



Judge Beckie Palomo

341ST STATE DISTRICT COURT

September 25, 2017

Webb County Commissioners Court
1000 Houston Street
Laredo, Texas 78040

County Judge Tano Tijerina
Commissioner Jaime Canales
Commissioner Jesse Gonzalez
Commissioner Rosaura Tijerina
Commissioner John Galo

RE: 341st District Court's Determination of Need and Re-Appointment of Appropriate Staff and Support Personnel and Request for Approval of Proposed Budget FY2018

Dear Members of Commissioners Court:

In your deliberation of the Webb County Budget for FY2018, I submit for your review and consideration the 341st District Court's Determination of Need and Re-Appointment of Appropriate Staff and Support Personnel and Request for Approval of Proposed Budget FY2018, attached hereto.

On September 8, 2017, the attached proposed budget was submitted to the budget officer for inclusion in the official proposed budget. For reasons only he may know and without justification, the budget officer failed to include my proposed budget and instead changed my budget by removing three crucial positions and set the employees' salaries contrary to my request and inconsistent with the projected salary increases previously discussed in open court.

In anticipation of an unwarranted modification to my proposed budget, and in the spirit of public transparency, on September 5, 2017, I filed the attached proposed budget with the Webb County Clerk's Office and District Clerk's Office and submitted a copy to the county auditor pursuant to the legal procedures placed on the budget officer for public inspection.

As required by law, the budget includes a clear comparison of the estimated personnel expenditures for the new FY2018 and the actual personnel expenditures for the preceding three years including FY2015, FY2016 and FY2017 during which time no annual market, step and/or longevity increase was made under the Webb County Wage Classification Plan.

As you may see, the proposed budget includes the same number of personnel positions and only includes salary increases authorized by law and those salary increases discussed and considered, and thus anticipated, in open meetings by Commissioners Court.

Additionally, this Court previously delivered copies of pertinent Court Orders, with respective correspondence, informing each of you and giving you proper legal notice of this Court's designations, appointments, re-appointments, salary settings, findings and determinations, as they relate to the appropriate staff and support personnel required to fully comply with and effectively perform the judicial functions of the 341st District Court.

Specifically, and in addition to the findings made in the attached Determination of Need, this Court delivered to you the following judicial documentation in support of the approval of the 341st District Court's FY2018 Budget:

- Re-appointment of 341st District Court Interpreter
- Re-appointment of 341st District Court Bailiff/Grand Jury Bailiff
- Re-appointment of 341st District Court Coordinator
- Notice of Webb County District Courts – Coordinator System
- Board of District Judges' Determination of Need to Maintain Appropriate Staff and Support Personnel
- Resolution of the Board of District Judges

Texas law grants the judiciary great deference in determining the needs of each court in their respective counties. As such, I submit to you these facts and corresponding legal basis in an effort to assist you with the approval of a budget warranted by the facts and law and required by the interest of the tax payers.

I am confident that after carefully reviewing all of these relevant documents then you will come to the reasonable conclusion that the attached proposed budget is justified and in accordance with Texas law, and thereby approve the proposed personnel budget for FY2018.

I am available in the event you may have any questions.

Sincerely,



Beckie Palomo

Attachment: 341ST DISTRICT COURT'S DETERMINATION OF NEED AND RE-APPOINTMENT OF APPROPRIATE STAFF AND SUPPORT PERSONNEL AND REQUEST FOR APPROVAL OF PROPOSED BUDGET FY2018

IN RE

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IN THE DISTRICT COURT

341TH JUDICIAL DISTRICT

341ST COURT STAFF

WEBB COUNTY, TEXAS

341ST DISTRICT COURT'S
DETERMINATION OF NEED AND RE-APPOINTMENT
OF APPROPRIATE STAFF AND SUPPORT PERSONNEL AND
REQUEST FOR APPROVAL OF PROPOSED BUDGET FY2018

Today, August 31, 2017, pursuant to the Constitutional authority, statutory authority and inherent powers vested in me as district judge of the 341st District Court in Webb County, Texas, I hereby exercise these authorities in compliance with my judicial oath and in performing the judicial duties in the efficient administration of justice as the presiding judge of this Court, and in determining the appropriate staff and support personnel essential for the Court to fulfill the mandates of the Texas Constitution, Texas Government Code §24.151(f), §24.487, §123.006, §123.007, Health and Safety Code §461A.001, and the Rules of Judicial Administration 6.1, 7 and 9b.

THEREFORE, the Court hereby makes the following determinations and appointments related to the appropriate staff and support personnel required to effectively perform the constitutional and statutory judicial functions of the 341st District Court and carry out the efficient administration of justice in Webb County, Texas:

THE COURT HEREBY DETERMINES, pursuant to the Texas Constitution, Texas Government Code §53.001(a), §53.071, §74.101 and §74.103, Local Government Code 152.905(d), Texas Civil Practices and Remedies Code §21.022(a) and (b) and/or Texas Code of Criminal Procedure §19.36, and in order to efficiently and effectively perform the administration of justice in Webb County, including the operation of established specialty court programs such as the Sobriety Treatment Program and the Veterans Treatment Program, that the same ten employee positions, currently funded and previously approved in prior years' budgets, are

essential staff and support personnel, as listed in the 341st District Court - Proposed Budget FY2018 and attached hereto as Attachment A, and include the following:

