click [here](#). If you have internet mail configured on your computer, a new message window should open up with the To: field filled in. Attach any desired documents and then send the message.

Submitted by Nathan Kight at 4/2/2025 3:56:34 PM

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Progress Report for Grant 212-24-C02: North Hill Country Public Defender's Office
Burnet County
Final Report
Submitted by Nathan Kight at 10/9/2024 4:24:54 PM
Read-Only Access

Change Reporting Period July 1 - September 30, 2024 (Final Report) ▼

Question	July 2024	August 2024	September 2024
Public Defender Office			
Caseflow Measures			
Report the average number of business days between appointment of Public Defender and the initial attorney interview.	3		4
Report the average number of days clients are in jail prior to resolution of the case for Felonies for the cases disposed each month. (Exclude any clients with MH competency proceedings initiated.)	86	84	79
Report the average number of days clients are in jail prior to resolution of the case for Misdemeanors for the cases disposed each month. (Exclude any clients with MH competency proceedings initiated.)	15	11	17
Training and Education			
Describe the trainings conducted this quarter - include the main audience, topics covered, number of attendees, and summarize the feedback received. Provide attachments as needed.	In August, we hosted a JCMH site visit for Burnet County. In August, our lead mental health case worker and one of our felony attorneys attended the TCDLA Mental Health Symposium in Fort Worth.		
Use			

Report the number of new Juvenile appointments.	0	4	4
Workload/Caseload Measures			
Report the number of new Misdemeanor appointments.	45	33	35
Report the number of new Felony appointments.	44	35	42
Report the number of new Appeals filed.	0	0	0
Report the number of Felony cases disposed.	36	39	16
Report the number of Misdemeanor cases disposed.	49	27	37
Report the number of Juvenile cases disposed.	3	4	3
Report the average number of active Felony cases per attorney on the last day of the quarter.			60
Report the average number of active Misdemeanor cases per attorney on the last day of the quarter.			30
Report the average number of active Juvenile cases per attorney on the last day of the quarter.			8
Program Activities			
Report the date the Oversight Board is setup		12/06/2021	
Report the date the Chief Defender is hired.		02/06/2023	
Report the date the office begins accepting appointments.		10/01/2021	
Report the date the County indigent Defense Plans have been updated to reflect the use of the Public Defender		11/01/2022	
Report the number of Felony cases where	14	12	2

charges were
reduced or
dismissed.

Report the number

Misdemeanor cases

where charges were 16

14

22

reduced or
dismissed.

Report the number of

Juvenile cases

where charges were 0

1

0

reduced or
dismissed.

Report the number of

bench or jury trials

(jury empaneled) for 0

0

1

Felonies.

Report the number of

bench or jury trials

(jury empaneled) for 1

0

0

Misdemeanors.

Report the number of

bench or jury trials

(jury empaneled) for 0

0

0

Juveniles.

Report the number of

Misdemeanor trials

that resulted in a not 1

0

0

guilty verdict

Report the number of

Felony trials that

resulted in a not 0

0

0

guilty verdict.

Report the number of

Juvenile trials that

resulted in a not 0

0

0

guilty verdict.

Report the number of

Misdemeanor cases

where an investigator

assisted the attorney 1

2

0

with investigation of

the case for the

cases disposed each

month.

Report the number of

Felony cases where

an investigator

assisted the attorney 16

18

10

with investigation of

the case for the

cases disposed each

month.

Report the number of 0

0

0

Juvenile cases

where an investigator

assisted the attorney

with investigation of the case for the cases disposed each month.

Report the number of dispositive motions filed for

0

0

0

Misdemeanor cases.

Report the number of dispositive motions filed for **Felony**

0

0

0

cases.

Report the number of bond reduction motions/hearings for

0

0

0

Misdemeanor defendants.

Report the number of bond reduction motions/hearing for

2

3

1

Felony defendants.

Report the number of detention and review hearings.

0

2

0

Report the number of Juveniles released at detention hearings.

0

2

0

Report the number of writs of habeas corpus filed for

0

0

0

Misdemeanors.

Report the number of writs of habeas corpus filed for

2

3

1

Felonies.

Report the number of post-conviction writs filed.

0

0

0

Describe any additional services provided to defendants (mental health attorneys, immigration consultations, social services, etc.)

In July our newest mental health social worker was able to find permanent housing for a mentally ill IDD client.

Provide any additional details you feel are important about the trials this quarter.

July Our lead mental health social worker, Chris, continued to lead workgroups following the Llano/Blanco SIM workshop. All four workgroups involve developing a Behavioral Health Leadership group, replicating a Community Paramedic program in Llano, Educating schools and Law Enforcement about Mental Health and deescalation, and identifying Early Intervention and Prevention techniques to prevent juveniles entering into the Criminal Justice system. Chris attended the follow-up check-in with the Judicial Commission to evaluate the status of the workgroup efforts. Nathan and Chris met with Judge Nelson about continuing the Mental Health Law Plan and discussed how to instigate involvement from Burnet county. Our Burnet misdemeanor attorney and Nathan obtained an acquittal in a bench trial for an assault allegedly committed at a day care. August Chris met with the developing Behavioral Advisory Group for Blanco and

Llano County. Preparation was made to prepare for the site visit by JCMH for Burnet County. Burnet County was visited by the Judicial Commission for the site visit for the Mental Health Law Plan Chris attended a boot camp training to learn and expand Mitigation techniques. Chris visited Blanco Cty with Ivan to introduce the topic of 16.22 orders to magistrates. Chris met with the Forensic Director of MHDD to discuss future collaborative efforts for Llano and Blanco county. Nathan and Chris met via phone with Sgt. Sean Edwards of Burleson Cty. Creative techniques were discussed to address mental health and forensic needs in rural areas. September Chris met with the developing Mental Health Advisory Committee for Burnet county. Topics discussed included the expansion of Jail-based Competency Restoration programs to outside of Williamson County, the Jail-Community pipeline, increased outreach, and resources for IDD clients, Funding options and educational opportunities for Guardianship and probate needs- also for the rising population of clients with Alzheimers and dementia, and increasing legislative involvement. Chris organized the presentation with the state HHSC the results of the TX Rural MH Initiative to be held virtually on 10/29. Chris, Ivan, Hunter and Ally met with Blanco magistrates to discuss intro of 16.22?s and with Wes Patton about development of MH Court in Blanco Cty.

