

Letter of Transmittal  
HIDALGO COUNTY  
DEPARTMENT OF BUDGET AND MANAGEMENT



Date: Thursday, May 26, 2011

To: Esther Cortez, Human Resources  
Director

From: Valde Guerra  
Commissioner Court Executive Officer

Attached, please find 1 original set (s) of an H.R. related agenda item that requires H.R. review and approval. Please return original document with corresponding signature of approval.

AI: 26637

C.C. Date: 05/31/11

Dept: 370th District Court

RECEIVED

MAY 26 2011

Human Resources

Human Resources Dept:

Received By: Sylvia Rios

Title: Executive Asst- III

Date: 05-26-11

Time: 2:35pm

**AI-26637**  
**Salary Adjustment**  
**CC REGULAR**

**11.0.**

**Date:** 05/31/2011  
**Submitted By:** Esther Contreras, 370TH DISTRICT COURT  
**Submitted For:** NOE GONZALEZ, JUDGE PRESIDING  
**Department:** 370TH DISTRICT COURT

**Agenda Category:** District Courts

**Sub-category:** District Courts

**Information**

**CAPTION**

370th District Court (1100):

A. Approval to adjust (increase) the salary to the following positions:

Slot #	Position Title	Current Budgeted Salary	Proposed Budgeted Salary	Salary Increase
0002	Court Coordinator	\$58,810.00	\$60,100.00	\$1,290.00
0003	Asst. Coordinator	\$56,730.00	\$58,220.00	\$1,490.00
0004	Bailiff/Interp.	\$43,990.00	\$46,520.00	\$2,530.00
	TOTAL:	\$159,530.00	\$164,840.00	\$5,310.00

B. Approval of intradepartmental transfer.

C. Approval of revised salary schedule.

**BACKGROUND**

**Fiscal Impact**

**FISCAL YEAR:** 2011                      **ACCT. #:** 1-1100-412-00-007-001-0-890  
**FUNDS AVAILABLE Y/N?:** YES              **MATCHING FUNDS Y/N?:**  
**BUDGETARY IMPACT:**  
 370TH DC-OTHER  
 \$15,498.00 available funds as of 05/26/11.

**Attachments**

- Link: fiscal note
- Link: revised salary schedule
- Link: Intradepartmental Transfer

**Form Routing/Status**

Route Seq Inbox	Approved By	Date	Status
-----------------	-------------	------	--------

(Originator) Esther Contreras 05/12/2011 08:27 AM CREATED  
1 Budget & Management Angela Garcia 05/12/2011 09:27 AM APRV  
2 Rosalinda Cantu PEND  
3 Auditor's Office  
4 Purchasing Department  
Form Started By: Esther Contreras Started On: 05/12/2011 08:27 AM

---



**NEW POSITION:** Brief job description and attach a copy of the new job description.

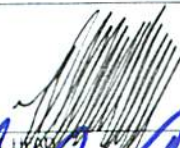


**POSITION RECLASSIFICATION:** Explain change and /or increase in duties and responsibility. (Attach new job description)

**ADDITIONAL DUTIES:** Explain reason for additional duties and attach list of additional duties.

**COMMENTS:** (Any comments you wish to make regarding this request)

**HUMAN RESOURCES:** Classification and Salary Recommendation

**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

1.		DATE	05/16/2011	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.		DATE	5/26/2011	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.		DATE	05/26/2011	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE				

**"ATTACHMENT"**  
**[Personnel Adjustment Request Form]**

All three employees are now cross-trained to cover each others duties in case of absents. For example covering bailiff duties or coordinator duties, civil/criminal. Additionally, Judge Gonzalez to have an open discussion at Commissioner's Court regarding questions or concern for this increase.

Post-it® Fax Note	7671	Date	5/27/11	# of pages▶	1
To	Rosie	From	Eder		
Co./Dept.		Co.	3704		
Phone #	292-7035	Phone #	V-6461		
Fax #		Fax #	318-2285		



# HIDALGO COUNTY

## Personnel Adjustment Request Form

**DEPARTMENT NAME/NUMBER:** 370th District Court [007]

**DATE:** May 12, 2011

**CURRENT POSITION TITLE:** Assistant Coordinator

**CURRENT SLOT. #:** 003

**REQUESTED POSITION TITLE:**  
(For new positions or reclassifications)

**REQUEST FOR:**

- New Position     
  Temporary Position     
  Position Reclassification\*     
  Other \_\_\_\_\_

\*Civil Service Positions are submitted to the Civil Service Commission.

