



HIDALGO COUNTY

Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: County Court at Law #8

DATE: 4/14/2015

CURRENT POSITION TITLE: Bailiff

CURRENT SLOT #: 0005

REQUESTED POSITION TITLE: Assistant Court Coordinator

REQUEST FOR:

New Position
 Temporary Position
 Position Reclassification*
 Other Title Change/Remove Auto Allowance

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

POSITION SALARY REQUEST:

Department Fund Account - 1100-412-00-028-001-0

Salary Amount:

\$ <u>50,000.00</u>	\$ <u>50,000.00</u>	\$ <u>0.00</u>
Current G&S/ Budgeted Salary	Proposed G&S/ Budgeted Salary	Net Change

Supplement Interpreter Pay:

\$ <u>3,000.00</u>	\$ <u>0.00</u>	\$ <u>(3,000.00)</u>
Current G&S/ Budgeted Allowance	Proposed G&S/ Budgeted Allowance	Net Change

Position to be funded from one of the following:

Current Department Budget
 Annual Budget Cycle
 Will Require Additional Funds

POSITION TYPE:

Full Time Employee Object 113
 Part Time Temporary Object 114
 \$ _____

Full Time Employee Object 121
 Part Time Temporary Object 122
 \$ _____
 Hourly Rate "2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS: N/A

Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)
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CIVIL SERVICE: Exempt Non-Exempt N/A

FLSA: Exempt Non-Exempt

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

Eduardo Villanueva comes to our office from the Hidalgo County Adult Probation Office and has qualities and experience that better suit the job description of Assistant Court Coordinator.

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)

Eduardo Villanueva comes to our office from the Hidalgo County Adult Probation Office and has qualities and experience that better suit the job description of Assistant Court Coordinator.

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

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	<i>[Signature]</i> Judge Omar Maldonado	<i>4-16-15</i> Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	<i>[Signature]</i> HUMAN RESOURCES DIRECTOR	<i>4/16/2015</i> Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	<i>[Signature]</i> DEPARTMENT OF BUDGET & MANAGEMENT	<i>4/23/15</i> Date	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	_____	_____	COMMISSIONERS' COURT APPROVAL	_____	_____



HIDALGO COUNTY

Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: County Court at Law #8

DATE: 4/14/2015

CURRENT POSITION TITLE: Assistant Court Coordinator

CURRENT SLOT #: 0004

REQUESTED POSITION TITLE: Bailiff

REQUEST FOR:

New Position
 Temporary Position
 Position Reclassification*
 Other Title Change/Add Auto Allowance

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

POSITION SALARY REQUEST:

Department Fund Account - 1100-412-00-028-001-0

Salary Amount:

\$ <u>45,000.00</u>	\$ <u>45,000.00</u>	\$ <u>0.00</u>
Current G&S/ Budgeted Salary	Proposed G&S/ Budgeted Salary	Net Change

Supplement Interpreter Pay:

\$ <u>0.00</u>	\$ <u>3,000.00</u>	\$ <u>3,000.00</u>
Current G&S/ Budgeted Allowance	Proposed G&S/ Budgeted Allowance	Net Change

Position to be funded from one of the following:

Current Department Budget
 Annual Budget Cycle
 Will Require Additional Funds

POSITION TYPE:

Full Time Employee Object 113
 Part Time Temporary Object 114
 \$ _____
 Enter hourly rate for temp. positions

Full Time Employee Object 121
 Part Time Temporary Object 122
 \$ _____
 Hourly Rate *2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS: N/A

Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)
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CIVIL SERVICE:
 Exempt FLSA: Exempt
 Non-Exempt Non-Exempt
 N/A

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

This change is being done as a result of Carlos Perez's experience and certification as a law enforcement officer and interpreter.

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)

This change is being done as a result of Carlos Perez's experience and certification as a law enforcement officer and interpreter.

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

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.		<i>4-16-15</i>	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	Judge Oscar Maldonado	Date			
2.		<i>4/23/15</i>	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	HUMAN RESOURCES DIRECTOR	Date			
3.		<i>4/23/15</i>	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	DEPARTMENT OF BUDGET & MANAGEMENT	Date			
4.	_____	_____	COMMISSIONERS' COURT APPROVAL		
		Date			

HIDALGO COUNTY, COUNTY COURT AT LAW #8

ASSISTANT COURT COORDINATOR

GENERAL DESCRIPTION

Under general direction of County 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.

EXAMPLES OF WORK PERFORMED

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 file

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

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Graduation from a high school or equivalent (GED)

One (1) year administration experience in the legal system

Must have good computer skills

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

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, COUNTY COURT AT LAW #8

BAILIFF

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 high school or equivalent (GED) 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

PHYSICAL DEMANDS:

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