



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Hidalgo County District Clerk Office

DATE: December 9, 2014

CURRENT POSITION TITLE: Deputy District Clerk II

CURRENT SLOT. #: 11

REQUESTED POSITION TITLE: N/A

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other Delete

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

POSITION SALARY REQUEST:

Salary Amount: \$ 33,975.00 \$ 0 \$ 0
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)

After careful review and assessment of office divisions and in light of the new e-filing mandate, the district clerk office proposes to incorporate minor changes to our structure. Hence, our office proposes to DELETE the Deputy District Clerk II position and in light of the recent developments. The proposed changes will have no physical impact to the general fund or the office 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

1.	 Laura Hinojosa	December 9, 2014			
	DEPARTMENT HEAD	DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	_____	_____	PERSONNEL PROCEDURES COMPLETED	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	HUMAN RESOURCES DIRECTOR	DATE			
3.	_____	_____	BUDGET PROCEDURES COMPLETED	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	DEPARTMENT OF BUDGET & MANAGEMENT	DATE			
4.	_____	_____			
	COMMISSIONERS COURT APPROVAL	DATE			

HIDALGO COUNTY DISTRICT CLERK'S OFFICE

DEPUTY DISTRICT CLERK II

GENERAL DESCRIPTION

Performs advanced (senior-level) court clerk work. Work involves filing of and processing of legal documents, answering telephones, and provides service to the general public or attorneys. May supervise the work of others; Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Prepares and types a variety of documents which may include subpoenas, citations, injunctions, writs, order of sales or general correspondence

Receives and processes documents filed with the court; reviews for accuracy and completeness; records and processes orders, judgment and decree of court

Records civil, criminal, family adoption, juvenile, protective orders and child welfare suit, minutes in proper minute volumes, quote court costs if needed

Process court documents in accordance with court procedures and legal requirements; maintains official records of court proceedings; prepares monthly reports

Maintains accurate filing system; makes copies; types forms and performs other clerical work as needed

May perform civil, criminal, family, adoption, juvenile, protective orders and child welfare searches; prepares all jury lists

Reviews, sorts, assembles and organizes materials; routes and delivers daily mail and documents to appropriate parties

Acts as receptionist: answers phones and provides service to the general public in a courteous manner

Answers phones and provides service to general public and attorneys in a courteous manner

Ability to work well with others

Regular attendance is a must

Performs such other duties as may be assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Graduation from a high school or equivalent (GED)

Typing courses, plus three (3) years of progressively responsible experience in clerical functions of the governmental system, including at least six (6) months of experience in a District Clerk's office; OR any equivalent combination of experience and training which provides the required knowledge, skills and abilities

Two (2) years of experience may be substituted for one (1) year of education

Bilingual (Spanish and English) with the ability to converse fluently in both languages

CERTIFICATES, LICENSES, REGISTRATION

Valid Texas driver's license and current liability insurance

Must be bondable

Knowledge, Skills, and Abilities

Ability to add, subtracts, multiply and divide in all units of measure, using whole numbers, common fractions and decimals

Utilizes simple math skills in order to compile court costs on civil, criminal, adoptions, juvenile, family or protective order suits

Ability to read and interpret documents such as safety rules and procedure manuals

Ability to write routine reports and correspondence

Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County

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
- standing 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

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

See attached 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.

The Assistant Chief Deputy additionally coordinates and implements CJIS reporting efforts, NICS incompetency case verification and reporting, OCA reporting, and Odyssey implementation and configuration on both civil and criminal. The Assistant Chief Deputy also serves as a liaison to the county's TexFile project involving civil case e-filing and is assisting in the overall management of Multi-District Litigation/Hailstorm Cases.