SLOT 0166	Court Reporter
SLOT 0171	Spanish Speaking Court Interpreter
SLOT 0170	Court Administrator
SLOT 0169	Court Coordinator (Civil)
SLOT 0168	Court Coordinator (Criminal)
SLOT 2749	Assistant Coordinator
SLOT 2748	Administrative Assistant
SLOT 2811	Drug Court Clerk
SLOT 2747	Bailiff/Grand Jury Bailiff
SLOT 1530	Bailiff/Grand Jury Bailiff

ADDITIONALLY, the Court hereby requests the Webb County Commissioners Court to consider that on August 2, 2017, the board of district judges adopted the Resolution of the Board of Judges of Webb County, attached hereto as Attachment B, wherein the district judges determined the needs of the Judiciary of Webb County demand and support, at a minimum, the re-appointment of the current number of staff in each respective district court;

ADDITIONALLY, the Court hereby submits the 341st District Court's Job Descriptions, attached hereto as Attachment C1-C7, for each of the respective salary slots listed above for review and consideration by the Webb County Commissioners Court;

THEREFORE, the Court hereby respectfully requests the Webb County Commissioners Court to re-appoint these same ten employee positions necessary to efficiently, and effectively, perform the administration of justice at the 341st District Court;

FURTHERMORE, AND IN THE INTEREST OF JUDICIAL EFFICIENT ADMINISTRATION, the Court hereby respectfully requests the Commissioners Court to recognize that the judicial caseload for the 341st District Court has either remained consistent or has increased, as indicated in the reported numbers for Webb County 341st District Court and attached hereto as Attachment D, and is consistent with the state-wide trend in district courts, as reported by the Office of Court Administration and attached hereto as Attachment E, obliging the

Commissioners Court to approve, at a minimum, the same number of employees to continue to efficiently, and effectively, administer justice at the 341st District Court;

FURTHERMORE, the Court hereby submits the 341st District Court's Bill of Cost, attached hereto as Attachment F1, for FY2014 and prior fiscal years, together with the amounts assessed and, so far, collected in 2015, 2016, and 2017, respectively, and the more current Bill of Cost for FY2017, attached hereto as Attachment F2;

FURTHERMORE, AND IN THE INTEREST OF PUBLIC SAFETY, the Court hereby emphasizes the 341st District Court's role within the Webb County judicial system and how detrimental underfunding the Court will be to the overall security and safety, required and expected, by those who seek justice and protection from our administration of justice;

FURTHERMORE, the Court hereby respectfully requests for the Webb County Commissioners Court to take notice of the fact that the budgets of the 341st District Court have been reduced each of the prior two fiscal years, FY2016 and FY2017, respectively;

FURTHERMORE, the Court hereby requests the Webb County Commissioners Court to take notice that the 341st District Court Proposed – FY2018 Budget, Attachment A, consistent with the spirit of public transparency and in accordance with a budget officer's duty under Local Government Code §111.066, was filed with the County Clerk's office and a copy delivered to the County Auditor's office on September 5, 2017, making it available for public inspection;

FURTHERMORE, the Court hereby respectfully requests the Webb County Commissioners Court to take notice that an application for "new" employee slots is not being submitted or requested, and only the same number of employee positions are determined to be essential to maintain the status quo of the current, as required, judicial operations at the 341st District Court;

FURTHERMORE, the Court hereby requests the Webb County Commissioners Court to take notice that this Court, in accordance with the legal authority herein stated and after carefully

considering the duties and responsibilities of the respective positions as they each relate to the efficient, and effective, management of cases at the 341st District Court, and after taking into account that the salaries had not been adjusted for three consecutive budget years, and after making a market adjustment increase of 2.5%, determined the salary amounts included in the 341st District Court - Proposed FY2018 Budget, Attachment A, to be reasonable compensation;

FURTHERMORE, if the Webb County Commissioners Court determines it reasonable and thereafter approves a longevity pay and/or a cost of living adjustment and/or a salary adjustment greater than 2.5% across the board for other county employees in fiscal year 2017-2018, then I hereby adopt and incorporate said determinations, if any, and further determine that the equal and proportionate approved increases applied to the salary slots in Attachment A are reasonable compensation for the respective slots;

THEREFORE, the Court hereby respectfully requests the Commissioners Court to approve and adopt the 341st District Court's Proposed FY2018 Budget, and that said salaries be adjusted and set at the amount determined after calculating any additional salary increases equal in amount and proportionate to any longevity pay and/or a cost of living adjustment and/or a salary adjustment greater than 2.5% for other county employees approved by Commissioners Court for fiscal year 2017-2018, if any.

SWORN AND SUBSCRIBED BY JUDGE BECKIE PALOMO ON THIS 11th
DAY OF SEPTEMBER, 2017.



