



ESTER CONTRERAS
DISTRICT COURT COORDINATOR

ALICIA SALINAS
CRIMINAL CASE COORDINATOR

LISA M. KINSEL, CSR
OFFICIAL COURT REPORTER

ROMEO RODRIGUEZ
COURT BAILIFF

NOÉ GONZALEZ
JUDGE, 370th JUDICIAL DISTRICT OF TEXAS
HIDALGO COUNTY COURTHOUSE
100 N. CLOSNER, 1st FLOOR
EDINBURG, TEXAS 78539
(956) 318-2280

November 15, 2012

TO: Sergio Cruz, Budge Officer

FROM: Hon. Noe Gonzalez
370th Judicial District Court

FIRST OF ALL, I AM NOT REQUESTING ADDITIONAL FUNDS FOR MY BUDGET.

A new year brings on new challenges and that has required that I reevaluate the skills and abilities of my employees. I have done that, and concluded, that in order to continue to effectively run my court, that responsibilities be assigned in a manner that allows for efficiency and effectiveness to be maximized. The redistribution or re-allocation of salaries is a reflection of the redistribution or reallocation of duties to my employees, in addition to the cost of living increase approved this coming year.

As additional duties my staff will be required to monitor as well as coordinate with several county administrative departments i.e. Auditors, Purchasing, and Budget Office as we implement the Office of the Governors'-Criminal Justice Division funded Re-Energize Program which will offer digital online credit recovery to juveniles. This project requires staff to deal with matters of procurement, budgeting, as well as communications and reports to the Criminal Justice Division.

All funds that are reflected in any of the increase in pay, that are above the cost of living increase, are merely redistribution of funds that were already budgeted for salaries.

IN CONCLUSION, THE REDISTRIBUTION OR THE REALLOCATION OF SALARY AMOUNTS IS BASED ON THE REDISTRIBUTION OR REALLOCATION OF DUTIES. I AM NOT REQUESTING ADDITIONAL FUNDS FOR MY BUDGET.

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

Increase funded from decrease in Court Reporters salary

1.	NOE GONZALEZ DEPARTMENT HEAD	11-15-12 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	[Signature] HUMAN RESOURCES DIRECTOR	12/14/2012 DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	[Signature] DEPARTMENT OF BUDGET & MANAGEMENT	12/20/2012 DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE			



HIDALGO COUNTY

Personnel Adjustment Request Form

Received
DEC 06 2012
Human Resources

DEPARTMENT NAME/NUMBER: 370th DISTRICT COURT [007]

DATE: November 15, 2012

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: \$ 60,000.00 \$ 65,000.00 \$ 5,000.00
 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 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)

SEE ATTACHED EXHIBIT "A".

HIDALGO COUNTY
BUDGET OFFICE
2012 DEC 18 AM 10 56

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)


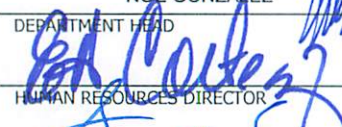

ADDITIONAL DUTIES: Explain reason for additional duties and attach list of additional duties.

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2.	 HUMAN RESOURCES DIRECTOR	DATE 12/14/2012	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	DATE 12/20/2012	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE			

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- | | | | | | |
|----|---|---------------------------|-----------------------------------|---|-----------------------------|
| 1. | <u>NOE GONZALEZ</u>
DEPARTMENT HEAD | <u>11-15-12</u>
DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | <u>[Signature]</u>
HUMAN RESOURCES DIRECTOR | <u>12/14/2012</u>
DATE | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | <u>[Signature]</u>
DEPARTMENT OF BUDGET & MANAGEMENT | <u>12/20/2012</u>
DATE | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL | DATE | | | |

ASSISTANT COUNTY COURT COORDINATOR

GRADE: 09

GENERAL DESCRIPTION

Employee performs court coordinator work. Responsible for processing files to be heard in the Courts within the County. Enters information to the system necessary for the generation of subpoenas, prepares felony subpoenas, pulls files for court, enters information to system to update witness lists and other areas, and communicates with Court(s) regarding the scheduling of cases. Employee interacts with County Clerks, IT, District Attorney, Defense Attorney, Bond Persons, Media, and Judges.