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

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

- | | | | | | |
|----|--|--------------------------|-----------------------------------|---|-----------------------------|
| 1. | 
Laura Hinojosa
DEPARTMENT HEAD | December 9, 2014
DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | HUMAN RESOURCES DIRECTOR | DATE | PERSONNEL PROCEDURES COMPLETED | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | DEPARTMENT OF BUDGET & MANAGEMENT | DATE | BUDGET PROCEDURES COMPLETED | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL | DATE | | | |

ASSISTANT CHIEF DEPUTY

GRADE: 15

GENERAL DESCRIPTION

Performs moderately complex (senior-level) managerial work overseeing the county department's overall performance. Assists in supervising all administrative and personnel matters. Other administrative duties include supervising all divisions within the Elected Officials Office and maintaining a modern, professional and cooperative environment in the office. Handles complaints from the public and attends meetings as well as any other functions requested by the Elected Official.

EXAMPLES OF WORK PERFORMED

- Must have general knowledge of the divisions within the Elected Official's office
- Assists in recommending personnel restructure to Elected Official, when necessary
- Assists in developing and implementing approved training programs
- Assists with the preparation of management and productivity reports and studies
- Assists in overseeing special investigations, research studies, and internal audits
- Assist Elected Official with budget development and administration
- Assists in recommending and implementing departmental policies and procedures
- Maintains department compliance with County policies, state and federal laws
- May serve as the liaison between the Elected Official's office and the software provider for the office
- Manages and administers all functions of operations in the department; ensures compliance with all established policies and procedures
- Performs all other related duties involved in the operation of the business as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Three to four (3-4) years of experience in office administration with minimum two (2) year of supervisory experience required. Experience in government environment preferred. Graduation from an accredited four-year college or university in accounting, business administration, public administration or other related field. Two (2) years of related

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
- standing 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

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

See attached 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.	Laura Hinojosa DEPARTMENT HEAD	12/9/14 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	HUMAN RESOURCES DIRECTOR	DATE	PERSONNEL PROCEDURES COMPLETED	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.	DEPARTMENT OF BUDGET & MANAGEMENT	DATE	BUDGET PROCEDURES COMPLETED	<input type="checkbox"/> YES <input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE		

HIDALGO COUNTY DISTRICT CLERK'S OFFICE

CHIEF OF APPEALS

GENERAL DESCRIPTION

Assists in the supervision of employees engaged in the operation of District Clerk's Office. Preparation of all indictments, including Grand Juries, preparation of TRN forms. Issuance of the numerical assignment of civil, juvenile, adoption and tax case files. Develops procedures and methods of performing tasks and substitutes for Chief Deputy in that person's absence. Carries out supervisory responsibility in accordance with Hidalgo County policies and applicable laws. Responsibilities include training employees, planning, assigning and directing work, appraising performance, disciplining employees, addressing complaints and resolving problems. The Deputy Appeals Clerk provides clerical assistance to the District Courts, including responsibility for filing appeal records to the Court of Civil and Criminal Appeals, processing of legal documents, answering the telephone, and providing service to the general public.

EXAMPLES OF WORK PERFORMED

Maintains current knowledge of application statutes, regulations and guidelines relating to the operation of the District Clerk Office

Prepares indictment list for all Grand Juries in session

Assigns all case numbers for criminal indictments and civil cases, entry of all cases on computer

Prepares all labels for civil, criminal, juvenile, adoption, tax, protective orders and family matter cases, including the preparation of TRN forms and mail to Texas Department of Public Safety in Austin Texas

Makes travel arrangements for all District Clerk employees for out of town seminars

Approves bonds

Be able to work well with the general public and attorneys; should also be familiar with the Texas Rules of Civil Procedures, Code of Criminal Procedures and Texas Family Code

Assists in the supervision of the deputy clerk's handling of Attorney General and appealed cases

Prepares requisitions for the ordering of office supplies and maintains an adequate amount of office supplies on a monthly basis

Prepares and types a variety of documents which include transcripts of the record on civil and criminal cases

Receives and processes document files with the court, reviews for accuracy and completeness, records and processes orders, judgments and decrees of the court