Report the number of trials for Capital cases.	0	0	0
---	---	---	---

Report the number of Capital trials that did not receive a sentence of death.	0	0	0
--	---	---	---

Report the number of Capital cases that resulted in a plea.	0	0	0
--	---	---	---

Report the date of the last Board meeting.	05/12/2023		
--	------------	--	--

Report the number of cases disposed each month by the public defender in which program social workers and/or caseworkers consulted with attorneys.	7	12	4
--	---	----	---

Summary

Explain any official allegations of misconduct.

Provide any program highlights for the quarter.

The onsite visit by JCMH in August was a milestone.

Describe any challenges and the corrective actions taken or being taken.

We have been short-staffed for a year which has been an extremely difficult challenge for management to handle.

Describe the activities planned for next quarter.

We are hoping to do a jury selection in-house cle.

Describe any staffing changes which occurred during the quarter or that are

In early September two new attorneys joined us, they are new graduates and we have been teaching them.

anticipated in the
next quarter.

If you wish to submit supporting documentation other than text notes entered above, click [here](#). If you have internet mail configured on your computer, a new message window should open up with the To: field filled in. Attach any desired documents and then send the message.

Submitted by Nathan Kight at 10/9/2024 4:24:54 PM

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Progress Report for Grant SG-25-003: North Hill Country Public Defender's Office**Burnet County****October 1 - December 31, 2024****Submitted by Nathan Kight at 1/16/2025 1:09:05 PM**

Read-Only Access

Change Reporting Period October 1 - December 31, 2024 ▼

Question	October 2024	November 2024	December 2024
Public Defender Office			
Caseflow Measures			
Report the average number of business days between appointment of Public Defender and the initial attorney interview.	4	3	7
Report the average number of days clients are in jail prior to resolution of the case for Felonies for the cases disposed each month. (Exclude any clients with MH competency proceedings initiated.)	62	82	60
Report the average number of days clients are in jail prior to resolution of the case for Misdemeanors for the cases disposed each month. (Exclude any clients with MH competency proceedings initiated.)	30	24	19
Training and Education			
Describe the trainings conducted this quarter - include the main audience, topics covered, number of attendees, and summarize the feedback received. Provide attachments as needed.	16.22 training by Chris Sanders, our Lead Social Worker in Blanco in October. This training was attended by 35 people, including NHCPDO, and the feedback has been positive.		
Use			
Report the number of new Juvenile appointments.	3	4	11
Workload/Caseload Measures			
Report the number of new Misdemeanor appointments.	30	42	32
Report the number of new Felony appointments.	42	43	43
Report the number of new Appeals filed.	1	0	0
Report the number of Felony cases disposed.	51	30	31
Report the number of Misdemeanor cases disposed.	44	52	54
Report the number of Juvenile cases disposed.	1	1	5
Report the average number of active Felony cases per attorney on the last day of the quarter.		55	
Report the average number of active Misdemeanor cases per attorney on the last day of the quarter.		70	

Report the average number of active **Juvenile** cases per attorney on the last day of the quarter.

13

Program Activities

Report the date the Oversight Board is setup

12/06/2021

Report the date the Chief Defender is hired.

01/06/2025

Report the date the office begins accepting appointments.

10/01/2021

Report the date the County indigent Defense Plans have been updated to reflect the use of the Public Defender

11/01/2022

Report the number of **Felony** cases where charges were reduced or dismissed. 38

27

9

Report the number **Misdemeanor** cases where charges were reduced or dismissed. 31

32

19

Report the number of **Juvenile** cases where charges were reduced or dismissed. 1

0

0

Report the number of bench or jury trials (jury empaneled) for **Felonies**. 1

0

0

Report the number of bench or jury trials (jury empaneled) for **Misdemeanors**. 0

0

0

Report the number of bench or jury trials (jury empaneled) for **Juveniles**. 0

0

0

Report the number of **Misdemeanor** trials that resulted in a not guilty verdict. 0

0

0

Report the number of **Felony** trials that resulted in a not guilty verdict. 0

0

0

Report the number of **Juvenile** trials that resulted in a not guilty verdict. 0

0

0

Report the number of **Misdemeanor** cases where an investigator assisted the attorney with investigation of the case for the cases disposed each month. 2

1

0

Report the number of **Felony** cases where an investigator assisted the attorney with investigation of the case for the cases disposed each month. 24

11

4

Report the number of **Juvenile** cases where an investigator assisted the attorney with investigation of the case for the cases disposed each month. 0

0

0

Report the number of dispositive motions filed for **Misdemeanor** cases. 0

0

0

Report the number of dispositive motions filed for **Felony** cases. 0

0

0

Report the number of bond reduction motions/hearings for **Misdemeanor** defendants. 0

0

0

Report the number of bond reduction motions/hearing for **Felony** defendants. 12

