

APPLICATION TO COMMISSIONERS COURT TO EMPLOY PERSONNEL

To the Honorable Commissioners Court of Williamson County}

I Bobby Gutierrez , Constable Pct. 3 of

Williamson County, Texas, hereby make application for authority to employ the following personnel:

Proposed Effective Date	Name and Position	Proposed Salary
01/01/2013	Rogelio Garcia Deputy Constable	\$45,887.20
01/01/2013	Roy Hart Constable Sergeant	\$53,455.87
01/01/2013	Rodney Henk Constable Sergeant	\$53,455.87
01/01/2013	Mark Horacek Deputy Constable	\$45,877.20
01/01/2013	Theresa Lock Chief Deputy Constable	\$79,078.06
01/01/2013	David Moore Deputy Constable	\$45,887.20
01/01/2013	Kadell Moore Office Specialist Senior	\$31,517.31
01/01/2013	Patricia Speed Research Analyst	\$31,517.31

01/01/2013	Eric Thomas Deputy Constable	\$48,163.03
01/01/2013	Nancy Torrez Administrative Specialist	\$27,854.65
01/01/2013	Byron Totty Deputy Constable	\$45,887.20
01/01/2013	Mario Cmet Deputy Constable	\$44,877.46
01/08/2013	M. Darren Jackson Deputy Constable	\$44,877.46

December 28, 2012
Date


Signature

Williamson County Constable Pct. 3

Position: Chief Deputy

Job Summary: Directs and manages activities of the administrative staff and lead deputies. Responsible for implementation of Constable's operational guidelines and directives.

Essential Duties: Oversees the operation of entire office, civilian and law enforcement. Ensures all civilian papers are "attempted" in 24 hours or less. Ensure all warrants have been "attempted". Ensures complete stats are being kept for both and that all monies collected are being routed to the proper recipient. Ensures our fleet is being maintained as necessary. Oversees the budget during the fiscal year and assists in the preparation of the budget for the new fiscal year. Directs and manages the daily operations and administration of the Constable Office. Supervises and reviews the work of others. Monitors office expenditures and assists with preparing annual budget. Oversees the daily distributions of warrant service. Establishes and enforces office policies and procedures. Implements training and facilitates training courses. Maintains firearm proficiency. Assists Deputy Constables when needed. Contributes to organizational effectiveness by being flexible and adaptable. Final decision on disciplinary actions taken on Law Enforcement and Civilian staff. Warrant service which requires the deputy to take a pro-active approach to locating the subject. This would include internet and other electronic resources. Daily contacts which ensure a good working relationship with the other Constables, Law Enforcement and County/District Attorney's offices.

Williamson County Constable Pct. 3

Position: Constable Sergeant

Job Summary: Responsible for directing the personnel and resources to implement the mission and goals of the Constable Pct. 3. Supervises deputies assigned to civil, environmental and criminal enforcement, warrant collections and fugitive apprehension.

Essential Duties: Reports directly to the Chief Deputy. Plan, organize and supervise departmental activities, including enforcement of laws. Evaluates the duties and performance of staff. Ensures compliance with departmental policies, procedures and directives. Approves staff reports and statistical data to assess productivity and performance measures. Serves as the Constable Office representative for CAD/RMS matters. Serves as the Constable Office representative on field related incidents command activities. Manages the equipment inventory for all field staff. Manages the lap-top computers and radio equipment for all field staff. Communicates and participates with external county offices, state and federal officials. Manages the training requirements of all field staff. Locates and apprehends fugitives. Collects outstanding fines and fees on warrants. Serves civil process and completes enforcement actions as directed by the courts. Investigates environmental and other criminal offenses and takes enforcement actions as necessary. Assists with the development of the office budget. Related special projects as assigned.

Williamson County Constable Pct. 3

Position: Deputy Constable

Job Summary: Performs timely service of criminal and civil process issued by the courts and enforces local, state and federal laws.

Essential Duties: Works rotation between three areas of responsibility: warrants, civil law, and environmental enforcement. Uses investigative skills and resources to locate and apprehend fugitives with criminal warrants. Makes arrests, collects fees, writes reports and correspondence, and maintains computer files. Delivers and executes all forms of civil process, subpoenas, restraining orders, writs of execution, sequestration, writs of possession, attachment, evictions, protective orders, etc. Levies and sells personal and real property under court orders. Serve as bailiff and security in justice court. Investigates complaints, mitigates problems, and coordinates environmental clean-up with state and local health departments and other offices responsible for environmental law violations of the Health and Safety Code and Transportation Code. Prepares affidavits and correspondence to courts, attorneys and the general public. Performs related special projects as assigned.