BECKIE PALOMO, PRESIDING JUDGE
341st JUDICIAL DISTRICT COURT
WEBB COUNTY, TEXAS

**ESTIMATED PERSONNEL COST FOR FY 2017-2018
341ST JUDICIAL DISTRICT COURT - GENERAL FUND 1001, DEPARTMENT 2030**

SLOT NO	TITLE	FY 2015 Salary Set Under Condrey Plan	FY 2016* Condrey Plan	FY 2017* Current Pay	FY 2018 Regular Compensation Requested	Employee Slot Annual Market Adjustment/ COLA (2.5%) from 2015	Employee Longevity Equal to other classification increase of Webb County employees
0165	341st Judicial Court Judge	\$13,200	\$13,200	\$13,200	\$13,200	N/A	N/A
	Juvenile Board Member	\$4,800	\$4,800	\$4,800	\$4,800	N/A	N/A
0166	Court Reporter	\$89,204	\$89,204	\$89,204	**\$91,434.10	**	N/A
0171	Spanish Speaking Court Interpreter	\$51,773	\$51,773	\$36,563	\$36,563	(+) \$914.08	S. Vela (11 mo.)
0170	Court Administrator	\$58,550	\$58,550	\$58,550	\$58,550	(+) \$1,463.75	M. Villarreal (5 yrs.)
0169	Court Coordinator (Civil)	\$57,862	\$57,862	\$40,359	***\$59,308.55	***	M. Prew (9 yrs)
0168	Court Coordinator (Criminal)	\$55,746	\$55,746	\$55,746	***\$59,308.55	***	R. Carrillo (5 yrs.)
2749	Assistant Coordinator	\$57,862	\$57,862	\$40,359	\$40,359	(+) \$1008.98	A. Dickerson (5 mo.)
2748	Administrative Assistant	\$37,975	\$37,975	\$31,519	\$31,519	(+) \$787.98	T. Garza (1 yr.)
2811	Drug Court Clerk			\$38,473	\$38,473	(+) \$961.83	M. Rodriguez (12 yrs.)
2747	Bailiff/Grand Jury Bailiff	\$53,043	\$53,043	\$53,043	****\$55,737.45	****	L. DeLaCruz (5 yrs.)
1530	Bailiff/ Grand Jury Bailiff	\$54,378	\$54,378	\$54,378	****\$55,737.45	****	D. Hale (13 yrs.)

* No Annual Market Adjustment made under Condrey Plan.

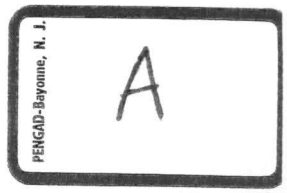
** As Set by Board of Judges on August 2, 2017.

*** Set by the Judge on the Notice of September 1, 2017.

**** As set by the Order Setting Compensation for 341st Judicial District Court Bailiff dated September 1, 2017.

Highlight:

Title Change



**RESOLUTION
OF THE BOARD OF JUDGES OF WEBB COUNTY**

“WHEREAS, at the Administrative Board of Judges meeting held on August 2, 2017, the District Judges restated their determination of the need for the District Courts to appoint appropriate staff and support personnel in order to satisfy the needs of Webb County;

“WHEREAS, pursuant to Texas Government Code Section 74.103, the District Judges of Webb County hereby exercise their authority to re-appoint appropriate staff and support personnel according to the needs of Webb County in order to continue administering their respective duties and responsibilities; and

“WHEREAS, the Webb County Commissioners Court has previously approved and determined the reasonableness of the below stated court staff and support personnel during each of the past two fiscal years, including FY 2015-2016 and FY 2016-2017,”

THEREFORE, BE IT RESOLVED, the District Judges of Webb County again determine that the needs of Webb County demand and support the re-appointment, at a minimum, of the current staff and support personnel for each respective court, to include the following:

49th Judicial District Court current staff and support personnel:

Slot #	Title:
0152	Court Reporter
0153	Interpreter/Court Administrative Assistant
0154	Criminal Coordinator
0155	Court Administrator
0156	Civil Coordinator
0157	Court Administrative Assistant/Court Coordinator
0799	Bailiff
2429	Bailiff

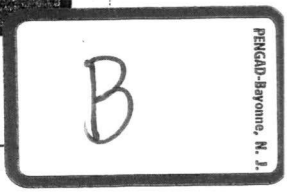
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WEBB COUNTY, TEXAS
2017 AUG -7 AM 10:20
CLERK OF DISTRICT COURTS
JUDICIAL DISTRICT NO. 49
WEBB COUNTY TEXAS

JAM

111th Judicial District Court current staff and support personnel:

Slot #:	Title:
0161	Court Coordinator
1558	Court Reporter
1559	Court Administrator
1560	Court Coordinator
1561	Administrative Assistant/Court Coordinator
1562	Bailiff
2388	Bailiff
2605	Court Interpreter
2810	Court Coordinator

JAM




341st Judicial District Court current staff and support personnel:


Slot #:	Title:
0166	Court Reporter
0168	Court Coordinator
0169	Court Coordinator
0170	Court Administrator
0171	Court Interpreter
1530	Bailiff
2747	Bailiff
2748	Administrative Assistant
2749	Court Coordinator
2811	Drug Court Clerk

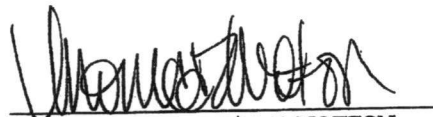
406th Judicial District Court current staff and support personnel:

Slot #:	Title:
0798	Court Reporter
0801	Court Coordinator
0805	Court Clerk
1865	Counseling Services Coordinator
1866	Court Coordinator
1867	Court Administrator
1869	Bailiff
1904	Administrative Assistant
2296	Spanish Interpreter

ADOPTED this 4th day of August, 2017.