**POSITION SALARY REQUEST:**

Salary Amount:    \$ 56,730.00                      \$ 58,220.00                      \$ 1,490.00  
    Current Budgeted Salary                      Proposed Budgeted Salary                      Net Change

Position to be funded from one of the following:

- Current Department Budget     
  Annual Budget Cycle     
  Will Require Additional Funds  
  
 Other \_\_\_\_\_

**POSITION Type:**

Full Time Employee Object 113      
 Part Time Employee Object 114  \_\_\_\_\_  
 Full Time Temporary Object 121      
 Part Time Temporary Object 122  \$ \_\_\_\_\_  
   
 Enter hourly rate for temp. positions  
   
 Hourly Rate \* 2,080 hrs. per year = Annual Salary

**TEMPORARY POSITIONS:**

Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)
CIVIL SERVICE:				
Exempt	<input checked="" type="checkbox"/>	FLSA: Exempt	<input type="checkbox"/>	
Non-Exempt	<input type="checkbox"/>	Non-Exempt	<input checked="" type="checkbox"/>	
N/A	<input type="checkbox"/>			

**JUSTIFICATION/PRIORITY:** (Explain why this position or adjustment request is essential)

Salary adjustment due to increase in duties & complexity of responsibilities.

**NEW POSITION:** Brief job description and attach a copy of the new job description.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**POSITION RECLASSIFICATION:** Explain change and /or increase in duties and responsibility. (Attach new job description)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ADDITIONAL DUTIES:** Explain reason for additional duties and attach list of additional duties.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**COMMENTS:** (Any comments you wish to make regarding this request)




\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**HUMAN RESOURCES:** Classification and Salary Recommendation

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

1.	 DEPARTMENT HEAD	May 14, 2011 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	5/24/2011 DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	05/26/2011 DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE			

**"ATTACHMENT"**  
**[Personnel Adjustment Request Form]**

All three employees are now cross-trained to cover each others duties in case of absents. For example covering bailiff duties or coordinator duties, civil/criminal. Additionally, Judge Gonzalez to have an open discussion at Commissioner's Court regarding questions or concern for this increase.

Post-it® Fax Note	7671	Date	5/27/11	# of pages	1
To	Rosie	From	Ester		
Co./Dept.		Co.	3700		
Phone #	292-7035	Phone #	V-6461		
Fax #		Fax #	318-2285		



# HIDALGO COUNTY

## Personnel Adjustment Request Form

*Judge*

**DEPARTMENT NAME/NUMBER:** 370th District Court [007] — *Noe Gonzalez* **DATE:** May 12, 2011

**CURRENT POSITION TITLE:** Bailiff/Interpreter **CURRENT SLOT. #:** 004

**REQUESTED POSITION TITLE:**  
(For new positions or reclassifications)

**REQUEST FOR:**

- New Position     
  Temporary Position     
  Position Reclassification\*     
  Other \_\_\_\_\_

\*Civil Service Positions are submitted to the Civil Service Commission.

**POSITION SALARY REQUEST:**

Salary Amount:    \$ 43,990.00      \$ 46,520.00      \$ 2,530.00  
    Current Budgeted Salary      Proposed Budgeted Salary      Net Change

Position to be funded from one of the following:

- Current Department Budget     
  Annual Budget Cycle     
  Will Require Additional Funds  
 Other \_\_\_\_\_

**POSITION Type:**

Full Time Employee Object 113      
 Part Time Employee Object 114  \_\_\_\_\_  
 Enter hourly rate for temp. positions  
 Full Time Temporary Object 121      
 Part Time Temporary Object 122  \$ \_\_\_\_\_  
 Hourly Rate \* 2,080 hrs. per year = Annual Salary

**TEMPORARY POSITIONS:**

Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)
------------	----------	----------------------	----------------	------------------------------------

**CIVIL SERVICE:**  
 Exempt       FLSA: Exempt   
 Non-Exempt       Non-Exempt   
 N/A

**JUSTIFICATION/PRIORITY:** (Explain why this position or adjustment request is essential)

Salary adjustment due to increase in duties & complexity of responsibilities..