EXAMPLES OF WORK PERFORMED

Schedules hearings, conferences, and trials

Performs docket management

Acts as a liaison to other departments

Answers inquiries from attorneys about whether Orders are signed

Locating documents and files needed by other court employees

Coordinates the activities of the court staff

Conveying by fax or mail copies of all signed Orders to attorneys of record

Conducts research and maintains resources

Backup Court Coordinator at front desk during lunch, after hours and during absences

Ordering supplies for the court and monitoring supply budget

Clerking in court on all uncontested matters affecting decedent's estates

Participates in continuing professional education programs

Assists Judge in courtroom

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Two to three (2-3) years of related experience in a legal setting, and a graduation from a standard high school; Associates degree in paralegal studies preferred. Education may be substituted for one another.

Knowledge, Skills, and Abilities

Knowledge of general office equipment

Must be able to type 50 wpm

Must have working knowledge of personal computers, Microsoft Office, Hidalgo County On-Line, and all available probate screens

Must have office experience, computer experience and scheduling experience

Must be familiar with probate laws and the rules of civil procedure

Must have computer knowledge and computer capabilities

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.

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 find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

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.

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 equipment

Maintain mental capacity which permits:

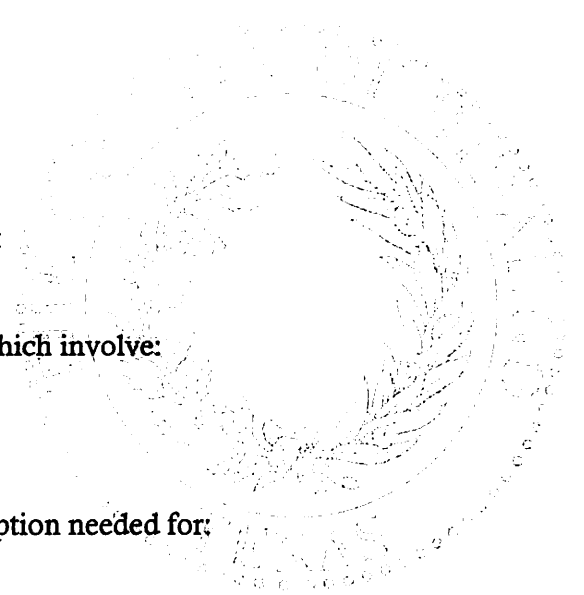
- making sound decisions and using good judgment
- demonstrating intellectual capabilities

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
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations



HIDALGO COUNTY DISTRICT COURT

Court Coordinator

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 schedules court hearings and prepare court orders;
- May attend daily court hearings and takes notes on each case;
- May makes daily docket entries (from court hearings) on court files;
- May arranges for substitute court reporters;
- May answers 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 makes arrangements for Judge to attend seminars such as registration for seminar and hotel and airline reservations;
- May acts as liaison between Judge and counsel;
- May take dictation and prepares correspondence to counsel;
- May review files and makes sure case is set for a hearing, trial, etc. (makes sure case is moving along smoothly);
- May interview, hire, fire, and train employees with Judge's approval
- May plan, assign and direct work;
- May appraises performance and rewards and disciplines employees;
- May address employees' complaints and resolves 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
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- communicating with others

ACCIDENT PREVENTION PROGRAM:

Required to follow all department's safety regulations.

BAILIFF

GRADE: 11

GENERAL DESCRIPTION

Employee performs mid-level bailiff work. Works to provide security and safety in the courtrooms handles inmates, witnesses and clients. Employee provides general assistance to the judge and may make arrests when necessary.