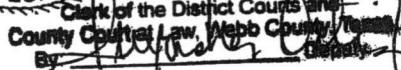

HONORABLE JOSE A. LOPEZ
406th Judicial District Court Judge


HONORABLE BECKIE PALOMO
341st Judicial District Court Judge


HONORABLE MONICA Z. NOTZON
111th Judicial District Court Judge


HONORABLE OSCAR J. HALE, JR.
406th Judicial District Court Judge



A True and Correct copy of the original, I certify,
this 4th day of August, 2017
ESTHER DEGOLLADO
Clerk of the District Courts and
County Court at Law, Webb County, Texas
By: 

JOB DESCRIPTION

POSITION:

341st DISTRICT COURT SHORTHAND/STENOGRAPH REPORTER

Roles and Responsibilities:

Attend all sessions of Court; take full shorthand and/or stenograph machine notes of all oral testimony; rulings and remarks of the Court.

- Preserve all shorthand notes of all oral testimony, rulings and remarks of the court for the time period prescribed by law
- Furnish transcripts of evidence or other proceedings by law and provide fees and charges as allowed by law.
- Verify with Court staff or District Clerk's staff of any information on Court rulings or proceedings in Court.
- Must keep certification current by attending seminars to earn CEU's as required by the Court Reporters Certification Board for the state of Texas and NCRA certification.
- He/she must work cooperatively with the other staff members as a team to gather and carry out the overall philosophy of the Court.
- Follow Court Rules and Regulations, Safety Procedures and Court Code of Ethics
- Maintain professional appearance and demeanor.
- And any other duties assigned by the Judge and Court Administrator.



JOB DESCRIPTION

POSITION:

341st DISTRICT COURT INTERPRETER/ASSISTANT COURT CLERK

Roles and Responsibilities:

The purpose of this description is to outline the duties and responsibilities of the Court Interpreter /Assistant Court Clerk for the State District Court. Performs language interpretation activities on an assigned and as needed basis for the Court and for parties proceedings, including witnesses, defendants, attorneys, other court personnel, and the public. Court Interpreter is responsible for providing English/Spanish interpretation support for court operations. The employee may also perform sight translation reading written texts and giving an oral translation of text. Assistant Court Clerk duties are to coordinate with the Civil/Family/Criminal Coordinator to assist in daily docket management, preparation and sending of notices, judgments, charges and other duties that might be assigned.

- Interprets Spanish to English and the applicable non English language using simultaneous and consecutive modes at court proceedings and for other court related departments at the direction of the court.
- Makes sight translations for the benefit of the court of documents including, but not limited to, court petitions, reports, waivers, felony disposition statement forms, and short documents introduced as evidence.
- Interprets for judges, attorneys, court staff, and other court-related departments at the direction of the court.
- Sight translate written documents upon oral agreement at discretion of the court.
- Brings to the court's attention any items that may impede the interpreters' performance.
- Researches and understands legal terminology used in court and functions of the court.
- Reviews the daily calendar and coordinate with Court Coordinator to determine which courts and proceedings require an interpreter.
- Attend training as offered and/or directed.
- Travel to off-site courts, as needed.
- Demonstrate cooperative behavior with co-workers and management.
- Follow verbal and written directions from Judge and/or Court Administrator.
- Assist to maintain Odyssey court calendar up to date with hearings, pre-trials, and jury trials.
- Assist coordinators in preparing to send out notices, expedite calls regarding cases.
- Perform clerical work, requiring independent judgement with speed and accuracy.
- Files and operate standard office equipment.
- Work cooperatively with other staff members as a team to attempt to carry together the overall philosophy of the court.
- Cross-trained to better assist the general public in the Judiciary setting.
- Reply to inquiries from the public for court business
- Represent the court in functions; such as Career Day, Courts in Schools
- Follow Court Rules and Regulations, Safety Procedures and Court Code of Ethics.
- Maintain professional appearance and demeanor.
- And any duties assigned by the Judge or Court Administrator.

C2

JOB DESCRIPTION

POSITION: 341ST DISTRICT COURT ADMINISTRATOR

Roles and Responsibilities:

The primary duties of this position is to manage, direct, supervise, coordinate and plan the operations of courts and to assist the judiciary in making certain decisions, except those judicial decisions required by law to be made by judges.