**NEW POSITION:** Brief job description and attach a copy of the new job description.


**POSITION RECLASSIFICATION:** Explain change and /or increase in duties and responsibility. (Attach new job description)

**ADDITIONAL DUTIES:** Explain reason for additional duties and attach list of additional duties.

**COMMENTS:** (Any comments you wish to make regarding this request)

**HUMAN RESOURCES:** Classification and Salary Recommendation

**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

- |    |   |                     |                                   |   |                             |
|----|---|---------------------|-----------------------------------|---|-----------------------------|
| 1. |  | <u>May 14, 2011</u> | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | HUMAN RESOURCES DIRECTOR  | <u>Stephen</u>      | PERSONNEL PROCEDURES COMPLETED    | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | DEPARTMENT OF BUDGET & MANAGEMENT   | <u>05/26/2011</u>   | BUDGET PROCEDURES COMPLETED       | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL  | DATE                |                                   |   |                             |

**"ATTACHMENT"**  
**[Personnel Adjustment Request Form]**

All three employees are now cross-trained to cover each others duties in case of absents. For example covering bailiff duties or coordinator duties, civil/criminal. Additionally, Judge Gonzalez to have an open discussion at Commissioner's Court regarding questions or concern for this increase.

Post-it® Fax Note	7871	Date	5/27/11	# of pages	1
To	Rosie	From	Ester		
Co./Dept.		Co.	3704		
Phone #	292-7035	Phone #	V-6461		
Fax #		Fax #	318-2285		





**HIDALGO COUNTY  
COMMISSIONER COURT  
2011 SALARY SCHEDULE**

**AI - 26637**

1-1100-412-00-007-001-0-

370TH DC

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2011 BUDGETED SALARY APPROVED	2011 ACTUAL SALARY	Other Allowances					2011 ACTUAL TOTAL COMPENSATION		
							Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119			
0001	113	COURT REPORTER			\$84,860.00	\$84,860.00	\$1,140.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,373.00	\$0.00	\$86,000.00
0002	113	COURT COORDINATOR			\$60,100.00	\$58,810.00	\$900.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$59,710.00
0003	113	ASST COORDINT			\$56,730.00	\$56,730.00	\$780.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$57,510.00
0004	113	BAILIFF/INTERP			\$43,990.00	\$43,990.00	\$480.00	\$6,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50,470.00
0005	111	DISTRICT JUDGE			\$15,000.00	\$15,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,373.00	\$0.00	\$0.00	\$25,373.00
<b>TOTAL</b>					\$264,700.00	\$84,860.00	\$3,300.00	\$6,000.00	\$0.00	\$10,373.00	\$0.00	\$0.00	\$279,063.00	

**Approval to adjust (increase) salaries for the above highlighted positions (effective next full pay period 06-06-11):**

Personnel actions pending CC approval.

## HIDALGO COUNTY DISTRICT COURT

---

Job Title: Assistant	Coordinator	FLSA Status: Non- Exempt
Dept. Code: 001-009		Civil Service Status: Exempt

---

### SUMMARY:

Under general direction of District Court/ County Court At Law Judge and Court Coordinator in performing duties such as answering telephone, preparing and maintaining the department budget, ordering supplies and preparing purchase requisitions, and preparing time sheets for each employee within the department and acts as Spanish translator for the court.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Primary employee to answer telephone calls and assist individuals and/or redirect call to appropriate department, if necessary;
- Clerical work, (i.e., answering telephone, taking messages, assisting the general public with any questions, scheduling meetings, in-office filing, etc.);
- May assist Court Coordinator in scheduling court hearings;
- May assist Court Coordinator in making daily docket entries (from court hearings) on court files;
- May assist with the use of the respective jury room;
- May answer a variety of questions from the public, via telephone and/or in person. Assists the public directly when possible and refers them to another office if appropriate;
- May prepare, maintains and administers the department budget;
- May order necessary equipment and supplies for the department, including preparing purchase requisitions;
- May maintain and prepares time sheets;
- May maintain inventory of equipment and supplies in department;
- May maintain filing within the department;
- Knowledge of automated court system;
- May act as back-up for Bailiff in obtaining files for daily docket;
- Acts as the court's official translator;
- Interprets for Spanish speaking defendants, witnesses, and will translate documents in Spanish.
- Regular attendance
- Get along with co-workers

### QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the

knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

**EDUCATION AND EXPERIENCE:**

- High School diploma or GED
- One year administration experience in the legal system
- Must have good computer skills.
- Bilingual is preferred (English/Spanish)

**CERTIFICATIONS, LICENSES, REGISTRATIONS:**

- None

**OTHER SKILLS AND ABILITIES:**

- Employee may be assigned other duties in addition to those listed and duties may change according to changing needs of department.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms.

The employee must occasionally lift and/or move over 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

**SAFETY REQUIREMENTS:**

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities, which may include the following:

- sitting for extended periods of time

- operating assigned office equipment

Maintain mental capacity, which permits:

- making sound decisions and using good judgment
- maintaining confidentiality
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions, which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communicating with others

**ACCIDENT PREVENTION PROGRAM:**

Required to follow all departments' safety regulations.