Records the filing of all notices of appeals in civil, and criminal, family adoption, juvenile protective orders and child welfare suites, quotes, court costs if needed

Processes court documents in accordance with court procedures and legal requirements, maintains official records of court proceedings, prepares all transcripts according to the time table

Prepares all civil, criminal and post-conviction with transcripts for delivery to the Court of Criminal and Civil Appeals

Maintains accurate filing system, makes copies, types forms and performs other clerical work as needed

Performs, civil, criminal, family, adoption, juvenile, protective orders and child welfare searches, prepares all jury lists

Reviews, sorts, assembles, and organizes material; routes and delivers daily mail and documents to appropriate parties

Acts as receptionist, answers phones and provides service to the general public in a courteous manner

Ability to work well with others

Performs other such duties as may be assigned

Regular attendance is a must

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Graduation from high school or equivalent (GED) with courses in typing, plus three (3) years of progressively responsible experience in clerical functions of the judicial system, preferably including at least six (6) months of experience in a District Clerk's office and some supervisory experience

Any equivalent combination of experience and training which provides the required knowledge, skills, and ability

Bilingual (Spanish and English) with the ability to converse fluently in both languages

CERTIFICATES, LICENSES, REGISTRATION

Must have a current valid Texas motor vehicle operator's license and current liability insurance

Must be bondable

Knowledge, Skills, and Abilities

Ability to add, subtract, multiply and divide in all units of measure using whole numbers, common fractions and decimals

Utilize simple math skills in order to compile court costs of litigants and compiles court costs and transcripts

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures or government regulations

Ability to write reports, business correspondence and procedure manuals

Ability to effectively present information and respond to questions from the general public and attorneys

Reads statutes and interprets

Read documents and enable transcripts to be compiled and filed with Court of Appeals

Drafts letters to attorneys

Prepares reports, memos and correspondence for other governmental agencies

Should have experience in office or related work

Should have knowledge of computers and spreadsheets

General knowledge of city, county and state government preferred but not required

Must have good writing and communication skills

Must be well organized

Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the county

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
- standing 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

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Hidalgo County District Clerk Office

DATE: December 9, 2014

CURRENT POSITION TITLE: Deputy District Clerk Supervisor

CURRENT SLOT. #: 78

REQUESTED POSITION TITLE: N/A

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other Salary Adjustment

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

POSITION SALARY REQUEST:

Salary Amount: \$ 39,108.00 \$ 46,083.00 \$ 6,975.00
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: FLSA:
Exempt Exempt
Non-Exempt Non-Exempt
N/A

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

The Deputy District Clerk Supervisor has worked diligently with the Office of the Attorney General's Office to improve and streamline processes and communications regarding Attorney General cases. The Deputy District Clerk Supervisor has also been instrumental in the training of staff and implementation of civil case eFiling, while supervising the day-to-day business activity in the Judicial Annex, which includes oversight of the Child Welfare Court, County Courts at Law #7 and #8, Master Courts # 1 and #2, and the AG court cases.

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

See attached "Deputy District Clerk Supervisor" 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. Laura Hinojosa December 9, 2014
DEPARTMENT HEAD DATE FUNDING AVAILABLE IN DEPT. BUDGET YES NO
- 2. _____
HUMAN RESOURCES DIRECTOR DATE PERSONNEL PROCEDURES COMPLETED YES NO
- 3. _____
DEPARTMENT OF BUDGET & MANAGEMENT DATE BUDGET PROCEDURES COMPLETED YES NO
- 4. _____
COMMISSIONERS COURT APPROVAL DATE

HIDALGO COUNTY DISTRICT CLERK'S OFFICE

DEPUTY DISTRICT CLERK SUPERVISOR

GENERAL DESCRIPTION

Under general supervision, undertakes and performs first line supervisory and complex legal clerical work of considerable difficulty associated with the day-to-day and overall operation of an assigned functional area within the office of the district clerk, while supervising administrative and personnel matters. Handles complaints from the public and may attend meetings as well as any other functions requested by the Elected Official or Department Head.