- Coordinates and sets all appointments on Judge's calendar
- Supervises the staff of the 341st District Court
- Acts as liaison between this Court and other Courts, Webb County Offices and Departments, and visiting Judges
- Process and submits Personal Worksheets and any other information to the Human Resource/Risk Department
- Timekeeper Management for employee's payroll and approves employee's requests for leave
- Monitors and records staff's daily attendance
- Schedules and coordinates office meetings to discuss policy, protocol and other relevant issue.
- Assists in reception and other public-oriented facets of the court system
- Monitors financial operations of a court system and oversee the department yearly budget
- Prepares annual budget
- Monitors, orders and coordinates the purchase of supplies, equipment, services and ensures they are used effectively and efficiency
- Approves all purchase requests
- Prepares and submits agenda items to Commissioners Court
- Receives, addresses and files correspondence by establishing and maintaining a filing system
- Meets requirements for the purchase of necessary equipment, furniture and office supplies
- Clerical and stenographic duties in connection with all orders of the District Judge, including Orders, Court's letters/Rulings and all daily miscellaneous office correspondence
- Attends Board of Judges meetings and works on minutes and agendas
- Review and analyze legal procedures to ensure that all employees of a courtroom are performing their duties correctly and efficiently
- Assist judges, prosecutors and defense attorneys in document and procedure review to ensure that the law and the rights of participants in the court room proceedings are observed correctly
- Work cooperatively with the other staff members as a team to attempt together to carry out the overall philosophy of the Court
- Oversees the plan, order and proper time of the summons of jurors adequate for the courts according to the economy and efficiency with court's schedule and docket

C3

JOB DESCRIPTION

POSITION:

341ST DISTRICT COURT COORDINATOR

Roles and Responsibilities:

The primary duties of this position are to manage, and coordinate and plan the operations of court cases and to assist the judiciary in making certain decisions, except those judicial decisions required by law to be made by judges. Monitor court statistics to ensure disposition of cases and advise Judge of any unscheduled matter that needs attention

- Manage over 350-500 cases on a monthly basis, varies from month to month and from court to court.
- Oversee the case from initial filing to disposition, which may be years from the date of filing.
- Inform all necessary personnel and attorneys of add-on setting of cases to ensure that both parties are present at the designated date and time.
- Conduct necessary research on each defendant to include any and all hearing for pre-trials, trials, hearing on motions etc.
- Prepare and send out notices.
- Coordinate with district clerk's office regarding notices of setting to the attorneys of record.
- Typing and mail out notices for pretrial conferences for jury trials.
- Handle correspondence notice of court settings.
- Review files and type special issues under the direction of the Court.
- Maintain and control the master docket for all courts, including the setting and preparation of weekly and monthly dockets for each court.
- Re-set cases when approved by the judge.
- Reset all cases not reached for trial.
- Notify attorneys on case settings.
- Prepares and distribute docket for use by court personnel.
- Oversee case flow disposition in court cases.
- Maintain data and records on case flow and time elements involved in cases for planning and performance purposes.
- Utilize electronic case management systems in order to track cases and determine if time limits set by local rules are being met.
- Inform court bailiff of defendants in custody and their scheduled dates and times for appearances in court.
- Check with attorneys on status of cases set for trial.
- Plan and coordinate the mechanics of notice to all connected with trials.
- Coordinate the availability of attorneys, parties, and court personnel.
- Record keeping of court dockets.
- Prepare periodic reports as requested by judges, the courts, and other departments.

C4

JOB DESCRIPTION

POSITION:

341ST DISTRICT COURT ADMINISTRATIVE ASSISTANT

Roles and Responsibilities

Performing administrative, secretarial and clerical work requiring independent judgment with speed and accuracy and applying organizational skills.

- Responsible for the composing inter-office correspondence and mail log.
- Types accurately
- Responsible for Employee Payroll time and attendance; knows how to make good calculations.
- Makes Purchases for Court and prepares requisitions.
- Submits any court invoices on services for payment.
- Greets the public tastefully and courteously answering questions in person and over the telephone.
- Communicates effectively.
- Follows verbal and written directions from the Judge and/or Court Administrator.
- Keeps Judges Calendar up to date with court settings.
- Maintains log for the mediation room/jury room.
- Sends out faxes to attorneys on a daily basis regarding court dates.
- Makes courtesy calls to attorneys to appear in court for their cases.
- Assists coordinators in preparing notices and expedites calls regarding cases.
- Perform clerical work, requiring independent judgement with speed and accuracy.
- Files and operates standard office equipment.
- Cross-trained to better assist the general public in the Judiciary setting.
- Attends trainings as offered and/or directed.
- Assists with Drug Court graduations.
- Demonstrates cooperative behavior with co-workers and management.
- Assist to maintain Odyssey court calendar up to date with hearings, pre-trials, and jury trials.
- Follows verbal and written directions from Judge and/or Court Administrator.
- Make hotel accommodations and any other special requirements for visiting judges.
- Works cooperatively with the other staff members as a team to carry out the overall philosophy of the Court.
- Replies to inquiries from the public on court business.
- Represents the courts at various functions; such as Career Day for our local School Districts.
- Acts as liaison by representing the courts on various matters before the administrative judicial regions and courts of other jurisdictions.
- Follows Court Rules and Regulations, Safety Procedures and Court Code of Ethics.
- Maintains professional appearance and demeanor.
- And any other duties assigned by the Judge and Court Administrator.



JOB DESCRIPTION

POSITION:

341ST DISTRICT DRUG COURT CLERK

Roles and Responsibilities

Performing administrative, secretarial and clerical work requiring independent judgment with speed and accuracy and applying organizational skills.

