

Application to Commissioners' Court to Employ Personnel

To the Honorable Commissioners' Court of Williamson County

I, Marty Ruble, Constable Precinct Four of Williamson County, Texas, hereby make application for authority to employ the following per Local Govt Code 151.001(b):

Proposed Effective Date	Title and # of Positions	Proposed Salary with longevity
1/1/2013	Chief Deputy Mark Birchard	\$77,508.14
1/1/2013	Lieutenant Deputy Edward Thomison	\$72,986.94
1/1/2013	Sergeant Deputy Brian Olson	\$54,079.87
1/1/2013	Deputy Chris Jakubowski	\$49,246.70
1/1/2013	Deputy Albert Herrera III	\$48,163.03
1/1/2013	Deputy Michael Pendley	\$49,246.70
1/1/2013	Deputy Raymond Ogas	\$56,139.42
1/1/2013	Deputy Thomas Evans III	\$49,246.70
1/1/2013	Research Analyst Shelley Thomas	\$34,186.82
1/1/2013	Office Specialist Sr Teresa Chaidez	\$33,562.82
1/1/2013	Admin Spec Janice Alvarado	\$29,896.32

Date 01/02/2013 Sworn to  Elected Official

Janice Alvarado



## Williamson County Job Description

### Dept: Constable – Precinct 4

**Job Title: Chief Deputy Constable**

**FLSA: Exempt**

**Pay Grade: L4**

**Effective Date: 7.2011**

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#### **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:**

- Oversee the operations of the entire office, civilian and law enforcement.
- Ensures ALL papers are "attempted" in 24 hours or less. Ensure warrants are being "attempted".
- Ensures complete statistics are being kept, monies collected are being routed to proper recipient.
- Ensures the fleet is being maintained as necessary.
- Directs and manages the daily operations and administration of the Constable Office.
- Supervises and reviews work of others.
- Monitors office expenditures, processes the department's requests for the annual budget.
- Establishes and enforces office policies and procedures.
- Implements training and facilities training courses.
- Maintains firearms proficiency requirements for department.
- The Training coordinator for department. Reports licensing, training to TCLEOSE.
- Assist Junior Supervisors and Deputy Constable's as needed.
- Contributes to organizational effectiveness by being flexible and adaptable.
- Final decision and disciplinary actions taken on LE and Civilian staff.
- Daily Contacts. These contacts are to ensure good working relationship with the other constable's, LE and County/District Attorney's offices.
- The physical demands and environmental factors listed below as well as regular attendance are also essential functions for this position.

#### **PHYSICAL DEMANDS:**

Duties require daily standing, walking, talking, and listening; frequent use of hands and/or fingers to grasp, handle, pick (up to occasionally over 100lb), pinch, type or feel, reaching with hands or arms; occasional sitting, climbing or balancing, and stooping, kneeling, crouching or crawling; close vision, distance vision, ability to distinguish colors, peripheral vision, depth perception, and ability to adjust focus.

#### **ENVIRONMENTAL FACTORS:**

Work is performed primarily in a climate-controlled open work area shared with other employees and is open to the public and office traffic; job requires exposure to wet, humid conditions, moving mechanical parts, high precarious places, and fumes or airborne particles. Worker is subject to physical hazards from traffic and subject physical harm as the result of confrontation and/or use of deadly force. Noise level is moderate. Williamson County has adopted a Tobacco-Free Workplace policy. This policy prohibits smoking or use of any tobacco product on Williamson County premises. Smoking cessation program is offered free to employees and spouses through Williamson County & Cities Health District.

#### **QUALIFICATIONS:**

Associate's degree in Law enforcement of related field, or Advanced TCLEOSE Certification. Ten (10) years job experience. Valid Texas Drivers License, proficiency in use of firearms. Working knowledge and experience in Windows-based office computer programs and Internet. Must be high moral and ethical character, highly motivated and trustworthy to work independently, under general supervision with measurable performance

## **Williamson County Job Description**

**Dept: Constable – Precinct 4**

**Job Title: Chief Deputy Constable**

**FLSA: Exempt**

**Pay Grade: L4**

**Effective Date: 7.2011**

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expectations. Must be able to maintain positive, professional and effective working relationships with other law enforcement agencies, justice system personnel, elected officials and the general public.