4

13

Report the number of detention and review hearings. 1

3

0

Report the number of Juveniles released at detention hearings. 0

2

0

Report the number of writs of habeas corpus filed for Misdemeanors .	3	1	0
Report the number of writs of habeas corpus filed for Felonies .	12	4	13
Report the number of post-conviction writs filed.	0	0	0
Describe any additional services provided to defendants (mental health attorneys, immigration consultations, social services, etc.)	We have had a few immigration consultations and a number of clients have been aided by our social workers and placement in facilities.		
Provide any additional details you feel are important about the trials this quarter.	We had no trials this quarter.		
Report the number of trials for Capital cases.	0	0	0
Report the number of Capital trials that did not receive a sentence of death.	0	0	0
Report the number of Capital cases that resulted in a plea.	0	0	0
Report the date of the last Board meeting.	05/01/2023		
Report the number of cases disposed each month by the public defender in which program social workers and/or caseworkers consulted with attorneys.	28	17	9
Summary			
Explain any official allegations of misconduct.	We had none.		
Provide any program highlights for the quarter.	16.22 training in Blanco. We had some successful work with shock probation.		
Describe any challenges and the corrective actions taken or being taken.	The 16.22 training was very successful; however, Chris is continuing to work with the county since there is somewhat limited understanding of the entire process. Judge Bray in Blanco is helping with the needed changes.		
Describe the activities planned for next quarter.	We will begin quarterly meetings of the Oversight Board as well as monthly get togethers with the staff. A couple of attorneys are attending the CLE with Concho Valley and Far West PDO in late January.		
Describe any staffing changes which occurred during the quarter or that are anticipated in the next quarter.	Chief Nathan Kight resigned at the end of December. In addition, we lost a misdemeanor attorney in Llano and Blanco.		
If you wish to submit supporting documentation other than text notes entered above, click here . If you have internet mail configured on your computer, a new message window should open up with the To: field filled in. Attach any desired documents and then send the message.			

Submitted by Nathan Kight at 1/16/2025 1:09:05 PM

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Progress Report for Grant SG-25-003: North Hill Country Public Defender's Office**Burnet County****January 1 - March 31, 2025****Submitted by Nathan Kight at 4/2/2025 12:51:05 PM**

Read-Only Access

Change Reporting Period January 1 - March 31, 2025



Question	January 2025	February 2025	March 2025
Public Defender Office			
Caseflow Measures			
Report the average number of business days between appointment of Public Defender and the initial attorney interview.	8	4	5
Report the average number of days clients are in jail prior to resolution of the case for Felonies for the cases disposed each month. (Exclude any clients with MH competency proceedings initiated.)	87	60	229
Report the average number of days clients are in jail prior to resolution of the case for Misdemeanors for the cases disposed each month. (Exclude any clients with MH competency proceedings initiated.)	26	14	23
Training and Education			
Describe the trainings conducted this quarter - include the main audience, topics covered, number of attendees, and summarize the feedback received. Provide attachments as needed.	In January, one person attended the Concho Valley and Far West training in San Angelo. In February, we held a short training on office procedures with all staff. Two people attended the Gideon forum at the capital in March. There was a Mental Health First Aid Class in Kingsland that was attended by 5 people.		
Use			
Report the number of new Juvenile appointments.	3	4	0
Workload/Caseload Measures			
Report the number of new Misdemeanor appointments.	36	44	50
Report the number of new Felony appointments.	41	48	46
Report the number of new Appeals filed.	0	0	0

Report the number of Felony cases disposed.	94	73	84
Report the number of Misdemeanor cases disposed.	50	48	42
Report the number of Juvenile cases disposed.	4	9	9
Report the average number of active Felony cases per attorney on the last day of the quarter.			32
Report the average number of active Misdemeanor cases per attorney on the last day of the quarter.			20
Report the average number of active Juvenile cases per attorney on the last day of the quarter.			13
Program Activities			
Report the date the Oversight Board is setup		12/06/2021	
Report the date the Chief Defender is hired.		01/06/2025	
Report the date the office begins accepting appointments.		10/01/2021	
Report the date the County indigent Defense Plans have been updated to reflect the use of the Public Defender		11/01/2022	
Report the number of Felony cases where charges were reduced or dismissed.	21	19	18
Report the number of Misdemeanor cases where charges were reduced or dismissed.	9	3	12
Report the number of Juvenile cases where charges were reduced or dismissed.	0	1	6
Report the number of bench or jury trials (jury empaneled) for Felonies .	0	0	0
Report the number of bench or jury trials (jury empaneled) for Misdemeanors .	0	0	0
Report the number of bench or jury trials (jury empaneled) for Juveniles .	0	0	0
Report the number of Misdemeanor trials that resulted in a not guilty verdict	0	0	0
Report the number of Felony trials that resulted in a not	0	0	0

guilty verdict.

Report the number of

Juvenile trials that resulted in a not guilty verdict.

0

0

0

Report the number of

Misdemeanor cases where an investigator assisted the attorney with investigation of the case for the cases disposed each month.

1

1

0

Report the number of **Felony** cases where an investigator assisted the attorney with investigation of the case for the cases disposed each month.

10

8

2

Report the number of

Juvenile cases where an investigator assisted the attorney with investigation of the case for the cases disposed each month.

1

0

0

Report the number of dispositive motions filed for **Misdemeanor** cases.

0

0

0

Report the number of dispositive motions filed for **Felony** cases.

1

0

3

Report the number of bond reduction motions/hearings for **Misdemeanor** defendants.

0

2

1

Report the number of bond reduction motions/hearing for **Felony** defendants.

8

9

7

Report the number of detention and review hearings.

0

2

0

Report the number of Juveniles released at detention hearings.

0

2

0

Report the number of writs of habeas corpus filed for **Misdemeanors**.