- Greets the public tastefully and courteously answering questions in person and over the telephone.
- Answers all incoming calls.
- Keeps time logs of the participants daily attendance to appointments.
- Communicates effectively.
- Follows verbal and written directions from the Judge and/or Court Administrator.
- Maintains daily activity log for personnel
- Makes courtesy calls to case managers regarding participants inquiries.
- Assists case managers in making calls to participants.
- Perform clerical work, requiring independent judgement with speed and accuracy.
- Files and operates standard office equipment.
- Cross-trained to better assist the general public in the Judiciary setting.
- Attends trainings as offered and/or directed.
- Assists with Drug Court graduations.
- Demonstrates cooperative behavior with co-workers and management.
- Follows verbal and written directions from Judge and/or Administrator.
- Works cooperatively with the other staff members as a team to carry out the overall philosophy of the program.
- Replies to inquiries from the public on court business.
- Represents the drug courts at various functions; such as Career Day for our local School Districts.
- Follows Court Rules and Regulations, Safety Procedures and Court Code of Ethics.
- Maintains professional appearance and demeanor.
- And any other duties assigned by the Judge and Court Administrator.



JOB DESCRIPTION

POSITION:

341ST DISTRICT COURT BAILIFF/GRAND JURY BAILIFF

Roles and Responsibilities

It is the duty of the Court Bailiff to act as security for the Judge, staff and the Court at all times when the Court is and is not in session. Bailiff will be an aid between and amongst all staff and personnel to facilitate and expedite the prompt disposition of the Court's Judicial and Administrative duties.

- Has the duty and responsibility to keep order and decorum in the Court at all times.
- Announce recesses and adjournments.
- Supervises and coordinates with the Webb County Sheriff's Office with regard to the defendants in custody scheduled for court.
- Coordinates Waiver of Extradition proceedings.
- Coordinates Criminal Trials.
- Coordinates with Sheriff's office for extra security regarding high profile cases.
- Takes defendants into custody for Motion of Contempt hearings.
- Secure witnesses to high profile cases.
- Reviews the jail list daily and identifies any defendants in custody with pending court cases at the 341st.
- Monitors any defendants with warrants in the courtroom.
- Prepares an emergency procedure for court room and office.
- Provides safety training for staff.
- Finger prints defendants for plea packets.
- Transports inmates to treatment centers inside and outside city limits.
- Conducts home visits with probation officers.
- Attains Court Criminal History (CCH) reports for probation officers.
- Handles all issues with Petit Juries for both criminal and civil trials.
- Manages all security cameras, audio, and electronics for all court proceedings.
- Enforces and detains a person who was issued a Bond Lift from Specialty programs.
- May be called upon to perform any other tasks assigned by the Judge, Court Administrator in order to aid in administration of the court.
- Keeps order and decorum in Courts in School.
- Assists associate judges and/or visiting judges.
- Responsible to pick up mail.
- Plans and supervises the mechanics of the court room.

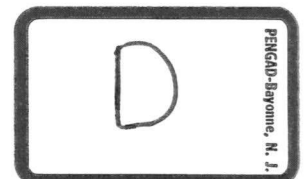


341st DISTRICT COURT

Annual Case Activity Report

	Criminal Cases	Civil Cases
FY2013-2014	1197	1884
FY2014-2015	1446	2104
FY2015-2016	1511	2449
FY2016-2017	1504	2534

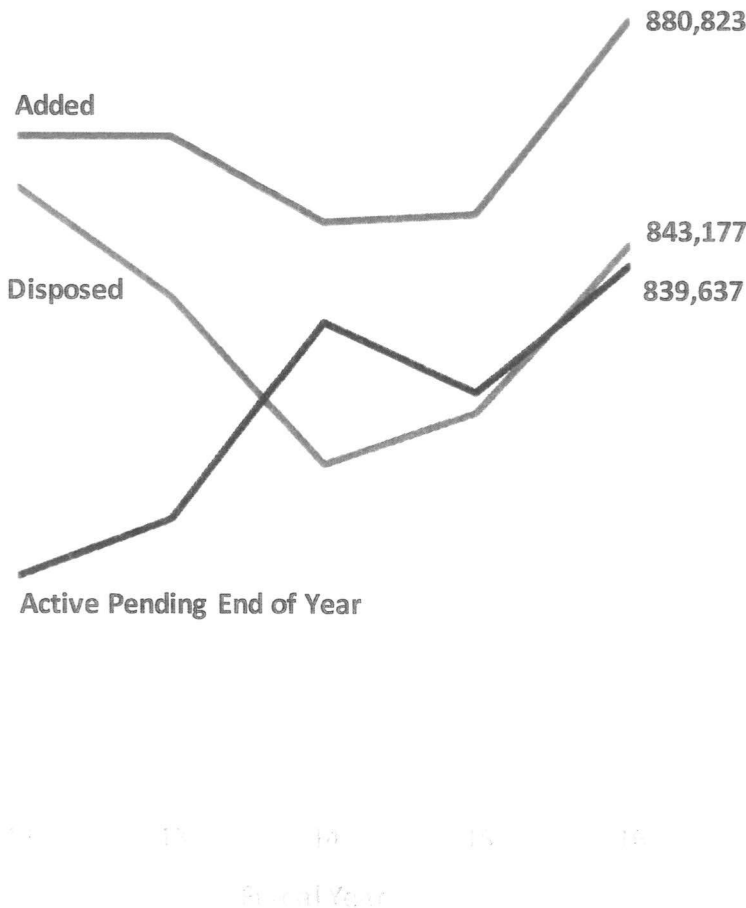
(As of 8/31/2017)



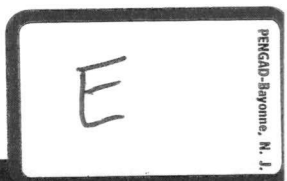
The district courts are the trial courts of general jurisdiction of Texas. The geographical area served by each court is established by the Legislature, but each county must be served by at least one district court. In sparsely populated areas of the State, several counties may be served by a single district court, while an urban county may be served by many district courts.