EXAMPLES OF WORK PERFORMED

Coordinates and supervises the staff and activities of a functional work unit

May participate in the hiring, interviewing, and recommending of new office staff; assists in identifying, developing, and implementing new employee and on-going staff development training programs; coordinates, prioritizes and assigns tasks and projects; tracks and reviews progress and process; monitors employee performance; assists in conducting and/or reviewing performance appraisals; recommends and undertakes approved subsequent performance-related actions

Recommends and assists implementing approved disciplinary actions

Provides input and participates in the identification, review, assessment, evaluation and/or modifications of office strategic plans; assists with the identification and monitoring of long and short range goals and objectives

Assists in recommending staff, equipment, facilities and related operational needs

Assists with identification, review, assessment, development, modification and implementation of operational policies and procedures; determines compliance to established policies and procedures; recommends changes to protocols and processes. Oversees, manages and performs work in one or more regularly scheduled or ad hoc areas of office operations

Undertakes special projects as assigned or required

Prepares correspondence, reports, and legal documents; responds to complex inquiries; and conducts and performs research and coordination necessary to formulate an accurate response

May perform other related duties involved in the operation of the business as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Three to four (3-4) years of experience in office administration with minimum two (2) years of supervisory experience required. Experience in government environment.

Graduation from an accredited four (4) year college or university in accounting, business administration, public administration or other related field.

Two (2) years of related experience may be substituted for one (1) year of the required education with a maximum substitution of two years.

Certificates, Licenses, & Registration

Must have a current valid Texas operator's driver's license

Must be able to be insured by the County's insurance carrier

Knowledge, Skills, and Abilities

Must have general knowledge of the divisions within the Elected Official's Office

Knowledge of applicable county, state and Federal statutes, rules, ordinances, codes, administrative orders, case law and other relevant directives

Knowledge of county and specific court-related policies and procedures

Knowledge of the principles and practices of management and supervision

Knowledge of the principles of records management

Knowledge of court processes, procedures and legal terminology including automated word processing and court case management systems

Knowledge of trends and practices in office, court and business operations

Ability to work under pressure in a dynamic environment with changing office demands and priorities

Ability to plan, organize, maintain work flow, train and supervise others

Ability to develop and implement office procedures

Ability to communicate effectively verbally and in writing and to follow written and verbal instructions

Ability to analyze legal documents, interpret statutory requirements and develop, modify and implement office procedures accordingly

Ability to provide information to the public without giving legal advice

Bilingual (English/Spanish) with the ability to converse fluently in both languages

Skill in reading, understanding, interpreting and applying relevant city, county, state and Federal statutes, rules, ordinances, codes, administrative orders, case law and other relevant directives

Skill in assessing, evaluating, prioritizing and handling multiple tasks, projects and demands

Skill in working within deadlines to complete projects and assignments

Skill in assessing, analyzing, identifying and recommending solutions to problems

Skill in establishing and maintaining effective working relations with co-workers, other County employees, representatives of other governmental agencies, the bar association, victims, witnesses, litigants, jurors, general public and others having business with the courts of Hidalgo County

Skill in operating a personal computer utilizing a variety of commonly used and specialized software applications

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

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. | Laura Hinojosa
DEPARTMENT HEAD | December 9, 2014
DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | HUMAN RESOURCES DIRECTOR | DATE | PERSONNEL PROCEDURES COMPLETED | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | DEPARTMENT OF BUDGET & MANAGEMENT | DATE | BUDGET PROCEDURES COMPLETED | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL | DATE | | | |

ACCOUNTANT IV

GRADE: 14

GENERAL DESCRIPTION

Employee performs complex accounting work. Work involves preparing and overseeing the preparation of financial statements, records, and reports. May specialize in some phase of accounting work such as federal funds accounting; property and equipment control, cost, payroll, or bond servicing. May assign and/or supervise the work of others. Employee works under limited supervision with moderate latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Prepares financial statements, budgets, vouchers, and payrolls submitted by the agency

