



CONSTABLE PRECINCT 4

J. E. "EDDIE" GUERRA

March 23, 2010

To: J.E. "Eddie" Guerra
Constable Precinct 4

From: Joel Rivera
Chief Deputy

Ref: Administrative assistant position

As you know, Hidalgo County Commissioner's Court took action February 2, 2010 to consolidate the "parking lot security" budget into the "Constable Precinct 4" budget. As a result, an additional burden of managing the budget, such as contacting vendors, entering requisitions (according to purchasing regulations), processing payments, and maintaining records for audit has been absorbed by our department. In the past, the department of budget and management assisted us with the work, but it proved to be an ineffective method of managing the budget. The duties of managing the budget have become so cumbersome that some administrative duties have been assigned to other deputy constables within our department in order for standard business operations to remain uninterrupted. Currently our department secretary has duties that exceed his job description, they include but are not limited to accepting, processing, issuing for service, and returning civil citation, warrant, precepts, writs, and other court documents. Additionally, he receipts for service fees, manages our fleet fuel account, answers telephones for our department, and dispatches for Constable precinct 4, Constable precinct 3, Constable precinct 1, HIDTA task force, and Hidalgo County District Attorney's Office. Please keep in mind that our office far exceeds all other constables office in the amount of money generated and in the amount of process executed which in and of itself produces more administrivia.

Currently, I, as the chief deputy of your department, I am operating in a "triage business mode" in which only essential concerns are addressed because of time constraints. Presently, I am working in excess of 60 hours per week, an amount I do not see sustainable over time, and have yet to address things such as essential personnel maintenance duties (i.e. evaluations, counseling sessions and guard mount), grants, evidence control management, custodian of records quality management, special assignments, among several other things. As a result of the administrative duties often time payments are processed late, information is not disseminated in a timely manner, and the auditor has noted in numerous memorandums mistakes are being made on paperwork submitted to his office. Currently, my is salary \$45,980.00, and I estimate 85% of my time to be spent on duties classified as secretarial. Additionally, Deputy Anzaldua has had to absorb some of my workload and is operating outside of his job description because there simply is not enough time in the day to accomplish the duties an administrative assistant should address.

I realize that during these difficult financial times it is hard to address staffing shortages, but in the interest of being financially responsible with taxpayers money, it would make the most sense and

benefit the department to hire an administrative assistant making about \$33,000.00 annually rather than have a chief deputy making \$45,980.00 and a senior deputy making \$43,263.00. Additionally, the county would in essence be gaining a senior deputy and a chief deputy because for the most part they would be absolved of the additionally duties and free to do intended jobs. It is challenging, to say the least, to sustain current operations with the staffing shortage. Your consideration on this matter would be greatly appreciated.

Respectfully,

A handwritten signature in black ink, appearing to read 'Joel Rivera', with a stylized flourish extending to the left.

Joel Rivera
Chief Deputy
Constable Pct. 4