## HIDALGO COUNTY DISTRICT COURT

---

Job Title: **Bailiff - Interpreter**                      FLSA Status: **NON Exempt**  
Dept. Code: **001-008**                                      Civil Service Status: **Exempt**

---

### **SUMMARY:**

The Bailiff is in charge of courtroom security and procedures, overseeing the maintenance of jurors and witnesses, assisting judge, coordinator and District Clark's office with courtroom clerical duties and acts as Spanish translator for the court.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Provides for the protection of the Judge during working hours. Ensures judge's safety against violent defendants and disgruntled spectators.
- Escorts persons found in contempt of court from the courtroom and holds them in custody until picked up by a deputy sheriff;
- May transport prisoners to and from courtroom;
- May perform security watch of prisoner(s) within the courtroom;
- Maintains order in the courtroom;
- May supply copies of jury lists and other resources to Judge and counsel;
- Instructs spectators, prospective jurors and jurors regarding their conduct in the courtroom;
- Escorts jurors to and from jury box and insures that all parties and counsel involved in a case are present before the proceedings begin;
- Meets with other bailiffs periodically regarding courthouse safety and security
- May conduct appropriate follow-up activities with defendants, including taking fingerprints, making copies of invoices, agreements and judgments and escorting defendants to jail;
- Assures that the courtroom is open and prepared for court sessions;
- Calls cases to be tried and calls witnesses to the stand;
- Acts as an escort to jurors in deliberation and stands watch outside jury room during deliberation;
- Provides jurors with certificate of service.
- May pull court files for morning docket call and files away files after morning docket;
- May assist judge with docket entries in court files;
- May assist court coordinator by noting future hearings set during morning docket call;
- May supply copies of jury lists and other resources to the judge;

- May assist District Clerk's office by signing up defendants for plea bargains, stamp filing court documents and certifies court orders;
- May complete and review various court-related forms, assuring that the documents are complete, i.e., dates filled in, all necessary signatures obtained in appropriate places, etc.
- May conduct appropriate follow-up activities with defendants, including taking fingerprints, making copies of invoices, agreements and judgments and escorting defendants to jail
- The bailiff acts as the court's official translator;
- The bailiff interprets for Spanish speaking defendants, witnesses, and will translate documents in Spanish.
- Regular attendance
- Get along with co-workers

#### **QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

#### **EDUCATION AND EXPERIENCE:**

- High school diploma or general education degree (GED);
- At least 21 years of age with at least two (2) years experience in a courtroom, a court's clerk's office, or a law enforcement agency; or
- Any equivalent combination of experience and training which provides the required knowledge, skills and abilities
- Must have good computer skills
- Must be Bilingual (English/Spanish)

#### **CERTIFICATES, LICENSES, REGISTRATIONS:**

- May be required to be TCLEOSE certified.
- May be required to be bondable.

#### **OTHER SKILLS AND ABILITIES:**

- Employee may be assigned other duties in addition to those listed and duties may change according to changing needs of department.

#### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is

occasionally required to walk; sit; use hands to finger, handle, or feel objects, or controls; reach with hands and arms; stoop, kneel, and crouch. The employee must occasionally lift and/or move over 50 pounds. Specific vision abilities required by the job include close vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

**SAFETY REQUIREMENTS:**

- Maintain physical conditions appropriate to the performance of assigned duties and responsibilities, which may include the following:
- sitting for extended periods of time
- operating assigned office equipment

Maintain mental capacity, which permits:

- making sound decisions and using good judgment
- maintaining confidentiality
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions, which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communicating with others

**ACCIDENT PREVENTION PROGRAM:**

Required to follow all department's safety regulations.

