



MINUTES

OCTOBER 3, 2017

BRAZOS COUNTY COMMISSIONERS COURT

REGULAR MEETING

A regular meeting of the Commissioners' Court of Brazos County, Texas was held in the Brazos County Commissioners Courtroom in the Administration Building, 200 South Texas Avenue, in Bryan, Brazos County, Texas, beginning at 10:00 a.m. on Tuesday, October 3, 2017 with the following members of the Court present:

Duane Peters, County Judge, Presiding;
Steve Aldrich, Commissioner of Precinct 1;
Sammy Catalena, Commissioner of Precinct 2;
Nancy Berry, Commissioner of Precinct 3;
Irma Cauley, Commissioner of Precinct 4;
Karen McQueen, County Clerk.

The attached sheets contain the names of the citizens and officials that were in attendance.

1. Invocation and Pledge of Allegiance

U.S. and Texas Flag - Chaplain G.H. Jones and Commissioner Berry

Commissioner Cauley led the prayer in Chaplain Jones' absence.

2. Call for Citizen input and/or concerns

Nantucket resident, Marie Wolfe asked to speak to the Court. Mrs. Wolfe stated she was returning this week to address the Court again since the application to the City of College Station for the realignment of Harpers Ferry Road had not been withdrawn. Mrs. Wolfe pointed out an error with the application in regards to Margraves Ranch minor collector not intersecting with Arrington Road. She questioned why the County is pursuing the change. Mrs. Wolfe also raised issues with the application's timeline again. She stated that there are many issues that need to be addressed before the

County goes forward with this application. She said she is concerned about the County's lack of transparency. Mrs. Wolfe thanked Commissioner Aldrich for meeting with her and the other ladies last week.

Mary Lou Price spoke next regarding the documents Mrs. Wolfe received from her open records request from the City of College Station. Mrs. Price mentioned that they feel totally misled by Jason Shubert with the City of College Station, Brazos County Engineer Alan Munger and Commissioner Steve Aldrich in believing the County initiated the realignment application. She said that something does not add up since it is apparent that the City of College Station initiated the application. She asked why they were misleading about this. Mrs. Price requested the County rescind the application for realignment. She said she is disappointed with all entities for not allowing residents to be included in the discussions.

Addressing the Court next was Susan Hardin. Mrs. Hardin stated her concern over the removal of the turn lane that was promised to them by the MPO. She also raised concerns over the entrance and exit to Harpers Ferry Road. She said that there was no citizen's input included in the discussions and they are the ones impacted by these decisions. Mrs. Hardin requested that the proposals be changed back to the original form. She stated she is concerned with the increased traffic on Arrington Road and the safety hazards that brings. She said that because they live in an ETJ they are not allowed to vote for the City Council members so they depend on the Commissioners Court to look after their best interest.

Nantucket resident Bill Harris then asked to speak. Mr. Harris has resided in Nantucket for over 20 years. He said he knew there would be growth, but his concern is for the safety of the residents. Mr. Harris stated that the roads were not designed to be heavy traffic carriers. He said that there needs to be a look at long term effects of this decision. He stated he does not think the engineer has much experience with traffic flow in the area.

Mrs. Marie Wolfe and Mrs. Mary Lou Price both submitted documents to the Court for the record and are attached to these minutes.

Judge Peters thanked the citizens for their comments and reminded them that the Court cannot respond to them.

Consider and take action on agenda items 3-34:

3. Proclamation 17-027 declaring October 2017 as National Domestic Violence Awareness Month.

The Court approved a Proclamation declaring October 2017 as National Domestic Violence Awareness Month. The Court joins with the Mayors of the Cities of Bryan and College Station to encourage all citizens to work toward improving victim safety and holding perpetrators of domestic violence accountable for their actions against individual victims and our society as a whole. Judge Peters read aloud the proclamation and presented it to Melissa Carter who is the Victim and Witness Coordinator for the District

Attorney's Office.

Mrs. Carter thanked the Court for their continued support of helping to combat violence and educating the citizen's.

Judge Peters also thanked Mrs. Carter for her work with victims of domestic violence.

A copy of the proclamation is attached.

Motion: Approve, Moved by Commissioner Irma Cauley, Seconded by Commissioner Nancy Berry. Passed. 5-0. Ayes: Aldrich, Berry, Catalena, Cauley, Peters.

4. Letter in support of the Brazos Transit District's TIGER IX application for funding to support a critical transportation need in State of Texas.

A copy is attached.