District courts have original jurisdiction in felony criminal cases, divorce cases, cases involving title to land, election contest cases, civil matters in which the amount of money or damages involved is \$200 or more, and any matters in which jurisdiction is not placed in another trial court. District courts also hear most of the juvenile delinquency cases in the state.

Caseload and Outcomes



The number of cases filed, disposed and pending all increased over the past 2 years.



Fiscal Year 2014 & Prior Fiscal Years' Bill of Costs

COURT	ASSESSED		Credit Total
	Bill Type	Assessed Total	
10000 District Court	State Costs	\$ 147,574.64	\$ 4,671.20
	Local Costs	\$ 150,478.61	\$ 3,669.74
	Attorneys' Fees	\$ 154,808.00	\$ 9,299.29
	Fines	\$ 277,850.00	\$ 21,531.50
	Other Fees 2	\$ 48,154.00	\$ 2,375.77
10000 District Court Total		\$ 722,875.25	\$ 27,177.50

10000 District Court	State Costs	\$ 36,322.73	\$ 7,222.70
10000 District Court	Local Costs	\$ 31,490.27	\$ 6,620.44
	Attorneys' Fees	\$ 53,900.00	\$ 9,250.00
	Fines	\$ 82,250.00	\$ 17,156.57
	Other Fees 2	\$ 13,920.00	\$ 1,942.29
10000 District Court Total		\$ 217,883.00	\$ 47,192.00

10000 District Court	State Costs	\$ 127,416.19	\$ 51,013.88
10000 District Court	Local Costs	\$ 116,868.24	\$ 52,738.38
	Attorneys' Fees	\$ 215,250.00	\$ 45,576.00
	Fines	\$ 157,470.00	\$ 22,688.00
	Other Fees 2	\$ 36,215.00	\$ 4,062.58
10000 District Court Total		\$ 653,219.43	\$ 176,078.84

10000 District Court	State Costs	\$ 274,347.68	\$ 18,110.45
10000 District Court	Local Costs	\$ 236,188.32	\$ 14,888.46
	Attorneys' Fees	\$ 347,100.00	\$ 28,436.73
	Fines	\$ 992,069.00	\$ 111,264.88
	Other Fees 2	\$ 140,168.00	\$ 9,632.96
10000 District Court Total		\$ 2,789,873.00	\$ 327,333.48

Grand Total \$ 3,639,840.68 \$ 442,151.82

COURT	COLLECTED				Collection Total
	2014 & Prior	2015	2016	2017	
10000 District Court	\$ 52,266.34	\$ 4,201.70	\$ 9,474.66	\$ 1,401.96	\$ 67,344.66
	\$ 45,814.04	\$ 4,192.47	\$ 7,894.55	\$ 1,639.96	\$ 59,541.02
	\$ 38,854.17	\$ 1,867.43	\$ 1,591.86	\$ 1,612.25	\$ 43,925.71
	\$ 89,849.76	\$ 11,567.00	\$ 3,170.50	\$ 8,105.28	\$ 111,692.54
	\$ 18,803.67	\$ 1,741.78	\$ 764.94	\$ 461.51	\$ 21,771.90
10000 District Court Total	\$ 245,588.98	\$ 33,370.38	\$ 22,897.51	\$ 13,220.96	\$ 315,077.83

10000 District Court	\$ 9,509.85	\$ 1,309.98	\$ 1,927.32	\$ 1,152.75	\$ 13,899.90
10000 District Court	\$ 7,211.30	\$ 959.92	\$ 1,468.63	\$ 1,121.56	\$ 10,761.41
	\$ 8,688.00	\$ 1,244.00	\$ 270.65	\$ 2,660.82	\$ 12,863.47
	\$ 9,416.00	\$ 2,548.00	\$ 1,487.00	\$ 3,455.85	\$ 16,906.85
	\$ 3,339.00	\$ 906.00	\$ 677.48	\$ 497.62	\$ 5,420.10
10000 District Court Total	\$ 38,664.15	\$ 6,417.90	\$ 5,881.08	\$ 8,838.81	\$ 59,802.94

10000 District Court	\$ 38,980.56	\$ 2,386.51	\$ 1,520.46	\$ 1,106.69	\$ 43,994.22
10000 District Court	\$ 31,281.60	\$ 1,200.30	\$ 1,026.18	\$ 848.58	\$ 34,356.66
	\$ 43,753.21	\$ 4,850.75	\$ 12,751.13	\$ 1,787.18	\$ 63,142.27
	\$ 57,856.72	\$ 4,153.00	\$ 662.34	\$ 1,865.24	\$ 64,537.30
	\$ 14,920.73	\$ 1,686.00	\$ 513.63	\$ 397.00	\$ 17,517.36
10000 District Court Total	\$ 186,792.82	\$ 11,276.56	\$ 15,171.74	\$ 6,107.69	\$ 221,278.81