Williamson County Constable Pct. 3

Position: Senior Office Specialist

Job Summary: Responsible for providing senior administrative support to the Constable's Office by processing civil and criminal court orders, complaints and documents. Maintain confidential files and computer system databases. Oversees the daily operations of the clerical staff in the Civil Division. Maintains civil records and financial records on civil payments. Responsible for administrative assistance for the Tax Sale following all set guidelines for the mailing of documentation, day of sale assistance at the auction and the collection of payments for property purchased.

Essential Duties: Reports to the Chief Deputy. Performs daily intake and internal processing of all civil documentation through internal and county computer system databases. Handles phone calls providing requested information regarding civil papers, services provided by the Constable's office, environmental law business and warrant information. Refers the caller to the appropriate office as needed. Process and receipt civil service fees and ensure daily deposits of such payments. Record, copy, distribute and file financial transactions. Maintain complete and accurate databases of financial information to correspond to case work and to comply with the Court and internal audit policies. Provides exceptional customer service via telephone and in person to all persons having civil and environmental law business with the Constable's Office. Provides assistance to inquiries regarding services provided by the Constable's Office and directs customers to the correct agency for further assistance if necessary. Responsible for ensuring that all civil files and documentation are properly completed, entered into databases and filed for records retention. Prepare, distribute and file billing invoices for all outstanding accounts receivable associated with civil process service fees. Must maintain accurate receipt files for accounts receivable as payments are received and deposited. Log, proof, receipt and distribute official legal documents received from other Courts, counties or agencies. Maintain, update and organize office activity calendar and schedule. Process and file all documentation associated with civil files according to State and office records management policy. Frequently communicates with other county personnel, attorneys, law enforcement and external agencies and the general public. Assists the Warrant Division with overflow calls and payments. Provides assistance as time allows. Provides back-up for the Research Analyst, data entry and filing of criminal reports. Responsible for daily US Mail intake and distribution. Related special projects as assigned.

Williamson County Constable Pct. 3

Position: Administrative Specialist

Job Summary: Responsible for providing administrative support to the Constable's Office by processing civil and criminal court orders, new warrants, complaints and other documents received by this office. Maintaining confidential files, computer system databases and distributing correspondence. Provides exceptional customer service.

Essential Duties: Reports directly to the Sr. Office Specialist or Research Analyst as directed. Performs daily intake and internal processing of all civil or warrant documentation through internal and county computer system databases. Handles phone calls providing requested information regarding civil papers, services provided by the Constable's Office, environmental law business or warrant information. Refers the caller to the appropriate office as needed. Process and receipt civil service fees and criminal arrest warrant collection payments and ensure daily deposits of such payments. Record, copy, distribute and file financial transactions. Provides back-up in preparing, distribution and filing billing invoices for all outstanding accounts receivable associated with warrant arrest and civil process service fees. Assists in maintaining complete and accurate databases of financial information to correspond to case work and to comply with the Court and internal audit policies. Assists with ensuring that all civil, criminal files and documentation are properly completed, entered into databases and filed for records retention. Assists in maintaining accurate receipt files for accounts receivable as payments are received and deposited. Log, proof, receipt and distribute official legal documents received from other Courts, Counties or agencies. Assist in maintaining, updating and organizing the office activity calendar and schedule. Process and file all documentation associated with closed warrant and civil files according to State and office records management policy. Attempts to locate defendants with outstanding warrants using provided resources. Makes notification with cards, letters and phone calls. Frequently communicates with other county personnel, attorneys, law enforcement agencies, external agencies and the general public. Related special projects as assigned.

Williamson County Constable Pct. 3

Position: Research Analyst

Job Summary: Performs highly responsible technical research and analytical duties of a confidential nature for elected official and staff related to locating fugitives from justice.

Essential Duties: Researches, reads, evaluates and analyzes a wide variety of data and information on criminal fugitive warrant service in various sensitive computer systems to enhance the successful investigation and tracking of criminal fugitives. Enters, updates, and retrieves information using multiple computer systems and confidential law enforcement databases to access driver licenses, criminal records, NCIC/TCIC, vehicle registration, government agency records and various law enforcement agency confidential records. Prepares and maintains files and materials for elected official and staff. Performs liaison activities with analysts in other law enforcement services in the federal, state and local levels. Oversee the duties of other clerical staff associated with fugitive apprehension responsibilities. Establishes and maintains office records and criminal fugitive investigation tracking files. Prepares reports and statistical data, and data analysis. Notarizes legal documents, prepares and distributes complaints to the courts, types and mails correspondence and forms. Related special projects as assigned.