

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

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|----|---|--------------------------|-----------------------------------|---|--|
| 1. | <u>Jenny Munoz</u> DEPARTMENT HEAD | <u>2-11-15</u> DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input type="checkbox"/> YES | <input checked="" type="checkbox"/> NO |
| 2. | <u>Patricia A. (Cota)</u> HUMAN RESOURCES DIRECTOR | <u>2/11/2015</u> DATE | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | <u>Maria R. (Cota)</u> DEPARTMENT OF BUDGET & MANAGEMENT | <u>02/13/15</u> DATE | BUDGET PROCEDURES COMPLETED | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL | DATE | | | |

HIDALGO COUNTY JUSTICE OF THE PEACE 2-2

ASSISTANT COURT COORDINATOR

GENERAL DESCRIPTION

Assists the Justice of the Peace by overseeing office operations and workflow. Must handle a variety of clerical, coordinating, and bookkeeping functions. Work is performed under the administrative direction of the Justice of the Peace.

EXAMPLES OF WORK PERFORMED

Greet the general public; answer telephone calls; Greet citizens/claimants; determine the problem. Assists with filing procedures or refer citizens to Judge, proper agency, or proper court. Deals with irate citizens/claimants, as necessary

Enters all tickets, hot checks, juvenile complaints, mental health commitments, inquest information and autopsy results, administrative hearing, civil, small claims and forcible detained actions in the County System or docket. Assigns numbers to each case, makes files, and files in proper folders

Prepares warrants, subpoenas, summonses, citations, abstract judgments, executions, sequestrations, garnishments, capias pro fine, make up judgments for signature. Make entry of all documents issued in each case onto docket sheet, makes covers and files

Collects all fees and fines and filing fees in proper ledger for all agencies who file in this precinct. Issue receipts for all fines and/or fees and post onto corresponding docket sheets and files

Makes reports of all fines and fees collected by the County. Separate reports to Parks and Wildlife and issue checks to proper agencies

Prepares and mails monthly statistical report to Judicial Council, of all cases filed, dismissed, disposed of, civil and small claims, etc

Prepares and makes bank deposits whenever Court Coordinator is not available

Schedules cases for hearing and/or trial. Notifies all parties of hearing/trial date, either in person or by mail, including the attorney(s) representing the plaintiff or defendant. Makes copies of citations for attorneys

Resets cases for trial depending on documents filed

Keeps inventory of all supplies and reorder when supplies are low

Sends warrants, summonses, capias, etc. to proper agency for execution

Make docket entries based on status of cases

Receives and stamp dates all incoming mail

Keep and/or make copies of death records and old birth records

Makes certifications on records for Judge to sign

Prepares correspondence at Judge's request

Schedules wedding appointments, prepares certificates, and forwards marriage licenses to County Clerk for recording

Transfers files, when disposed of, to storage boxes; returns items to file or storage

Accepts appeals on all cases when properly applied. Makes transcripts and copies of all documents before sending to County Clerks

Prepares the State Comptroller's quarterly report and issues check for moneys owed to them

Prepares bank deposits on a daily and timely basis as mandated by the Hidalgo County Auditor's Office

Regular attendance

Ability to work well with others

Other duties as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Graduation from a high school diploma or equivalent (GED)

Two (2) to three (3) years experience in legal system

Must have good computer skills

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

Good communication skills

Certificates, Licenses, Registration

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

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

May be required to be a Notary Public

May be required to be bondable

Knowledge, 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

While performing the duties of this job, the employee is required to sit and use hands to fingers, or feel objects, tools or controls. The employee is required to stand; walk; reach with hands and arms; and stoop, kneel

The employee must occasionally lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision 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, TEXAS
ADMINISTRATIVE POLICY MANUAL

Procedure: BAP-PA.1
Page: 1 of 1
Date Authorized: 09/11/2013
Supersedes: 06/25/2013

BUDGET AMENDMENT POLICY – PERSONNEL-RELATED AMENDMENTS

PURPOSE

- 1.1 The purpose of this policy is to provide budgetary guidelines pertaining to personnel-related actions, in accordance with Texas statutes and local requirements; to set forth operating principles which minimize the cost of government and reduce financial risk; and to maintain financial structure of the County for present and future needs.

SCOPE

- 2.1 This policy applies to all positions funded by General Fund revenues that are not statutorily restricted or designated for a specific purpose (e.g. record archive funds)

BACKGROUND

- 3.1 During the County's annual budget process, Elected Officials and Department Heads petition the County Commissioner's Court for the required number of employees, the title of the positions, and the respective compensation. The Commissioner's Court then determines the number of employees and authorizes positions during the adoption of the County's annual budget. The Commissioner's Court sets the amount of compensation, office and travel expenses, and all other allowances for County and Precinct officers and employees who are paid wholly from County funds.

POLICY

- 4.1 After the Hidalgo County budget has been approved and adopted for the ensuing fiscal year, Commissioner's Court may amend the budget to permit an emergency expenditure in limited circumstances only. Therefore, Commissioner's Court will not consider requests for changes to increase the number of budgeted positions or increase the compensation paid to each authorized position within a department/office until the next appropriate budget cycle. Personnel actions, including but not limited to requests under the County's Personnel Policy Manual, Civil Service Commission Rules, and Law Enforcement Pay Plan are permitted, so long as the personnel action requests are in compliance with applicable constitutional or statutory provisions.