0

2

1

Report the number of writs of habeas corpus filed for **Felonies**.

8

9

7

Report the number of post-conviction writs filed.

0

0

0

Describe any additional services provided to defendants (mental health attorneys, immigration consultations, social services, etc.)

We have provided mental health services for approximately 45% of our client population during this quarter. Our social worker has been working with the counties to insure that 16.22s are being performed in the jail so that we can begin services as early as possible. Two of the three counties are in compliance, and the third is working toward compliance. In addition, we have used myPadilla on several cases during this quarter as well as immigration attorney services given the extraordinary amount of clients who are facing increased deportation. In addition, our Supervising Social Worker has continued working within the

various counties to establish a continuum of care for our clients from the community. This quarter that continuum of care has been provided for approximately 45% of our clients.

Provide any additional details you feel are important about the trials this quarter.

We had no trials during this quarter.

Report the number of trials for **Capital** cases.

0

0

0

Report the number of **Capital** trials that did not receive a sentence of death.

0

0

0

Report the number of **Capital** cases that resulted in a plea.

0

0

0

Report the date of the last Board meeting.

05/01/2023

Report the number of cases disposed each month by the public defender in which program social workers and/or caseworkers consulted with attorneys.

13

6

15

Summary

Explain any official allegations of misconduct.

We have no official allegations of misconduct.

Provide any program highlights for the quarter.

The Supervising Social Worker has been having meetings with the various counties to insure that 16.22s are being carried out as well as explaining the reasons behind the 16.22. She has also been having shareholder meetings in each county to coordinate services available for the mentally ill. She has also begun Mental Health First Aid in conjunction with the Community Resource Center and the various providers to educate the community about services and the identification of mental illness. we have had a number of cases dismissed that were hard-fought battles with the prosecutors.

Describe any challenges and the corrective actions taken or being taken.

The office has a few people who have gotten behind on closing cases and keeping up with their caseloads. We are addressing those issues and working with the attorneys on time management. We have had some issues with our computers this quarter that included us getting knocked out of the discovery portal; however, that issue has been fixed for the moment. We continue to attempt to be fully staffed; however, this is a constant struggle. We also have a new DA who is establishing his baselines for cases. The Chief has met with him several times to address issues.

Describe the activities planned for next quarter.

We will continue to have MH First Aid training. The majority of the office will be in this training at the end of April. There will be a team-building day during this next quarter. A large majority of the office is attending Rusty Duncan.

Describe any staffing changes which occurred during the quarter or that are anticipated in the next quarter.

The new Chief took over on January 6th. The office will be fully staffed in felony in April which leaves us with one misdemeanor spot open.

If you wish to submit supporting documentation other than text notes entered above, click [here](#). If you have internet mail configured on your computer, a new message window should open up with the To: field filled in. Attach any desired documents and then send the message.

Submitted by Nathan Kight at 4/2/2025 12:51:05 PM

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Position Budget Request Form

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

Department:

Current Position Title:

Proposed Position Title:

Requested Classification:

Funding Source:

Proposed Salary Amount:

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:

The Chief Magistrate handles all the responsibilities of a Magistrate while also serving as the Indigent Defense Coordinator, Mental Health Liaison, and Department Head. This position exercises independent judgment and safeguards the civil rights of defendants from the time of magistration through the pre-filing stage of a case. Because this is a non-attorney position with decision-making authority that carries legal liability for the county, Chief Magistrate must ensure all staff completes necessary training and remain diligent in their duties. Other Responsibilities include ensure compliance with statutory obligations, including the Public Safety Reporting System and Sandra Bland Act, monitor proposed legislation that may impact the office, oversee the budget, order supplies, handle leave requests, time clock management, manage the use of Odyssey and other systems, create and maintain policies/procedures including the Emergency management policy, manage our resource packet project, interface with law enforcement, county departments, and other jurisdictions, and ensure the office is running appropriately. This position may be impacted in the future by SB2878.

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

FY25: Group 68, Step 7 - \$36.94/hour -- Annual \$76,835.20

Position Budget Request Form

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

Department:

Current Position Title:

Proposed Position Title:

Requested Classification:

Funding Source:

Proposed Salary Amount:

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:

This position was assigned to Group 68 until the office added an additional Magistrate, at which time it was moved down to Group 65. It is important to note that this position is not a clerk or assistant role, it remained a Judicial position making independent decisions regarding bail, terms and conditions, bond reductions, surety surrenders, warrants, mental health orders, probable cause, personal bonds and most importantly civil rights of those who are in custody.

These judicial decisions are made autonomously and are not directed or dictated by the Chief Magistrate. The role requires the exercise of independent legal judgment consistent with the responsibilities and authority of a Magistrate.

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

FY25: Group 65, Level 7; \$33.68/Hour -- Annual \$70,054.40

BURNET COUNTY MAGISTRATE OFFICE

Overview

The Burnet County Magistrate Department was established under Government Code §54.1501, which authorizes the Commissioners Court to appoint magistrates based on specific qualifications. The department is comprised of a Chief Magistrate, a Magistrate, and—beginning in FY25—a part-time clerk.

The Magistrate Department is responsible for safeguarding the civil rights of all defendants and ensuring compliance with statutory requirements to guarantee fair and just treatment throughout every interaction with our office.

Key functions of the department include:

- Conducting initial bail hearings and reviewing bail reduction requests.
- Granting personal bonds and issuing statutory personal bonds for defendants who remain in custody beyond the legally allowed time for unfilled cases.
- Evaluating and setting bond terms and conditions appropriate to each unfilled case. These cases remain under the jurisdiction of the Magistrate's Office until formally filed with the appropriate court.
- Issuing Bond Revocation and Surety Surrender Warrants.

