



**Judicial Clerk**  
Pretrial Services

PTS/5  
Pay Grade: 11

**JOB SUMMARY**

This position is responsible for providing clerical support for assigned court operations.

**MAJOR DUTIES**

- Assists with initial court proceedings related to Pretrial Services and the appointment of attorneys.
- Prepares documents for court proceedings.
- Coordinates and completes defendant interviews.
- Gathers defendant financial information.
- Assists the presiding judge in the appointment of attorneys.
- Assists attorneys with question regarding defendant information.
- Scans magistrate packets and bail bond documents.
- Organizes and inputs data to a computerized database.
- Prepares and indexes magistrate packets; forwards packets to appropriate personnel.
- Contacts and advises attorneys of detention hearings.
- Perform any other duties as assigned.

**KNOWLEDGE REQUIRED BY THE POSITION**

- Knowledge of modern office practices and procedures.
- Knowledge of court, county and departmental policies and procedures.
- Knowledge of computers and job-related software programs.
- Skill in prioritizing and organizing work.
- Skill in the use of standard office equipment.

- Skill in oral and written communication.
- Ability to communicate in English and Spanish; preferred.

#### SUPERVISORY CONTROLS

The Pretrial Services Supervisor assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with instructions, accuracy, and the nature and propriety of the final results.

#### GUIDELINES

Guidelines include court, county and department policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

#### COMPLEXITY/SCOPE OF WORK

- The work consists of related clerical duties. Frequent interruptions contribute to the complexity of the position.
- The purpose of this position is to provide clerical support for assigned court operations. Successful performance contributes to the efficiency and effectiveness of those operations.

#### CONTACTS

- Contacts are typically with co-workers, other county employees, court personnel, defendants, attorneys, and the general public.
- Contacts are typically to give or exchange information, resolve problems, and provide services.

#### PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while standing or walking.
- The work is typically performed in an office and a courtroom.

#### SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

#### MINIMUM QUALIFICATIONS

- A minimum of 30 college credit hours from an accredited college or university preferred.
- Must have one to two years experience.
- Must have a high school diploma or GED from an accredited institution.

**OTHER REQUIREMENT/INFORMATION**

- Must possess a valid and current driver's license.
- Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing, Motor Vehicle Record (MVR) and criminal background checks are required.
- This position *is covered* by Civil Service; therefore, is subject to the Civil Service Rules and Regulations in addition to all other Webb County policies.

**ACKNOWLEDGEMENT**

The undersigned have read, discussed and understand the full meaning of this job description and agree to abide by all terms and conditions herein expressed or implied.

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Employee's Signature

Print Name

Date

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Supervisor's Signature

Print Name

Date

## REQUIRED INFORMATION TO PRESENT AT NEXT CIVIL SERVICE MEETING

I, Cornell Mickley with Pre-Trial Services  
(Please print) (Department)

I am officially requesting to meet with the Civil Service Commission at their next meeting.

### HUMAN RESOURCES FILLS IN THIS SECTION:

\_\_\_\_\_ The date for this meeting has not been set by the Commissioners.  
Human Resources staff will keep you notified with the specifics of the meeting.

☒ The next meeting is scheduled: 10/17/2019  
Location information will follow.

### RELATIVE INFORMATION ABOUT THE DOCUMENT/S BEING PRESENTED TO COMMISSIONERS:

(PLEASE CHECK ALL THAT APPLY):

I. \_\_\_\_\_ Job Description modification/certification

Slot # \_\_\_\_\_

Title change; from \_\_\_\_\_ to \_\_\_\_\_

**NOTE:** Prior to presenting to Civil Service, title changes **MUST** have Commissioner's Court approval.

\_\_\_\_\_ I certify that this step of the process has been completed.

Commissioner's Court Approval Date: \_\_\_\_\_

☒ Job Description modification/certification **ONLY**

Slot # 2390

(i.e., same title applies, modifications to the Job Description)

**NOTE:** Prior to presenting, **ANY "significant modifications"** **MUST** have Commissioner's Court approval.

☒ I certify that this step of the process has been completed.

Commissioner's Court Approval Date: 9/23/2019

III. \_\_\_\_\_ To declare a position sensitive, thus exempt from Civil Service

**NOTE:** Must meet criteria set forth in *Section 3.3 of Civil Service Rules & Regulations*.

**In addition, MUST have Commissioners Court Approval prior to presenting, if modifications are made to the Job Description.**

\_\_\_\_\_ I certify that this step of the process has been completed.