EXAMPLES OF WORK PERFORMED

Opens courtroom and ensures readiness for court proceedings, directs parties to proper area

Provides schedule and procedural information to attorneys, jurors, and other

Secures courtroom at the end of the day

Provides security for the judge and staff

Maintains a secure courtroom

Maintains excellent public, staff and court relationships during course of business

Assists court in obtaining and providing services relating to jury activities

Checks and updates court dockets prior to scheduled docket dates

Performs some administrative duties such as answering telephones, picking up items from suppliers, and other clerical duties

May provide assistance to Judge by retrieving files, locating law books and related tasks

Confirms active warrants and makes arrests

Transports inmates from jail to court and return to jail after court appearance

Follows the Code of Judicial Conduct

May be interpreter in court

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Graduation from a standard senior high school is required. Must have two (2) years law-enforcement related experience. Experience and education may be substituted for one another.

Knowledge, Skills, and Abilities

Excellent communication skills

Must be able to be deputized

May be required to be trained in firearms and chemical spray

Peace Officer Certification through TCLEOSE

Must meet mandatory firearms qualifications and physical training

Knowledge of computers

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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: Friday, December 28, 2012

Agenda Item: 35974

Summary of request/proposal:

370TH DC (1100)

Approval of the following salary increases, effective 01/01/2013:

Fund	Position	Slot#	Obj	Current Budgeted Salary	Adjustment Requested	Total Requested
1100	COURT COORDINATOR	0002	113	63,860.00	67,000.00	3,140.00
1100	ASSISTANT COURT COORDINATOR	0003	113	61,800.00	65,000.00	3,200.00
1100	BAILIFF	0004	113	55,064.00	56,500.00	1,436.00
				180,724.00	188,500.00	7,776.00

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER	ACCOUNT (OBJECT) NAME	AMOUNT
3-1100-412-00-007-001-0- 113	370TH DC. - REG F/T EMPLOYEES	\$7,776.00
3-1100-412-00-007-001-0- 211	370TH DC. - HEALTH INSURANCE	\$0.00
3-1100-412-00-007-001-0- 212	370TH DC. - LIFE INSURANCE	\$0.00
3-1100-412-00-007-001-0- 220	370TH DC. - FICA	\$594.86
3-1100-412-00-007-001-0- 230	370TH DC. - RETIREMENT	\$773.71
3-1100-412-00-007-001-0- 250	370TH DC. - UNEMPLOYMENT COMP	\$38.88
3-1100-412-00-007-001-0- 260	370TH DC. - WORKER'S COMP	\$3.89
	2013 Budgetary Impact	\$9,187.34

2014 Budgetary Impact: \$9,187.34

Possible Funding Sources:

Comments:

HIDALGO COUNTY
COMMISSIONER COURT
2013 SALARY SCHEDULE

3-1100-412-00-007-001-0
370TH DC

AI - 35974

Slot #	Obj Code	POSITION TITLE	2012 BUDGETED SALARY	2013 ADJUSTED SALARY	2013 BASE SALARY	% Inc.	AMOUNT INCREASE	OTHER INCREASE	2013 BUDGETED SALARY APPROVED	2013 ACTUAL SALARY	Other Allowances					2013 ACTUAL TOTAL COMPENSATION
											Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0001	113	COURT REPORTER	\$84,860.00	\$0.00	\$84,860.00	0.03	\$2,545.80	\$0.00	\$87,406.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0002	113	COURT COORDINATOR	\$62,000.00	\$0.00	\$62,000.00	0.03	\$1,860.00	\$3,140.00	\$67,000.00	\$0.00	\$1,020.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,020.00
0003	113	ASST COORDINT	\$60,000.00	\$0.00	\$60,000.00	0.03	\$1,800.00	\$3,200.00	\$65,000.00	\$0.00	\$600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,600.00
0004	113	BAILIFF	\$53,460.00	\$0.00	\$53,460.00	0.03	\$1,603.80	\$1,436.00	\$56,500.00	\$0.00	\$420.00	\$0.00	\$0.00	\$0.00	\$0.00	\$420.00
0005	111	DISTRICT JUDGE	\$15,000.00	\$0.00	\$15,000.00	0	\$0.00	\$0.00	\$15,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,373.00
			\$275,320.00	\$0.00	\$275,320.00		\$7,809.60	\$7,776.00	\$290,906.00	\$0.00	\$2,040.00	\$6,000.00	\$0.00	\$0.00	\$0.00	\$18,413.00

Approval of the above personnel actions
All personnel actions pending CC approval.