

NOTICE OF MEETING
COMMISSIONERS COURT OF GILLESPIE COUNTY, TEXAS

Notice is hereby given that a **Special Meeting** of the Gillespie County Commissioners Court will be held on Thursday, the 2nd of May, 2024, at **11:00 a.m.** in the Gillespie County Courthouse, Fredericksburg, Texas, at which time the following subjects will be discussed, considered, passed or adopted, to-wit:

1. Consider approval of Bills & Claims and payments via electronic fund transfers.
2. Consider approval of hiring personnel in Tax Assessor's Office.
3. Consider approval of the following items related to the implementation of the SB22 Rural Prosecutor's Office Salary Assistance Grant Program for the County Attorney's office:
 - a. payroll changes, with payroll taxes and benefits attributable to the grant funded payroll changes to be paid out of the grant funds
 - b. creation of grant funded positions
 - c. job descriptions
 - d. job postings
4. Consider and discuss the status of pending revisions to the County personnel policy manual.

If during the course of the meeting, any discussion of any item on the Agenda should be held in executive or closed session, the Commissioners Court will convene in such executive or closed session in accordance with the Open Meetings Act, Chapter 551, Texas Government Code.

Dated this the 29th day of April, 2024.

Commissioners Court of
Gillespie County, Texas

By 
Daniel Jones, County Judge

I, the undersigned, County Clerk, of Gillespie County Commissioners Court, do hereby certify that the above Notice of Meeting of the Gillespie County Commissioners Court is a true and correct copy of said Notice, and that I received and posted said Notice on the Courthouse Door and on the bulletin board at the Courthouse of Gillespie County, Texas, at a place readily accessible to the general public at all times on the ____ day of _____, 2024 at ____ M., and said Notice remained so posted continuously for at least 72 hours preceding the scheduled time of said Meeting.

Dated this the ____ day of _____, 2024.

Lindsey Brown, County Clerk
Gillespie County, Texas

	FY23 Salary	%raise from FY23 (Oct-Apr)	Current Annual Salary	Increase in Salary (Oct-Apr)		%raise from FY23 (May-Sep)	Proposed Budget Amendment-FY24 (5 mos)	Increase in Salary (FY24)-5 months
		10%				50%		
1st Assistant CA	\$ 74,979.84	10%	\$ 82,706.00	\$ 4,506.93		50%	\$ 112,469.76	\$ 12,401.57
Assistant CA	\$ 70,000.32	10%	\$ 77,000.00	\$ 4,083.15		50%	\$ 105,000.48	\$ 11,666.87
Investigator	\$ 54,080.00	10%	\$ 59,488.00	\$ 3,154.67		50%	\$ 81,120.00	\$ 9,013.33
VAC	\$ 36,400.00	10%	\$ 40,040.00	\$ 2,123.33		50%	\$ 54,600.00	\$ 6,066.67

Steven A. Wadsworth
Gillespie County Attorney



125 W. Main St., Suite L41
Fredericksburg, Texas
Phone: 830.990.0675
Fax: 830.992.2615

April 29, 2024

I, _____, acknowledge that the raise I am receiving above and beyond the Cost-of-Living Adjustment from my fiscal year 2023 base salary is grant funded by the Rural Prosecutor's Office Salary Assistance Grant Program, established in Senate Bill 22. I understand that if this program is not renewed by the legislature, the funds will no longer be available. The amount of pay that is funded from the grant is \$_____.

, Employee

COUNTY OF GILLESPIE
JOB DESCRIPTION



Office Assistant For
County Attorney's Office

DEPARTMENT: County Attorney

POSITION: Office Assistant

SUPERVISOR: County Attorney

FLSA Category: Full-time, Hourly, Non-Exempt (7-day work week Sunday – Saturday, 40 hours per work period)

PAY GRADE: 12

PAY RANGE: Starting at \$17.19 per hour —

NOTE: This position is wholly grant-funded and continued employment is contingent upon receipt of future grant funds by Gillespie County.

DESCRIPTION OF POSITION:

The Office Assistant for the County Attorney's office performs clerical tasks including preparing, scanning, and filing documents, answering the telephone, and directing calls and visitors to proper locations. This position also performs data entry for criminal cases, hot check collection tasks, assists the prosecutor in the courtroom which includes working with defendants and preparing court documents.