Commissioner's Court Approval Date: \_\_\_\_\_

IV. \_\_\_\_\_ To present/certify *Standard Operating Procedures ("SOPS")*, or *Departmental Policies*.

V. Other. Please describe below:

Cornell Mickley /S/  
Elected Official/Department Head Signature

10/10/2019  
(date)

#### HR USE ONLY:

\_\_\_\_ Form rec'd

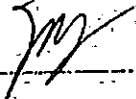
\_\_\_\_ JD rec'd



MARGIE R. IBARRA  
COUNTY CLERK  
FILED

2019 OCT 11 AM 10:23

WEBB COUNTY, TEXAS

BY  DEPUTY

## **PUBLIC NOTICE**

### **WEBB COUNTY CIVIL SERVICE COMMISSION MEETING**

**DATE:** Thursday, October 17, 2019  
**TIME:** 9:00 a.m.  
**PLACE:** William N. "Billy" Hall Jr. Administration Building  
1110 Washington Street  
1<sup>st</sup> Floor Conference Room 1-B  
Laredo, Texas 78040

1. Call to order by Roberto Santos, Webb County Civil Service Commission Chairman.

### **CIVIL SERVICE COMMISSION TO DISCUSS AND ACT ON THE FOLLOWING:**

2. Discussion and possible action to approve and certify the title change and modified job descriptions for the following positions, as requested by the **Medical Examiner**:
  - Slot # 2232 – from Administrative Assistant to Office Manager
  - Slot # 2870 – from Autopsy Technician to Lead Autopsy Technician
3. Discussion and possible action to approve and certify the title change and modified job description for the following position, as requested by **Economic Development**:
  - Slot # 0687 – from Equipment Transporter to Grant Writer/ Project Coordinator
4. Discussion and possible action to approve and certify the title change and modified job description for the following position, as requested by the **County Judge's Office**:
  - Slot # 2876 – from Journeyman Electrician to Emergency Management Specialist

**NOTE:** The above job description modifications and title changes were taken to Commissioners Court on September 23, 2019.

5. Discussion and possible action to approve and certify the title change and modified job descriptions for the following positions, as requested by the **Juvenile Department**:

- Slot # 2391 – from Assistant Facility Administrator to Director
- Slot # 319 – Chief of Juvenile Probation Officer (**Modifications Only**)

**NOTE: The above Job description modifications and title change was taken to Commissioners Court on June 24, 2019, and October 15, 2019.**

6. Discussion and possible action to approve and certify the newly created job description for the following position, as requested by **Constable Pct. 1.:**

- Slot # 2935 – Administrative Clerk

7. Discussion and possible action to approve and certify the title change and modified job descriptions for the following positions, as requested by **Indigent Healthcare Services**:

- Slot # 598, 599, 603, 1890, 1242 and 2111 - from Caseworker to Case Manager
- Slot# 1891 – from Administrative Clerk to Outreach Investigator

8. Discussion and possible action to approve and certify the newly created job description for the following position, as requested by **Purchasing**:

- Slot # 2938 – Executive Assistant

9. Discussion and possible action to approve and certify the newly created job description for the following position, as requested by **Pre-Trial Services**:

- Slot # 2936 – Judicial Clerk

**NOTE: The above Job Description modifications and title change was taken to Commissioners Court on September 23, 2019.**

10. Discussion and approval of minutes of the meeting of the Webb County Civil Service Commission for the following date: **July 3, 2019 and September 5, 2019.**

11. Discussion and possible action to schedule a future meeting of the Webb County Civil Service Commission.

12. Adjournment.

The Webb County Civil Service Commission hereby reserves the right to go into closed session at any time during this public meeting, if such is requested by the County Attorney or other legal counsel for the County, pursuant to his or her duty under Section 551.071(2) of the Texas Government Code, to consult privately with his or her client on an item on the agenda, or on a matter arising out of such item.

DATED THIS 11<sup>th</sup> DAY of October 2019

BY: 

Ernesto Guajardo, Human Resources Director

#### CERTIFICATION OF NOTICE AND POSTING

I, the undersigned, County Clerk, do hereby certify that the above notice of Public Meeting, is a true and correct copy of said notice, and that I posted a true and correct copy of said notice on the bulletin board at the Courthouse door of Webb County, Texas, at a place readily accessible to the general public at all times on the 11<sup>th</sup> Day of October 2019 and said notice remained so posted continuously for at least 72 hours preceding the scheduled time of said meeting.

DATED THIS 11<sup>th</sup> DAY OF October 2019.

MARGIE RAMIREZ IBARRA, WEBB COUNTY CLERK, WEBB COUNTY, TEXAS

BY: 

Deputy Clerk