Prepares technical reports on estimates, cost data, and budget limits

Prepares monthly status analyses of funds and expenditures

Maintains adequate records of expenditures, funds, appropriations, and expenses, as well as of revenue collected and deposited

Maintains and/or oversees the maintenance of systems and controls necessary to provide accurate accounts of expenditures and budget balances for agency programs

Reviews various records, reports, applications, and contracts

May instruct staff on the maintenance of accounting records on expenditures and revenue collected, the positing of general ledgers, and the posting of journals

May approve and sign expense accounts and purchase vouchers submitted for payment

May assist in planning accounting and clerical work procedures

May direct the maintenance of accounting records on receipts and disbursements

May allocate tax revenues to the appropriate funds

May assign and/or supervise the work of others

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Three to five (3-5) years demonstrated experience in accounting, governmental accounting, or commercial accounting, including supervisory experience; Graduation from an accredited four-year college or university with major course work in accounting or finance with 15 hours of accounting courses.

Knowledge, Skills, and Abilities

Knowledge of the agency's fiscal program; of governmental accounting; of budget control methods, policies, and procedures; and of laws and regulations pertaining to financial operations

Ability to interpret and apply accounting theory, to plan and coordinate financial programs, to plan procedures and coordinate accounting operations, to interpret laws and regulations, and to assign and/or supervise the work of others

Knowledge in Uniform Grants Management Standards (UGMS) and GAAP

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:

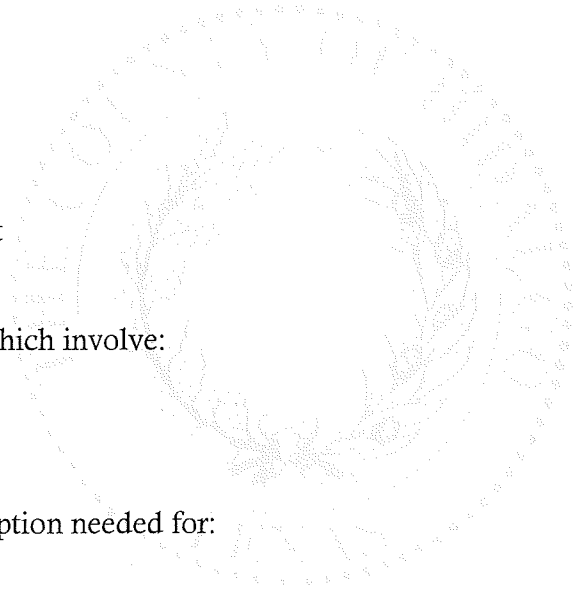
- making sound decisions and using good judgment
- demonstrating intellectual capabilities

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

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Hidalgo County District Clerk Office

DATE: December 9, 2014

CURRENT POSITION TITLE: Executive Assistant IV

CURRENT SLOT #: 26

REQUESTED POSITION TITLE: N/A

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other Salary Adjustment

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

POSITION SALARY REQUEST:

Salary Amount: \$ 65,507.00 Current Budgeted Salary \$ 71,507.00 Proposed Budgeted Salary \$ 6,000.00 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	<input checked="" type="checkbox"/>	FLSA: Exempt	<input checked="" type="checkbox"/>	
Non-Exempt	<input type="checkbox"/>	Non-Exempt	<input type="checkbox"/>	
N/A	<input type="checkbox"/>			

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

The Executive Assistant IV has contributed to the overall implementation and coordination of the civil case eFiling mandate in the County of Hidalgo. In addition to the daily administrative support and human resources management, the Executive Assistance IV oversees all internal and external communications, special project management and special strategic initiatives important to the growth and development of the district clerk office. The Executive Assistant works closely with the elected-official to successfully complete all critical aspects of deliverables related to the office.