The Victim Assistance Coordinator for the County Attorney's Office role is to ensure that a victim, guardian of a victim, or close relative of a deceased victim is afforded the rights granted victims, guardians, and relatives by the Texas Code of Criminal Procedure (Crime Victim's Rights) and to work with law enforcement agencies, other victim-support agencies, prosecuting attorneys, and the judiciary in carrying out that duty.

ESSENTIAL DUTIES / FUNCTIONS:

Essential duties/functions, under the supervision of the County Attorney, may include but are not limited to the following:

- Input and obtain information and files from the computer, which will require ability to work in appropriate software such as Microsoft Office and Tyler Technology.
- Operate the Hot Check Department for the County Attorney's Office, including collections, deposits, and till balancing.
- Maintain files, whether electronic or paper, for the County Attorney's Office.
- Assist prosecutor in trial and pretrial evidence preparation and scheduling.
- Make appropriate notations in the files, dockets, and calendars for court as appropriate.
- Maintain County Attorney Office's criminal prosecution trial schedule and notify entire office of hearings including pre-trials and trials.

- Maintain the County Attorney Office’s calendar and ensure that all scheduled hearings, meetings, etc... are properly on the calendar.
- Assist the Receptionist and Victim Assistance Coordinator with:
 - Answering the phone.
 - Directing phone calls.
 - Directing visitors to the office.
 - Opening, sorting, and distributing mail.
 - Communicating with and contacting crime victims.
- Assist all members of the County Attorney’s Office as needed, which may include but is not limited to the following:
 - Prepare motions and trial exhibits.
 - Type notarized witness statements and affidavits.
 - Preparing and copying video or media discovery for cases.
- **Victim Assistance Coordinator Duties / Functions:**
 - Help victims locate resources they may require.
 - Interviews and acts as primary contact point, both by telephone and in person, for victims of crimes, providing assistance with Victim Impact Statements, Crime Victim Compensation forms, assisting with protective order questions and documents, and explaining the criminal justice system as it relates to crime victims.
 - Works with local resources to provide services to victims.
 - Enters all victim information in the case management system and distributes information to other criminal justice departments as required.
 - Maintains records and statistics relating to victims and performs state reporting.

SKILLS and ABILITIES

The ideal candidate will have the ability to:

- Maintain confidentiality of records as required by law.
- Communicate effectively, both orally and in writing.
- Effectively use office equipment such as computer, copier, scanner, and calculator.
- Perform assigned duties without continual supervision and make sound, independent judgments.
- Manage multiple and changing priorities as may be necessary.
- Establish and maintain effective working relationships as necessitated by work assignments.
- Effectively deal with the public in a professional and positive manner consistent with the requirements of being a public servant.

- Function with a minimal amount of supervision, meet frequent deadlines and be detail oriented.
- Assist the Receptionist and Victim Assistance Coordinator in the performance of their duties
- Perform related duties / functions as may be required or as delegated by members of the County Attorney's office.

MINIMUM REQUIREMENTS / QUALIFICATIONS:

- High School Diploma or equivalent.
- One to two years of experience in like or similar position.
- Must have knowledge of criminal court system and Texas Government Structure.
- Must be at least 18 years of age.
- Must consent to and pass criminal background check.
- Bi-lingual in English and Spanish helpful.
- Have or immediately acquire a Texas Notary Public Commission.
- **SECURITY REQUIREMENT** - Must be able to obtain and maintain a Texas Department of Public Safety (DPS) CJIS security clearance. For more information on CJIS requirements, visit the Texas DPS CJIS system access policy and chart.

WORKING CONDITIONS and SCHEDULES:

County facilities, including vehicles, are smoke-free and alcohol free working environments. Location of this position is in the Gillespie County Annex 1 which consists of a normal office environment with heat and air conditioning in a multi-person work area.

The position requires daily and prolonged repetitive motor movements, such as but not limited to: computer data entry and use of office equipment (telephone, calculator, typewriter, fax, scanner, copier). The position also requires prolonged periods of sitting and standing. Daily placement of records within filing system will require stooping/bending and moving/lifting/pulling storage files and boxes.