## Williamson County Job Description

Dept: Constable – Precinct 4

**Job Title: Lieutenant Deputy  
Constable**

**FLSA: Exempt**

**Pay Grade: L3**

**Effective Date: 7.2011**

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### **JOB SUMMARY:**

- Oversee scheduling, time off and work assigned to Constable Deputies.
- Responsible for proper maintenance is complete on Constable 4 fleet.
- Responsible for time sheets and employee status changes in Oracle.
- Responsible for all writs of executions that deal with the seizure and the sale of property.

### **ESSENTIAL DUTIES:**

- Keeps statistical data for all shifts, and reports when required
- Exercises independent judgment, within the limits prescribed by law, department policies, and applicable rules and regulations, to plan, organize and direct department activities and subordinate personnel regarding the department's objectives, duties and responsibilities
- Prepares and writes performance measure analysis, and policy and procedure recommendations. Investigates, writes and conducts personnel related performance feedback, evaluations, commendations, and personnel corrective measures.
- Manages personnel schedules, reports, training, and work activities.
- Participates in the essential duties of subordinate personnel's primary duties and responsibilities.
- Primary contact for all writs and executions.
- Enforces department policies, procedures, regulations, objectives and mission.
- Represents the department while interacting with other law enforcement agency command staff, department heads, elected officials, magistrates, attorneys and the general public.
- Performs related duties as assigned.
- Regular attendance, the physical demands and the environmental factors listed below are also essential functions for this position.

### **PHYSICAL DEMANDS:**

Ability to pursue violators on foot over rough terrain and obstacles; to physically subdue and restrain aggressive violators; to safely operate a motor vehicle and mobile radio under normal and emergency conditions without any equipment modifications specific to any individual operator. Must be able to speak in a clear, understandable voice; to competently discharge a firearm with either hand; to hear audible sounds such as normal conversations, audible alarms, and radio transmissions.

### **ENVIRONMENTAL FACTORS:**

Exposure to inclement weather. Long periods of driving and sitting. May work varying hours, holidays, and weekends. May have contact with mentally ill persons, physically violent persons and persons involved in criminal activity. May be exposed to personal and environmentally hazardous conditions or all types. Williamson County has adopted a Tobacco-Free Workplace policy. This policy prohibits smoking or use of any tobacco product on Williamson County premises. Smoking cessation program is offered free to employees and spouses through Williamson County & Cities Health District.

### **QUALIFICATIONS**

- High School Graduation or equivalent, some college preferred.
- Must have valid Texas Drivers License.
- Minimum of 10 years law enforcement experience.
- Minimum of 5 years of law enforcement experience with Williamson County
- TCLEOSE Advanced or Master Peace Officer License.

## **Williamson County Job Description**

**Dept: Constable – Precinct 4**

**Job Title: Lieutenant Deputy  
Constable**

**FLSA: Exempt**

**Pay Grade: L3**

**Effective Date: 7.2011**

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- TCLEOSE Civil Process Proficiency Certification.
  - TCLEOSE Instructor.
  - Law Enforcement Supervisor Training.
  - Excellent knowledge of Texas State Statutes, Emergency Management – Advanced Incident Management Training, Advanced knowledge of MS Office computer programs.



## Williamson County Job Description

### Dept: Constable – Precinct 4

**Job Title: Constable Sergeant**

**FLSA: Nonexempt**

**Pay Grade: L2**

**Effective Date: 7.2011**

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#### **JOB SUMMARY:**

- Responsible for serving and executing Civil Process and Warrants, which can result in the arrest and transport of citizens or the collection of fines and fees.
- Execution of Civil Process and Warrants including researching and locating individuals through the use of different online resources and field interviews.

#### **ESSENTIAL DUTIES:**

- Primary Supervisor over deputy constables, responsible for evening shift activities.
- Uses investigative skills and resources to locate and apprehend fugitives with criminal warrants, makes arrests, collect 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, daily reviews and ensures timely delivery of civil and warrants.
- Prepares affidavits alternate service requests and correspondence to courts, attorneys, and the general public, ensures that reports are timely and correct. Ensures return and locations of all process and warrants.
- Maintains records and files, collects fees, makes arrests and testifies in court.
- Frequently communicates with other county personnel, Attorneys, law enforcement and external agencies and the general public.
- Performs related duties as assigned.
- Regular attendance, the physical demands and the environmental factors listed below are also essential functions for this position.

