

HIDALGO COUNTY

DISTRICT COURTS

Job Title: Bailiff/Interpreter

FLSA Status: Non-Exempt

Dept. Code: 007

Civil Service Status: Exempt

SUMMARY:

The Bailiff is in charge of courtroom security and procedures, overseeing the maintenance of juries and witnesses, assisting judge, coordinator and District Clerk's office with courtroom clerical duties.

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 juries 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
- 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, tools, 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 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.

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 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.

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;
- 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

Hidalgo County
Department of Budget & Management
FISCAL NOTE

**Fiscal notes are prepared by the Department of Budget & Management to present the budgetary impact of requests by departments/offices or of new proposals that were not approved during the budget process.*

To: Commissioner' Court
From: Sergio Cruz, Budget Officer
CC Date: Tuesday, May 08, 2012

Agenda Item: 32215

Summary of request/proposal:

370TH DISTRICT COURT (1100):

1. Approval to transfer interpreter pay allowance in the amount of \$6,000.00 from slot no. 0004, Bailiff/ Interpreter to slot no. 0003, Assistant Coordinator position, effective 06/04/2012.
2. Approval to change the position title for slot no. 0004 from Bailiff/ Interpreter to Bailiff, effective 06/04/2012. (Title change only)

Fund	Position	Slot#	Obj	Current Budgeted		Total Requested
				Salary	Adjustment Requested	
1100	BAILIFF	0004	116	6,000.00	0.00	(6,000.00)
1100	ASSISTANT COORDINATOR	0003	116	0.00	6,000.00	6,000.00
				6,000.00	6,000.00	0.00

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT) NAME	AMOUNT
2-1100-412-00-007-001-0-	116	370TH DC - INTERPRETER PAY	\$0.00
2-1100-412-00-007-001-0-	211	370TH DC - HEALTH INSURANCE	\$0.00
2-1100-412-00-007-001-0-	212	370TH DC - LIFE INSURANCE	\$0.00
2-1100-412-00-007-001-0-	220	370TH DC - FICA	\$0.00
2-1100-412-00-007-001-0-	230	370TH DC - RETIREMENT	\$0.00
2-1100-412-00-007-001-0-	250	370TH DC - UNEMPLOYMENT COMP	\$0.00
2-1100-412-00-007-001-0-	260	370TH DC - WORKER'S COMP	\$0.00
		2012 Budgetary Impact	\$0.00

2013 Budgetary Impact: \$0.00

Possible Funding Sources: NO BUDGETARY IMPACT

Comments:

**HIDALGO COUNTY
COMMISSIONER COURT
2012 SALARY SCHEDULE**

AI - 32215

2-1100-412-00-007-001-0

370th DC

Slot #	Obj Code	POSITION TITLE	2011 BUDGETED SALARY	2012 ADJUSTED SALARY	2012 BASE SALARY	% Inc.	AMOUNT INCREASE	OTHER INCREASE	2012 BUDGETED SALARY APPROVED	2012 ACTUAL SALARY	Other Allowances				2012 ACTUAL TOTAL COMPENSATION	
											Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118		Clothing 119
0001	113	COURT REPORTER	\$83,485.00	\$1,375.00	\$84,860.00	0	\$0.00	\$0.00	\$84,860.00	\$77,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$77,000.00
0002	113	COURT COORDINATOR	\$58,810.00	\$0.00	\$58,810.00	0	\$3,190.00	\$0.00	\$62,000.00	\$62,000.00	\$960.00	\$0.00	\$0.00	\$0.00	\$0.00	\$62,960.00
		ADD INTERPRETER PAY ALLOWANCE														
0003	113	ASST COORDINT	\$56,730.00	\$0.00	\$56,730.00	0	\$3,270.00	\$0.00	\$60,000.00	\$60,000.00	\$840.00	\$0.00	\$0.00	\$0.00	\$0.00	\$60,840.00
		POSITION TITLE CHANGE & REMOVE INTERPRETER PAY ALLOWANCE														
0004	113	BAILIFF/INTERPRETER	\$46,520.00	\$0.00	\$46,520.00	0	\$0.00	\$6,940.00	\$53,460.00	\$53,460.00	\$540.00	\$6,000.00	\$0.00	\$0.00	\$0.00	\$60,000.00
0005	111	DISTRICT JUDGE	\$15,000.00	\$0.00	\$15,000.00	0	\$0.00	\$0.00	\$15,000.00	\$15,000.00	\$0.00	\$0.00	\$0.00	\$10,375.00	\$0.00	\$25,375.00
			\$260,545.00	\$1,375.00	\$261,920.00		\$6,460.00	\$6,940.00	\$275,320.00	\$267,460.00	\$2,340.00	\$6,000.00	\$0.00	\$10,375.00	\$0.00	\$286,175.00

- Approval to transfer interpreter pay allowance in the amount of \$6,000.00 from slot no. 0004, Bailiff/ Interpreter to slot no. 0003, Assistant Coordinator position, effective 06/04/2012.
 - Approval to change the position title for slot no. 0004 from Bailiff/ Interpreter to Bailiff, effective 06/04/2012. (Title change only)
- Personnel actions pending CC approval.