Normal work schedule is Monday through Friday, eight (8) hours per day, 40 hours per week. Duty hours are generally 8:00 a.m. to 5:00 p.m. with an hour for lunch. Regular work attendance is essential. Employee must arrive to work on time, prepared to perform assigned duties and work assigned schedule. Employees are required to record their work hours properly and to submit time records promptly to their supervisor. Unscheduled hours including holidays, and/or weekends may be required in the case of excessive workloads, unforeseen personnel shortfalls, or

emergency situations. Employee may be required to attend job related seminars, conferences, and/or training. Attendance could require out of town travel with/without overnight stay.

APPLICATION INFORMATION

No resume will be accepted in lieu of an application form. Applications can be downloaded from the Gillespie County “Employment Opportunities” link at <https://www.gillespiecounty.org/>

Please Return your completed application to:

Email: hr@gillespiecounty.org

In Person: Gillespie County Courthouse room 102-B Mail: Gillespie County, 101 W. Main St.,

Mail Unit #11, Fredericksburg, TX 78624

Gillespie County is an Equal Opportunity Employer. A background check will be required of finalist. New or rehired potential employees will be required to provide documentary proof of their eligibility for employment.

I have read and understand the essential duties / functions, skills and abilities, minimum requirements, working conditions, and schedules of this position.

Signature	Date
Printed Name	

GILLESPIE COUNTY JOB CLASSIFICATION
TITLE: OFFICE ASSISTANT

Pay Range: Starting at \$13.90 – Hourly, Non-Exempt – This is a wholly grant-funded position.

Opening Date: 05/01/2024

Closing Date: Open until Filled

GENERAL SUMMARY

GILLESPIE COUNTY, County Attorney Office seeking full-time OFFICE ASSISTANT to perform data entry for criminal cases and hot check collection tasks. The position performs clerical tasks including preparing, scanning, and filing documents, answering the telephone, directing telephone calls, and directing visitors to proper locations. The position also assists the prosecutor in the courtroom. This includes working with defendants, witnesses, victims of crime, and preparing court documents. Standard county benefit package includes paid leave plans, insurance program, and retirement plan.

EXAMPLES OF ESSENTIAL FUNCTIONS

Duties may include but are not limited to the following:

- Input and obtain information from the computer.
- Operate the Hot Check Department for the County Attorney, including collections, deposits, and till balancing.
- Maintain files for the Count Attorney.
- Assist prosecutor in trial and pretrial evidence preparation and scheduling.
- Pull appropriate files for court docket settings and re-filing cases when appropriate.
- Maintain County Attorney Office’s criminal prosecution trial schedule and notifies entire office of hearings including pre-trials and trials.
- Assist in providing victim assistance/coordinator duties to crime victims
- Assist all members of the County Attorney’s Office as needed, which may include but are not limited to the following:
 - Prepare motions and trial exhibits.
 - Type notarized witness statements and affidavits.

QUALIFICATIONS

- High School Diploma or equivalent.
- One to two years of experience in like or similar position.
- Must have knowledge of criminal court system and Texas Government Structure.
- Must be at least 18 years of age.
- Must consent to and pass criminal background check.
- Bi-lingual in English and Spanish helpful.
- Have or immediately acquire a Texas Notary Public Commission.

- SECURITY REQUIREMENT - Must be able to obtain and maintain a Texas Department of Public Safety (DPS) CJIS security clearance.

Complete Job Descriptions and Applications can be viewed at http://www.gillespiecounty.org/page/employment_op .

For more information contact the Gillespie County Attorney Office at 830-990-0675 or countyattorney@gillespiecounty.org or Gillespie County Human Resources Department at hr@gillespiecounty.org .

Gillespie County is an Equal Opportunity Employer

COUNTY OF GILLESPIE

JOB DESCRIPTION

**Office Assistant
For
County Attorney's Office**

PAY GRADE: 11

PAY RANGE: Starting at \$_____ per hour — Full-time, Hourly, Non-Exempt (7-day work week Sunday – Saturday, 40 hours per work period)

DESCRIPTION OF POSITION:

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- Assist the Receptionist and Victim Assistance Coordinator with:
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- Manage multiple and changing priorities as may be necessary.
- Establish and maintain effective working relationships as necessitated by work assignments.
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I have read and understand the essential duties / functions, skills and abilities, minimum requirements, working conditions, and schedules of this position.

Signature	Date
Printed Name	