#### **PHYSICAL DEMANDS:**

Ability to pursue violators on foot over rough terrain and obstacles; to physically subdue and restrain aggressive violators; to safely operate a motor vehicle and mobile radio under normal and emergency conditions without any equipment modifications specific to any individual operator. Must be able to speak in a clear, understandable voice; to competently discharge a firearm with either hand; to hear audible sounds such as normal conversations, audible alarms, and radio transmissions.

#### **ENVIRONMENTAL FACTORS:**

Exposure to inclement weather. Long periods of driving and sitting. May work varying hours, holidays, and weekends. May have contact with mentally ill persons, physically violent persons and persons involved in criminal activity. May be exposed to personal and environmentally hazardous conditions or all types. Williamson County has adopted a Tobacco-Free Workplace policy. This policy prohibits smoking or use of any tobacco product on Williamson County premises. Smoking cessation program is offered free to employees and spouses through Williamson County & Cities Health District.

#### **QUALIFICATIONS**

- High School Graduation or equivalent, some college preferred.
- Minimum of 5 years police field experience.
- TCLEOSE Intermediate Certification License.
- Excellent knowledge of Texas State Statutes, Emergency Management – Advanced Incident Management Training, Advanced knowledge of MS Office computer programs.

**Williamson County Job Description**

**Dept: Constable – Precinct 4**

**Job Title: Constable Sergeant**

**FLSA: Nonexempt**

**Pay Grade: L2**

**Effective Date: 7.2011**

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## Williamson County Job Description

Dept: Constable – Precinct 4

**Job Title: Deputy Constable**

**FLSA: Nonexempt**

**Pay Grade: L1**

**Effective Date: 7.2011**

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### **JOB SUMMARY:**

- Responsible for serving and executing Civil Process and Warrants, which can result in the arrest and transport of citizens or the collection of fines and fees.
- Delivery of Civil Process and Execution of warrants including researching and locating individuals through the use of different online resources and field interviews.

### **ESSENTIAL DUTIES:**

- Uses investigative skills and resources to locate persons for Civil Process and apprehend fugitives with criminal warrants, makes arrests, collect 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, and serve as bailiff and security in justice court.
- Prepares affidavits and correspondence to courts, attorneys, and the general public.
- Maintains records and files, collects fees, makes arrests and testifies in court.
- Perform courtroom management duties by ensuring courtroom facilities are available and ready.
- Responsible for the over site of jurors during the trial process.
- Assist the judge, attorneys, jurors, and the public in their dealings with court.
- Frequently communicates with other county personnel, Attorneys, law enforcement and external agencies and the general public.
- Performs related duties as assigned.
- Regular attendance, the physical demands and the environmental factors listed below are also essential functions for this position.

### **PHYSICAL DEMANDS:**

Ability to pursue violators on foot over rough terrain and obstacles; to physically subdue and restrain aggressive violators; to safely operate a motor vehicle and mobile radio under normal and emergency conditions without any equipment modifications specific to any individual operator. Must be able to speak in a clear, understandable voice; to competently discharge a firearm with either hand; to hear audible sounds such as normal conversations, audible alarms, and radio transmissions.

### **ENVIRONMENTAL FACTORS:**

Exposure to inclement weather. Long periods of driving and sitting. May work varying hours, holidays, and weekends. May have contact with mentally ill persons, physically violent persons and persons involved in criminal activity. May be exposed to personal and environmentally hazardous conditions or all types. Williamson County has adopted a Tobacco-Free Workplace policy. This policy prohibits smoking or use of any tobacco product on Williamson County premises. Smoking cessation program is offered free to employees and spouses through Williamson County & Cities Health District.

### **QUALIFICATIONS**

- High School Graduation or equivalent, some college preferred.
- Minimum of 5 years police field experience.
- TCLEOSE Intermediate Certification License.
- Excellent knowledge of Texas State Statutes, Emergency Management – Advanced Incident Management Training, Advanced knowledge of MS Office computer programs.



## **Williamson County Job Description**

**Dept: Constable – Precinct 4**

**Job Title: Deputy Constable**

**FLSA: Nonexempt**

**Pay Grade: L1**

**Effective Date: 7.2011**

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## Williamson County Job Description

### Dept: Constable – Precinct 4

**Job Title: Research Analyst**

**FLSA: Nonexempt**

**Pay Grade: 18**

**Effective Date: 7.2011**

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#### **JOB SUMMARY:**

- Responsible for providing research and analytical duties for the Constable's office by utilizing numerous confidential Law Enforcement databases to locate fugitives.
- Provides statistical reports on warrant collection and arrest information.
- As senior administrative position oversees the daily operation of clerical staff in warrant division.
- Maintains warrant records and financial records on warrant payments.