Additionally, the department:

- Processes applications for court-appointed attorneys for defendants in custody or with unfilled cases.
- Issues orders for mental health assessments in accordance with the Sandra Bland Act.
- Collaborates with the local Mental Health Authority and BCSO Mental Health Officers (CIT) to provide appropriate services or diversions for individuals who may benefit from mental health support.

The Magistrate Department is committed to maintaining current knowledge of statutory changes enacted by the Texas Legislature that may affect our operations. Regular training ensures that our staff remains informed and compliant with evolving legal standards including the training necessary to be in compliance with the state mandated Public Safety Reporting System, TCCP Art 17.023.

Statistics (August 2024 – May 2025)

- Magistrations – 1487
- Court Appointed Attorney Applications – 1121
- Pleas coordinated for Municipal and Justice of the Peace Courts – 122
- Order for Mental Health Assessments (16.22) – 156
- Mental Health Diversions – 24
- Emergency Protective Orders issued and modifications to EPO's – 189
- Warrants issued – 106
- Scramx, Drug Patch and Ignition Interlock Orders – 70
- Jail Release Verifications for Municipal and Justice of the Peace Courts – 165

Goals

The Burnet County Magistrate Department will continue its efforts to develop a comprehensive resource guide for individuals in need of mental health services, substance abuse treatment, and assistance with basic daily needs such as food, clothing, housing, and employment.

We are also committed to creating a separate resource guide specifically designed to support defendants and families affected by Dementia and Alzheimer's disease.

In addition, we will maintain and strengthen our efforts to divert individuals from incarceration when appropriate.

Our office remains dedicated to ongoing training and will continue to stay current with all statutory requirements to ensure we serve our community effectively and lawfully.

GOVERNMENT CODE

TITLE 2. JUDICIAL BRANCH

SUBTITLE D. JUDICIAL PERSONNEL AND OFFICIALS

CHAPTER 54. MASTERS; MAGISTRATES; REFEREES; ASSOCIATE JUDGES

SUBCHAPTER DD. BURNET COUNTY CRIMINAL MAGISTRATES

The following section was amended by the 89th Legislature. Pending publication of the current statutes, see S.B. 664 and S.B. 2878, 89th Legislature, Regular Session, for amendments affecting the following section.

Sec. 54.1501. APPOINTMENT. (a) The Commissioners Court of Burnet County may select magistrates to serve the courts of Burnet County having jurisdiction in criminal matters.

(b) The commissioners court shall establish the minimum qualifications, salary, benefits, and other compensation of each magistrate position and shall determine whether the position is full-time or part-time. The qualifications must require the magistrate to:

(1) have served as a justice of the peace or municipal court judge; or

(2) be an attorney licensed in this state.

(c) A magistrate appointed under this section serves at the pleasure of the commissioners court.

Added by Acts 2011, 82nd Leg., R.S., Ch. 863 (H.B. 3844), Sec. 1, eff. June 17, 2011.

Redesignated from Government Code, Section 54.1951 by Acts 2013, 83rd Leg., R.S., Ch. 161 (S.B. 1093), Sec. 22.001(19), eff. September 1, 2013.

Position Budget Request Form

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

Department:

Current Position Title:

Proposed Position Title:

Requested Classification:

Funding Source:

Proposed Salary Amount:

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:

Convert 4 Field Deputy Positions to 4 Patrol Corporal Positions.

Benefits:

- * 24 Hour on duty field supervisor coverage.
- * Corporals will fill in as shift supervisor when the sergeant is not on duty.
- * Corporals will act as intermediate supervisors filling the gap for sergeants with field supervision and administrative tasks.
- * Sergeants or Corporals could move from shift to shift to supervise a shift if their assigned supervisors were to be out simultaneously.
- * Decreased OT for supervisors
- * Decreased liability for lack of supervision.

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:	PATROL CORPORAL
DEPARTMENT:	SHERIFF'S OFFICE
REPORTS TO:	PATROL STAFF SERGEANT
CLASSIFICATION:	PAY GROUP 111

GENERAL DESCRIPTION

This position is a responsible position that involves the supervision of other deputies. Duties include patrolling an assigned area to prevent crime and enforce laws and ordinances; conducting criminal investigations and preparing criminal cases for court; responding to emergency calls, routine complaints and taking appropriate actions.

ESSENTIAL RESPONSIBILITIES AND DUTIES

1. Regular attendance and adherence to work schedules is required.
2. Supervises, trains, and directs patrol deputies.
3. Patrols the county, generally by vehicle, to prevent crimes and enforce laws and ordinances.
4. Responds to emergency calls, routine complaints, disturbances and acts as necessary.
5. Serves warrants and effects arrests.
6. Directs traffic, operates radar monitoring equipment and issues traffic citations.
7. Conducts investigations of criminal offenses.
8. Gathers and labels evidence and takes photographs and fingerprints for court case preparation.
9. May interview witnesses and suspects, obtain statements and write investigative reports.
10. Files charges before appropriate judge, arrest suspects, and takes before judge or to jail as necessary.
11. Appears in court as required.
12. Keeps records of activities and makes reports concerning crimes, complaints, accidents and investigations.
13. Shares information and works with other law enforcement agencies as directed and appropriate.
14. Serves in the place of the Patrol Staff Sergeant in the absence of the Patrol Staff Sergeant.

15. Performs such other duties as may be assigned.

ADDITIONAL RESPONSIBILITIES

- Perform all other related duties involved in the effective operation of the agency as assigned or required.
- Coordination of Field Training Program between the Support Services Training Division and assigned Patrol shift.
- 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.