## HIDALGO COUNTY DISTRICT COURT

Job Title: Court Coordinator FLSA Status: NON Exempt

Dept. Code: 001-009 Civil Service Status: Exempt

### SUMMARY:

Under general direction of District Court Judge in performing administrative duties such as directly supervising Assistant Court Coordinator, Court Reporter and Bailiff and interviews, hires and trains employees. Also, plans, assigns and directs work; appraises performance; rewards and disciplines employees and addresses complaints and resolves problems.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- May schedule court hearings and prepare court orders;
- May attend daily court hearings and takes notes on each case;
- May make daily docket entries (from court hearings) on court files;
- May arrange for substitute court reporters;
- May answer a variety of questions from the public, via telephone and/or in person. Assist the public directly when possible and refer them to another office if appropriate;
- May make arrangements for Judge to attend seminars such as registration for seminar and hotel and airline reservations;
- May act as liaison between Judge and counsel;
- May take dictation and prepare correspondence to counsel;
- May review files and make sure case is set for a hearing, trial, etc. (make sure case is moving along smoothly);
- May interview, hire, fire, and train employees with Judge's approval
- May plan, assign and direct work;
- May appraise performance and reward and discipline employees;
- May address employees' complaints and resolve problems;
- May be responsible for assisting the jury system, requesting juries, including excusing juror when they are assigned to court;
- May arrange for substitute court reporter and bailiffs as required;
- May maintain awareness of new developments in court administration, nationally and locally and maintain special materials and files relating to records, rules of procedure and other items related to court activity;
- May administer and maintain the department's budget;
- May work closely with the Sheriff's Department with regard to jail list status and/or requesting inmates;
- May perform clerical work, (i.e. answering telephone, taking messages, assisting the general public with any questions, dictation, transcribing, shorthand, typing, scheduling meetings, in-office filing, etc.);

- May keep the Judge's personal calendar up to date;
- May perform administrative work with regard to seminars for Judge and/or any other staff member and complying with deadlines;
- May supervise the purchasing requisition forms, authorize purchases, review time sheets, and keep personnel files of employees up to date;
- May answer a variety of questions from the public. Assists them directly when possible and/or refers them to another office, if appropriate;
- May supervise the inventory of supplies and equipment for the court;
- May schedule meetings with and for the Judge and any other task assigned by the Judge;
- When requested, may perform various tasks (Research-case law, Rules, assists with speeches for certain topics, etc.)
- Regular attendance
- Get along with co-workers

#### **SUPERVISORY RESPONSIBILITIES:**

Directly supervises Assistant Court Coordinator, Court Reporter and Bailiff. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

#### **QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

#### **EDUCATION AND EXPERIENCE:**

- High School Diploma or GED
- Three (3) years of administrative experience in the criminal justice or the legal system.
- Must have good computer skills.
- Bilingual is preferred (English/Spanish)

#### **CERTIFICATES, LICENSES, REGISTRATIONS:**

- None

#### **OTHER SKILLS AND ABILITIES:**

- Employee may be assigned other duties in addition to those listed and duties may change according to changing needs of department.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms.

The employee must occasionally lift and/or move over 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

**SAFETY REQUIREMENTS:**

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities, which may include the following:

- sitting for extended periods of time
- operating assigned office equipment

Maintain mental capacity, which permits:

- making sound decisions and using good judgment
- maintaining confidentiality
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions, which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communicating with others

**ACCIDENT PREVENTION PROGRAM:**

Required to follow all department's safety regulations.

---

**AI-26637**  
**Salary Adjustment**  
**CC REGULAR**

11.0.

*Original  
 wording/doc.*

**Date:** 05/31/2011  
**Submitted By:** Esther Contreras, 370TH DISTRICT COURT  
**Submitted For:** NOE GONZALEZ, JUDGE PRESIDING  
**Department:** 370TH DISTRICT COURT

**Agenda Category:** District Courts

**Sub-category:** District Courts

**Information**

**CAPTION**

370th DISTRICT COURT [1100]

*already increased*

A. Approval to adjust the salary to the following positions:

Slot #	Position Title	2010 Budgeted Salary	2011 Budgeted Salary	Salary Increase
0001	Court Reporter	\$83,485.00	\$84,860.00	\$1,375.00
0002	Court Coordinator	\$58,810.00	\$60,100.00	\$1,290.00
0003	Asst. Coordinator	\$56,730.00	\$58,220.00	\$1,490.00
000	Bailiff/Interp.	\$43,990.00	\$46,520.00	\$2,530.00
	<b>TOTAL:</b>	\$243,015.00	\$249,700.00	\$6,685.00

B. Approval of interdepartmental transfers.

C. Approval of revised salary schedule.

**BACKGROUND**

**Fiscal Impact**

**Attachments**

Link: Line Item Transfer=2

**Form Routing/Status**

Route Seq	Inbox	Approved By	Date	Status
	(Originator)	Esther Contreras	05/12/2011 08:27 AM	CREATED
1	Budget & Management	Angela Garcia	05/12/2011 09:27 AM	APRV
2	Rosalinda Cantu			PEND
3	Auditor's Office			
4	Purchasing Department			
Form Started By: Esther Contreras		Started On: 05/12/2011 08:27 AM		