#### **ESSENTIAL DUTIES:**

- Research data on defendants with arrest warrants assigned to the Constable's office.
- Responsible for warrant card being mailed.
- Follow-up with defendant for voluntary compliance with payment for the active warrant.
- Enters data into spreadsheets for analytical data analysis.
- Provides quarterly and annual statistical reports on warrant data.
- Prepare annual reports in a timely manner in accordance to established guidelines and deadlines.
- Communicates with defendants to provide warrant information.
- Processes warrant recalls.
- Process all warrant payments.
- Assists with special projects as needed by the Constable and Chief Deputy.
- Maintain billing invoices of personnel time and county equipment use.
- Maintain logs on financial transactions and TLETS-TCIC/NCIC usage.

#### **PHYSICAL DEMANDS:**

Position involves sitting at a desk or other workstation, performing data entry, answering phone, standing, and communicating to other county personnel, attorneys, law enforcement, and the general public.

#### **ENVIRONMENTAL FACTORS:**

Work is primarily indoors in an air-conditioned, smoke free office. Continual work at a computer keyboard. Work outside of the normal office hours (Monday-Friday 8 a.m. to 5 p.m.) may be required to meet deadlines and accuracy requirements. Williamson County has adopted a Tobacco-Free Workplace policy. This policy prohibits smoking or use of any tobacco product on Williamson County premises. Smoking cessation program is offered free to employees and spouses through Williamson County & Cities Health District. This is an FLSA nonexempt position.

#### **QUALIFICATIONS:**

- High School Graduate or equivalent.
- Must have 3-5 years prior clerical experience.
- Ability to deal with angry individuals and stressful situations.
- Ability to maintain a courteous, positive and professional manner at all times.
- Excellent interpersonal, oral and written communication skills.
- Working knowledge of Windows environment using Microsoft Office Suite.
- Must have strong organizational skills and proven ability to maintain accurate, detailed records.
- Must be able to work under pressure in a high volume office, produce accurate work and meet established deadlines
- Prior Law Enforcement experience to include knowledge of criminal arrest warrants.
- Knowledge of basic accounting principles.

**Williamson County Job Description**

**Dept: Constable – Precinct 4**

**Job Title: Research Analyst**

**FLSA: Nonexempt**

**Pay Grade: 18**

**Effective Date: 7.2011**

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## Williamson County Job Description

Dept: Constable Pct 4

**Job Title: Senior Office Specialist**

FLSA: Nonexempt

Pay Grade: 18

Effective Date: 7.2011

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### **JOB SUMMARY:**

- Responsible for providing senior administrative support to the Constables Office by processing civil and criminal court orders, complaints and documents to include maintaining confidential files, computer system databases and distributing correspondence.
- Serves as the primary contact and customer service representative via telephone, in person, mail or e-mail to the general public, law enforcement personnel and agencies, legal and Court personnel and County office representatives.

### **ESSENTIAL DUTIES:**

- Reports directly to the Chief Deputy of Pct 4.
- Performs daily intake and internal processing of all civil and warrant documentation through internal and county computer system databases.
- Handle phone calls from criminal defendants with outstanding criminal arrest warrants by mail and/or telephone to arrange collection of Court ordered fines and fees prior to arrest by Deputies.
- Process and receipt civil service fees and criminal arrest warrant collection payments to 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.
- Provide exceptional customer service via telephone and/or in person to all persons having civil and/or environmental law business with the Constables Office.
- Provides assistance to inquiries regarding services provided by the Constables Office and direct customers to the correct agency for further assistance, if necessary.
- Responsible for ensuring that all civil, criminal 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 warrant arrest and 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 closed warrant files and 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.
- Must readily comply with departmental and county-wide policies and procedures.
- Related special projects as assigned.
- The physical demands and environmental factors listed below as well as regular attendance are also essential functions for this position.