EDUCATION REQUIREMENTS

- High School diploma or equivalent is required.
- Hold and Maintain an Intermediate Peace Officer certification from the Texas Commission on Law Enforcement (TCOLE).
- Must hold a valid Texas Driver's License
- Must be able to complete the TCOLE New Supervisor School within 6 months of assignment

RECOMMENDED EDUCATION AND CERTIFICATIONS

- Formal education such as an Associate's Degree or higher
- Field Training Officer certification (TCOLE)
 - Must be able to obtain within 1 year of assignment
- Basic Instructor certification (TCOLE)
 - Must be able to obtain within 1 year of assignment

EXPERIENCE AND SKILLS

- Must maintain appropriate state license (TCOLE) to include but not limited to annual firearms proficiency.
- Must have the ability to meet and serve the public in a professional and efficient manner.
- Must have the ability to perform detailed work with speed and accuracy Must have the ability to interact in a positive manner with the public and co workers
- Must have the ability to prepare records in a systematic, neat and legible manner.
- Must have the ability to maintain confidentiality
- Be knowledgeable in laws and regulation involving violations of the Penal Code, Code of Criminal Procedure, Health and Safety Code, Agency Policies and Procedures, and Employee Personnel Policies.
- Requires the knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition and grammar.
- Must understand written sentences and paragraphs in work related documents
- Must communicate effectively in writing

- Must also have the ability to read and understand information and ideas presented in writing.
- Must be able to verbally communicate with others
- Requires communication and interpersonal skills with the ability to present information and respond to questions from a variety of people with different backgrounds
- Ability to work independently without direct supervision.
- Must have the ability to concentrate on a task
- Must have the ability to make decisions under stressful conditions and situations
- Ability to use equipment needed to perform assigned duties

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- This position typically performs a significant portion of work while standing, kneeling, reaching and climbing. This position requires the handling of objects of varying weights and shapes, requiring good physical conditioning, flexibility and balance. This position requires occasional physical labor, endurance and mental well-being.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this position. While performing the duties of this position the employee is frequently required to talk, hear, see, walk, run, sit, stand, kneel, climb, feel, and lift.

SPECIAL CONDITIONS

- This position may require specific training or experience that is relevant to the department and tasks required.
- This position is subject to working in inclement weather and hostile work environments.
- This position requires the occasional exposure to hazardous materials and conditions.
- Must have a personal phone for contact 24 hours per day.
- May be called back to work for an emergency situation at any given time.
- May be in contact with foul language, unpleasant odors, and hostile public.

Print

Signature

Date

Position Budget Request Form

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

Department:

Current Position Title:

Proposed Position Title:

Requested Classification:

Funding Source:

Proposed Salary Amount:

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:

Title change to more accurately reflect the specific duties currently assigned. This request is also asked for due to additional support services provided for the Sheriff's Office. Such as; Admin. Scheduling, TCOLE reporting, Records Management, Time Sheet Management, Process Orders, Supervision of Records/Property Clerk, Coordinates new hire testing and completes documentation for all new hires at the Sheriff's Office and the Jail, Coordinates TCOLE Training Provider Advisory Board records, Manages the keys to the entire county, Gathers information and submits annual state mandated reports. This position is also the direct Office Administrator for the Sheriff and Chief Deputy.

NOTE This position is currently classified (65) at a lower classification than the Administrative Supervisor (Jail) (67).

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

Position Budget Request Form

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

Department:

Burnet County Sheriff's Office

Current Position Title:

Investigator

Proposed Position Title:

CID Lieutenant

Requested Classification:

118

Funding Source:

Reclassification of existing position

Proposed Salary Amount:

39.53 Annual - \$82,222.40

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:

The current structure of the Criminal Investigations Division (CID) places a Captain in direct supervision of an authorized staff of 8 Sergeant Investigators, a civilian Case Manager/Evidence Technician, and a civilian Crime Victim Liaison. Additionally, the CID Captain is responsible for crime reporting, management of the evidence room, management of the records management system, assignment and review of cases, liaison with various multi-disciplinary teams, internal investigations, and conducting/assisting with a great deal of training within the agency. The span of control over 10 authorized positions combined with the depth and breadth of the tasks of those positions and additional responsibilities often overwhelms the capacity of one person to provide each its necessary attention. The absence of an intermediate layer of supervision means that there is also a lack of redundancy in leadership and management; this results in lapses, delays, and omissions when the Captain is absent. Finally, the absence of an intermediate supervisor often results in the Captain being mired in "day-to-day" operational details and thus unable to engage in higher-level management tasks.

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: CID LIEUTENANT
DEPARTMENT: SHERIFF'S OFFICE
REPORTS TO: CID CAPTAIN
CLASSIFICATION: Pay Group 118

GENERAL DESCRIPTION

This position is responsible for overseeing the day to day investigative efforts of the Criminal Investigation Division of the Burnet County Sheriff's Office. This position deals with confidential information needed by state and local governments. Must be able to multi-task and possess excellent organizational skills to coordinate multiple assignments and remain knowledgeable of any related practices, policies and procedures. This position is classified as exempt under FLSA and the employee holding this rank is subject to call out 24 hours a day, seven days a week, or as directed by the elected official.