10000 District Court	\$ 95,502.06	\$ 6,479.71	\$ 12,954.37	\$ 571.85	\$ 115,507.99
10000 District Court	\$ 74,491.72	\$ 5,967.09	\$ 9,029.76	\$ 577.05	\$ 90,065.62
	\$ 74,990.38	\$ 6,796.74	\$ 4,980.88	\$ 809.10	\$ 87,577.10
	\$ 304,479.34	\$ 14,852.00	\$ 9,896.50	\$ 5,460.92	\$ 334,688.76
	\$ 50,773.35	\$ 2,250.99	\$ 1,247.54	\$ 335.34	\$ 54,607.22
10000 District Court Total	\$ 609,236.85	\$ 30,346.73	\$ 38,109.05	\$ 7,754.26	\$ 685,446.90

Grand Total \$ 1,069,781.80 \$ 81,161.37 \$ 83,310.38 \$ 35,868.51 \$ 1,270,122.06

Notes:

1 Credit Total - Jail Time Served

2 Other Fees - Local Crime Stoppers Fee, Children's Advocacy Center Fee, DPS Lab Fees, Women's Shelter



Fiscal Year 2017 Bill of Costs

COURT	ASSESSED		COLLECTED		Balance as of August 22, 2017
	Bill Type	Assessed Total	2017 Collection Total		
10th District Court	State Costs	\$ 84,504.02	\$ 4,754.02	\$ 4,754.02	\$ 78,596.88
	Local Costs	\$ 74,695.48	\$ 3,236.28	\$ 3,236.28	\$ 70,073.06
	Attorneys' Fees	\$ 37,975.00	\$ 656.74	\$ 656.74	\$ 34,518.26
	Fines	\$ 62,550.00	\$ 2,900.00	\$ 2,900.00	\$ 57,950.00
	Other Fees 2	\$ 43,329.00	\$ 3,398.51	\$ 3,398.51	\$ 39,505.75
	Other Fees 2	\$ 43,329.00	\$ 3,398.51	\$ 3,398.51	\$ 39,505.75
	Grand Total	\$ 273,053.50	\$ 17,947.55	\$ 17,947.55	\$ 250,697.99
11th District Court	State Costs	\$ 57,964.99	\$ 1,482.85	\$ 1,482.85	\$ 40,692.30
	Local Costs	\$ 61,164.88	\$ 1,200.53	\$ 1,200.53	\$ 43,985.25
	Attorneys' Fees	\$ 83,450.00	\$ 1,350.59	\$ 1,350.59	\$ 65,189.06
	Fines	\$ 154,750.00	\$ 48.03	\$ 48.03	\$ 121,922.90
	Other Fees 2	\$ 24,780.00	\$ 730.88	\$ 730.88	\$ 16,908.48
	Other Fees 2	\$ 24,780.00	\$ 730.88	\$ 730.88	\$ 16,908.48
	Grand Total	\$ 342,119.87	\$ 4,812.86	\$ 4,812.86	\$ 288,697.99
34th District Court	State Costs	\$ 79,746.81	\$ 2,617.72	\$ 2,617.72	\$ 58,493.61
	Local Costs	\$ 59,099.19	\$ 1,535.91	\$ 1,535.91	\$ 40,656.07
	Attorneys' Fees	\$ 128,450.00	\$ 1,411.07	\$ 1,411.07	\$ 94,873.38
	Fines	\$ 44,400.00	\$ 1,144.05	\$ 1,144.05	\$ 40,905.95
	Other Fees 2	\$ 41,040.00	\$ 1,976.25	\$ 1,976.25	\$ 34,297.99
	Other Fees 2	\$ 41,040.00	\$ 1,976.25	\$ 1,976.25	\$ 34,297.99
	Grand Total	\$ 332,726.00	\$ 8,685.00	\$ 8,685.00	\$ 269,227.00
30th District Court	State Costs	\$ 99,045.41	\$ 3,221.35	\$ 3,221.35	\$ 92,617.00
	Local Costs	\$ 90,431.59	\$ 3,766.53	\$ 3,766.53	\$ 83,328.64
	Attorneys' Fees	\$ 145,150.00	\$ 2,140.60	\$ 2,140.60	\$ 136,839.96
	Fines	\$ 313,800.00	\$ 7,621.50	\$ 7,621.50	\$ 298,341.50
	Other Fees 2	\$ 53,600.00	\$ 1,348.41	\$ 1,348.41	\$ 51,090.51
	Other Fees 2	\$ 53,600.00	\$ 1,348.41	\$ 1,348.41	\$ 51,090.51
	Grand Total	\$ 702,027.00	\$ 18,098.39	\$ 18,098.39	\$ 662,177.61
Grand Total		\$ 1,739,926.37	\$ 46,541.82	\$ 46,541.82	\$ 1,500,786.55

Notes:

¹ Credit Total - Jail Time Served

² Other Fees - Local Crime Stoppers Fee, Children's Advocacy Center Fee, DPS Lab Fees, Women's Shelter

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