## Williamson County Job Description

Dept: Constable Pct 4

Job Title: Senior Office Specialist

FLSA: Nonexempt

Pay Grade: 18

Effective Date: 7.2011

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**PHYSICAL DEMANDS:** Position involves sitting at a desk or other workstation, typing, filing, making copies, standing and communicating to other county personnel, Attorneys, law enforcement and external agencies and the general public.

**ENVIRONMENTAL FACTORS:** Work is primarily indoors in an air-conditioned, smoke free office. Continual work at a computer keyboard. Work outside of the normal office hours (Monday-Friday 8 a.m. to 5 p.m.) may be required to meet deadlines and accuracy requirements. This is an FLSA nonexempt position.

**MINIMUM QUALIFICATIONS:** High school diploma or equivalent with one (1) year of clerical experience. Experience with Windows, Microsoft Word, Excel, PowerPoint, Access, 10 key calculator by touch, fax and copy machines. Typing speed of 45 wpm. Excellent interpersonal, oral and written communication skills. Ability to work effectively with co-workers, employees, and management in a pleasant, professional manner. Must have strong organizational skills and proven ability to maintain accurate, detailed records that will be audited periodically. Must be able to work under pressure in a high volume office, produce accurate work and meet established deadlines. Must be mature, dependable, resourceful, and able to work independently and to maintain strict confidentiality. Subject to criminal background check.

**PREFERRED REQUIREMENTS:** Work experience in a law enforcement environment interacting with the general public, Attorneys, Court processes and external agencies.

## Williamson County Job Description

Dept: Constable Pct 4

**Job Title: Admin Specialist**

FLSA: Nonexempt

Pay Grade: 16

Effective Date: 7.2011

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### **JOB SUMMARY:**

- Responsible for providing administrative support to the Constables Office by processing civil and criminal court orders, complaints and documents to include maintaining confidential files, computer system databases and distributing correspondence.
- Serves as the primary contact and customer service representative via telephone, in person, mail or e-mail to the general public, law enforcement personnel and agencies, legal and Court personnel and County office representatives.

### **ESSENTIAL DUTIES:**

- Reports directly to the Chief Deputy of Pct 4.
- Performs daily intake and internal processing of all civil and warrant documentation through internal and county computer system databases.
- Handle phone calls from criminal defendants with outstanding criminal arrest warrants by mail and/or telephone to arrange collection of Court ordered fines and fees prior to arrest by Deputies.
- Process and receipt civil service fees and criminal arrest warrant collection payments to 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.
- Provide exceptional customer service via telephone and/or in person to all persons having civil and/or environmental law business with the Constables Office.
- Provides assistance to inquiries regarding services provided by the Constables Office and direct customers to the correct agency for further assistance, if necessary.
- Responsible for ensuring that all civil, criminal 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 warrant arrest and 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 closed warrant files and 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.
- Must readily comply with departmental and county-wide policies and procedures.
- Related special projects as assigned.
- The physical demands and environmental factors listed below as well as regular attendance are also essential functions for this position.

## Williamson County Job Description

Dept: Constable Pct 4

Job Title: Admin Specialist

FLSA: Nonexempt

Pay Grade: 16

Effective Date: 7.2011

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**PHYSICAL DEMANDS:** Position involves sitting at a desk or other workstation, typing, filing, making copies, standing and communicating to other county personnel, Attorneys, law enforcement and external agencies and the general public.

**ENVIRONMENTAL FACTORS:** Work is primarily indoors in an air-conditioned, smoke free office. Continual work at a computer keyboard. Work outside of the normal office hours (Monday-Friday 8 a.m. to 5 p.m.) may be required to meet deadlines and accuracy requirements. This is an FLSA nonexempt position.

**MINIMUM QUALIFICATIONS:** High school diploma or equivalent with one (1) year of clerical experience. Experience with Windows, Microsoft Word, Excel, PowerPoint, Access, 10 key calculator by touch, fax and copy machines. Typing speed of 45 wpm. Excellent interpersonal, oral and written communication skills. Ability to work effectively with co-workers, employees, and management in a pleasant, professional manner. Must have strong organizational skills and proven ability to maintain accurate, detailed records that will be audited periodically. Must be able to work under pressure in a high volume office, produce accurate work and meet established deadlines. Must be mature, dependable, resourceful, and able to work independently and to maintain strict confidentiality. Subject to criminal background check.

**PREFERRED REQUIREMENTS:** Work experience in a law enforcement environment interacting with the general public, Attorneys, Court processes and external agencies.