ESSENTIAL RESPONSIBILITIES AND DUTIES

- 1 Regular attendance and adherence to work schedules is required
- 2 Directly supervise up to 7 personnel
- 3 Assigns cases to investigators for followup investigation
- 4 Read and approve investigative reports, complaints, affidavits, arrest and search warrants prepared by investigators
- 5 Receive and address citizen or internal complaints consistent with agency policy
- 6 Coordinate with supervisors or personnel from other divisions of this or any other agency to facilitate safe and effective investigations or field operations
- 7 Respond to major crime scenes or incidents and oversee and/or assist with investigative efforts or field operations
- 8 Prepare and disseminate employee performance evaluations
- 9 Ensure that proper procedures are followed in the collection, reporting, storing, and disposing of evidence and entrusted property

ADDITIONAL RESPONSIBILITIES

- 1 At the direction of the CID Captain, formulates, develops, and assists in the drafting of office policies and directives relative to the functions of the Criminal Investigations Division
- 2 At the direction of the CID Captain, conducts internal investigations and / or audits of subordinates to ensure compliance with office policies and directives
- 3 At the direction of the CID Captain, conducts criminal investigations as necessary due to the sensitivity of a particular case or the overall workload of the division
- 4 Perform all other related duties related to the efficient operation of the department as assigned or required

- 5 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
- 6 As necessary, fulfil the on-call investigator duties.

EDUCATION REQUIREMENTS

- High School Diploma or equivalent is required.
- Formal education such as an Associate Degree or higher is desirable but not required
- Hold and Maintain Advanced Peace Officer certification from the Texas Commission on Law Enforcement Officer Standards and Education
- Must hold a valid Texas Drivers License

EXPERIENCE AND SKILLS

- Must maintain appropriate state license (TCOLE) to include but not limited to annual firearms proficiency
- Must have 3 years of verifiable experience as a full-time criminal investigator assigned to an investigative unit of a police agency. Other qualifications such as length of supervisory experience, investigative experience at a social service or regulatory agency, or total law enforcement experience may be substituted for the required experience at the discretion of the Sheriff.
- Must have the ability to meet and serve the public in a professional and efficient manner
- Must have the ability to perform detailed work with speed and accuracy
- Must have the ability to interact in a positive manner with the public and co-workers
- Must have the ability to prepare records in a systematic, neat and legible manner
- Must have the ability to maintain confidentiality
- Be knowledgeable in laws and regulations found in the Penal Code, Code of Criminal Procedure, Health and Safety Code, Policies and Procedures of this agency and Burnet County, and criminal provisions of other statutes.
- Must be familiar with general and specialized investigative techniques, including crime scene investigation and interview and interrogation
- Requires the knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition and grammar
- Must communicate effectively in writing
- Must also have the ability to read and understand information and ideas presented in writing
- Must be able to verbally communicate with others
- Requires communication and interpersonal skills with the ability to present information respond to questions from a variety of people with different backgrounds
- Ability to work independently without direct supervision
- Must have the ability to concentrate on a task
- Must have the ability to make decisions under stressful and adverse conditions and situations
- Ability to use equipment needed to perform assigned duties

PHYSICAL DEMANDS AND WORK ENVIRONMENT

This position typically performs a significant portion of work while standing, kneeling, reaching and climbing. This position requires the handling of objects of varying weights and shapes, requiring good physical conditioning, flexibility and balance. This position requires occasional physical labor, endurance and mental well being.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this position. While performing the duties of this position the employee is frequently required to talk, hear, see, walk, run, sit, stand, kneel, climb, feel, and lift.

SPECIAL CONDITIONS

- This position requires the passing of an extensive pre-employment background investigation
- This position may require specific training or experience that is relevant to the department and tasks required
- This position is subject to working in inclement weather and hostile work environments
- This position requires the occasional exposure to hazardous materials and conditions
- Must have a personal phone for contact 24 hours per day
- May be called back to work for an emergency situation at any given time
- May be in contact with foul language, unpleasant odors, and hostile public

Job Description Acknowledgement

I, _____, have read and understand my job description as
Name of Employee (Printed)

a/an _____. I also understand that if I ever have question
regarding my job description I am encouraged to request a meeting with my
supervisor and that I will be given a copy of my job description.

Employee Signature

Date

Supervisors Signature

Date

Position Budget Request Form

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

Department:

Current Position Title:

Proposed Position Title:

Requested Classification:

Funding Source:

Proposed Salary Amount:

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:

Convert 1 Bailiff Positions to 1 Courts Corporal Positions.

Benefits:

- * Corporals will fill in as shift supervisor when the sergeant is not on duty.
- * Corporals will act as intermediate supervisors filling the gap for the sergeant with courts supervision and administrative tasks.
- * Sergeants or Corporals could move from court to court to supervise if their assigned supervisors were to be out simultaneously or supervising another court.
- * Decreased OT for supervisors
- * Decreased liability for lack of supervision.
- * Perform vehicle inspections
- * Maintain/perform tests on panic alarms and metal detectors
- * Assist with scheduling and training of bailiffs as needed.

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: BAILIFF CORORAL
DEPARTMENT: SHERIFF'S OFFICE
REPORTS TO: BAILIFF SUPERVISOR
CLASSIFICATION: GROUP 112

GENERAL DESCRIPTION

This position assists with supervising the Bailiffs and other duties of the Bailiff Supervisor. This position receives direction from the Court Judge, serves as bailiff for an assigned courtroom. Maintains courtroom security, directs parties to proper area, and provides general assistance to the Judge by delivering case files, obtaining information, and performing related tasks. Escorts individuals to the clerk's office and to Jail, and takes custody of prisoners as necessary.