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

See attached "Executive Assistance IV" 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. Laura Hinojosa December 9, 2014
DEPARTMENT HEAD DATE FUNDING AVAILABLE IN DEPT. BUDGET YES NO
- 2. _____
HUMAN RESOURCES DIRECTOR DATE PERSONNEL PROCEDURES COMPLETED YES NO
- 3. _____
DEPARTMENT OF BUDGET & MANAGEMENT DATE BUDGET PROCEDURES COMPLETED YES NO
- 4. _____
COMMISSIONERS COURT APPROVAL DATE

HIDALGO COUNTY DISTRICT CLERK'S OFFICE

EXECUTIVE ASSISTANT IV

GENERAL DESCRIPTION

Performs highly advanced (senior-level) professional assistance work for an executive; Work involves coordinating or overseeing high level administrative operations of the County or department. Plan, assign, and supervise the work of others; Works under minimal supervision with extensive latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Provides administrative and technical assistance to a County executive

Plans, prepares, or oversees the preparation of periodic and special reports

Interprets policies and procedures and makes administrative decisions

Develops administrative procedures, standards, and methods

Oversees the preparation of manuals and publications

Oversees the review and evaluation of work content for the purpose of developing effective administrative practices and formulating policies that may contribute to the improvement of public services provided by the County

Coordinates work with other governmental agencies and private organizations

Advises the agency executive on administrative matters within the department or county

Assist the executive with general human resource management actions

Assist in budget preparation

Plan, assign, and/or supervise the work of others

Plan and coordinate special and administrative assignments and programs

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Seven (7) years experience in office administration

Graduation from an accredited four (4) year college or university with major course work in business administration or a related field

Experience and education may be substituted for one another

Knowledge, Skills, and Abilities

Knowledge of accepted business practices and procedures involved in providing services and of applicable rules, regulations, and policies, as well as related legislative and legal practices and procedures

Ability to communicate effectively, and to handle high level administrative issues, to assign and/or supervise the work of others

Ability to analyze and solve work related problems

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

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

See attached 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. | Laura Hinojosa
DEPARTMENT HEAD | December 9, 2014
DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | HUMAN RESOURCES DIRECTOR | DATE | PERSONNEL PROCEDURES COMPLETED | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | DEPARTMENT OF BUDGET & MANAGEMENT | DATE | BUDGET PROCEDURES COMPLETED | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL | DATE | | | |

HIDALGO COUNTY DISTRICT CLERK'S OFFICE

EXECUTIVE ASSISTANT II

GENERAL DESCRIPTION

Performs highly advanced (senior-level) professional assistance work for an executive; Work involves coordinating or overseeing high level administrative operations of the County or department. May plan, assign, and/or supervise the work of others; Works under minimal supervision with extensive latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Provides administrative and technical assistance to a County executive

Plans, prepares, or oversees the preparation of periodic and special reports

Interprets policies and procedures and makes administrative decisions

Develops administrative procedures, standards, and methods

Oversees the preparation of manuals and publications

Oversees the review and evaluation of work content for the purpose of developing effective administrative practices and formulating policies that may contribute to the improvement of public services provided by the County

Coordinates work with other governmental agencies and private organizations

Advises the County's executive on administrative matters within the department or county

May assist the executive with general human resource management actions

May assist in budget preparation

May plan, assign, and/or supervise the work of others

May plan and coordinate special and administrative assignments and programs

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Three (3) years related experience

Graduation from an accredited four (4) year college or university with major course work in business administration or a related field

Two (2) years of experience may be substituted for one (1) year of education

Knowledge, Skills, and Abilities

Knowledge of accepted business practices and procedures involved in providing services and of applicable rules, regulations, and policies, as well as related legislative and legal practices and procedures

Ability to communicate effectively, and to handle high level administrative issues, to assign and/or supervise the work of others

Ability to analyze and solve work related problems

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