ESSENTIAL RESPONSIBILITIES AND DUTIES

- 1 Regular attendance and adherence to work schedules is required
- 2 Opens the courtroom and ensures its readiness for court proceedings, directs parties to the proper area and provides schedule and procedural information to attorneys, jurors and others. Secures courtroom at the end of the day.
- 3 May serve bench warrants or make arrests when Judge sentences from the bench, an individual reports to the Court on a bench warrant, when a crime occurs within the building, or as otherwise requested. Secures personal property and performs searches.
- 4 Provides general security for the court and staff. Maintains vigilance in courtrooms and hallways and attempts to defuse or prevent confrontations. Assists in security for high profile cases by clearing the hallways or implementing other security measures.
- 5 Escorts jurors to and from the courtroom and sequesters them as necessary, and attends to the needs of jurors.
- 6 Maintains order in the courtroom. Monitors individuals in the courtroom when court is in session.
- 7 Escorts defendants to the courtroom and assists in completing bail bond forms, court appointed attorney forms and other forms.
- 8 Escorts prisoners back to the jail which requires use of handcuffs. Escorts defendants to various areas of the court including the traffic, probation, or criminal department.
- 9 Guards prisoners in the Court Building.
- 10 Operate metal detector.
- 11 Conduct vehicle inspections of all bailiff assigned vehicles.
- 12 Maintain and test panic alarms and metal detectors in the county courts and official offices.
- 13 Assist with scheduling and training of bailiffs as needed.

ADDITIONAL RESPONSIBILITIES

- Perform all other related duties involved in the efficient operation of the department as assigned or required.
- Must be able to perform the essential functions of the position without posing a direct threat to the health and safety of themselves and other. Requested accommodations to work hours and schedules are considered on an individual basis.

EDUCATION REQUIREMENTS

- High School Diploma or equivalent is required.
- Formal education such as an Associate Degree or higher is desirable but not required
- Hold and Maintain Basic Peace Officer certification from the Texas Commission on Law Enforcement Officer Standards and Education
- Must hold a valid Texas Drivers License

EXPERIENCE AND SKILLS

- Must maintain appropriate state license (TCLEOSE) to include but not limited to annual firearms proficiency
- Must have the ability to meet and serve the public in a professional and efficient manner
- Must have the ability to perform detailed work with speed and accuracy
- Must have the ability to interact in a positive manner with the public and co-workers
- Must have the ability to prepare records in a systematic, neat and legible manner
- Must have the ability to maintain confidentiality
- Be knowledgeable in laws and regulation involving violations of the Penal Code, Code of Criminal Procedure, Health and Safety Code, and Personnel Policies and Procedures
- Requires the knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition and grammar.
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weights and shapes, requiring good physical conditioning, flexibility and balance. This position requires occasional physical labor, endurance and mental well being.

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Name of Employee (Printed)

a/an _____. I also understand that if I ever have question regarding my job description I am encouraged to request a meeting with my supervisor and that I will be given a copy of my job description.

Employee Signature

Date

Supervisors Signature

Date

Position Budget Request Form

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

Department: Emergency Management

Current Position Title: Emergency Management Director

Proposed Position Title: Emergency Management Coordinator

Requested Classification: Exempt

Funding Source: Same as Previous

Proposed Salary Amount: \$38.46/hourly - Annual \$80,000

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:

This request is 2 parts:

1. Change position title in the budget to match Texas Gov't Code Chapter 418's definitions of Emergency Management Director and Coordinator. Ch. 418 defines the Emergency Management Director as the Chief Elected Official of a political subdivision.

- 2. Salary increased to reflect the pay rates of other EMCs in similar sized jurisdictions, come closer to the pay rate of the manager of OEM's subordinate department manager, and make room to be able to hire an Assistant EMC and staff at salary rates that will more likely help with retaining those individuals.

Projected growth in Burnet County ensures the need for this program to evolve from an afterthought to a priority to ensure the continued safety of its residents.

FY25: 35.50/hour -- Annual \$73,840

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

FY2025 Accomplishments	
Office / Unit	Description/ Item
Hazmat Response x2	December, 2022 Propane Truck Fire, June 2025 Fatality incident involving a service truck.
CERT Graduation	Graduated 12 students through CERT Basic Course
Tornado Response	May 1, 2025 tornado response and coordination with community organizations for relief.
(Planned) Begin development of COOP/COG Plan	Work with Burnet County Departments and Elected Officials to ensure continuity of services following a disaster or significant event.
(Planned) Develop and conduct Table Top Exercise	In response to drill conducted by MFAVFD, a TTX needs to be held in order to answer some of the questions that came out of it, and test protocols from MFISD and PSAPs

Priorities for FY2026	
Office / Unit	Description/ Item
Emergency Operations Plan Revision	Due in 2027, but needs complete rewrite due to its outdated nature.
Wildfire Mitigation Outreach Campaign	2 part plan that hopes to add interest in FireWise USA program and train local FDs to conduct community wildfire risk assessments and structural ignition zone assessments
Complete COOP/COOG	See above

Position Budget Request Form

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

Department:

Current Position Title:

Proposed Position Title:

Requested Classification:

Funding Source:

Proposed Salary Amount:

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:

Salary increase to bring into reflection of salaries of similar positions statewide. Position has also grown to include maintenance and management of equipment outside of what was originally defined in position description but happily taken on with limited resources.

FY25 - \$40.99/ hour - Annual \$85,259.20
Group 70, Step 7

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

Position Budget Request Form

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

Department:

Spicewood Community Library

Current Position Title:

P/T Library Step 3 22hr/week

Proposed Position Title:

Library Tech Step 3 29hr/week

Requested Classification:

58

Funding Source:

Library Clerk/Support Staff

Proposed Salary Amount:

1,508 hrs at \$22.28 = Annual \$33,598.24 + FY26 COLA

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:

The Spicewood Community Library is expanding the number of hours open to the public from 27 hours to 34 hours. We need library staff to cover the hours. The current part time library technician working 22 hours/week will be scheduled to work 29 hours a week.

The new schedule will allow the library to be open for more hours and continue quality service for patrons as the community and library use grows.

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