Motion: Approve, Moved by Commissioner Nancy Berry, Seconded by Commissioner Irma Cauley. Passed. 5-0. Ayes: Aldrich, Berry, Catalena, Cauley, Peters.

5. Out of State Travel request for Fiona Meyer, Maggie Cannon, and Tammi Warford with the BV Fair & Rodeo to attend the 2017 International Fairs and Expositions convention in Las Vegas Nevada on Nov 26-29. All expenses will be funded by the Brazos Valley Fair and Rodeo.

Motion: Approve, Moved by Commissioner Sammy Catalena, Seconded by Commissioner Steve Aldrich. Passed. 5-0. Ayes: Aldrich, Berry, Catalena, Cauley, Peters.

6. Approval of the Medical and Dental Premiums for FY 2018 and the effective dates.

A copy of the FY 2018 Medical and Dental Premiums is attached.

Motion: Approve, Moved by Commissioner Nancy Berry, Seconded by Commissioner Sammy Catalena. Passed. 5-0. Ayes: Aldrich, Berry, Catalena, Cauley, Peters.

7. Request from Budget Office for the following personnel changes effective as of October 1, 2017. This change has no effect to the FY 18 Juvenile Grant Budget.
 - a. 312120 - TJJD - Community Programs
 - Move 95% salary for Juvenile Probation Officer - TJPC Cm Cor, Class Code 1877 Position 2
 - b. 312140 - TJJD - Commitment Diversion
 - Move 5% salary for Juvenile Probation Officer - TJPC Cm Cor, Class Code 1877 Position 2
 - c. 312110 - TJJD - Basic Probation
 - Add 100% salary for Juvenile Probation Officer - TJPC Cm Cor, Class Code 1877 Position 2

A copy of the position control changes is attached.

Motion: Approve, Moved by Commissioner Nancy Berry, Seconded by Commissioner Irma Cauley. Passed. 5-0. Ayes: Aldrich, Berry, Catalena, Cauley, Peters.

8. Request from the District Attorney for the following personnel changes effective October 7, 2017. This change has no effect to the FY 18 District Attorney Budget.
 - a. Decrease Asst. DA I, Class Code 0415 Position 10, Group NA Step NA, Biweekly Rate \$2,965.65 to \$2,850.27, Pay Code 013
 - b. Decrease Asst. DA I, Class Code 0415 Position 11, Group NA Step NA, Biweekly Rate \$2,854.24 to \$2,738.86, Pay Code 013
 - c. Increase Investigator Supervisor - DA, Class Code 0419 Position 1, Group NA Step NA, Biweekly Rate \$2,278.91 to \$2,509.68, Pay Code 025

A copy of the position control changes is attached.

Motion: Approve, Moved by Commissioner Irma Cauley, Seconded by Commissioner Nancy Berry. Passed. 5-0. Ayes: Aldrich, Berry, Catalena, Cauley, Peters.

9. Respectfully request approval to retain the Kawasaki Mule, purchased in 2011, that is being replaced via the FY2018 Budget. The mule will be used exclusively as a back-up in the event that we have mechanical issues with any of our other three mules.

This request was made by the Brazos County Exposition Complex.

Motion: Approve, Moved by Commissioner Sammy Catalena, Seconded by Commissioner Steve Aldrich. Passed. 5-0. Ayes: Aldrich, Berry, Catalena, Cauley, Peters.

10. Request approval of a one time exception to the purchasing policy to purchase a new microwave oven for the Expo Complex. The original microwave that was purchased for the complex no longer works.

Motion: Approve, Moved by Commissioner Sammy Catalena, Seconded by Commissioner Nancy Berry. Passed. 5-0. Ayes: Aldrich, Berry, Catalena, Cauley, Peters.

11. Request approval of the County Court at Law #2 Uniform Policy and payment authorization to M&M Apparel in the amount of \$281.74 for uniforms; a purchase order was not obtained in advance.

Judge Peters commented that we do not typically purchase shirts for departments except for those dealing with the public. He said that in the past the county has paid for shirts for the Sheriff's Office and Facility Services staff. He went on to say that he is in favor of paying for this request.

Commissioner Berry said she was in agreement for paying for the shirts.

A copy of the uniform policy for County Court at Law #2 is attached.

Motion: Approve, Moved by Commissioner Irma Cauley, Seconded by Commissioner Nancy Berry. Passed. 5-0. Ayes: Aldrich, Berry, Catalena, Cauley, Peters.

12. Payment Authorization to Eddie Hare - Accessibility Specialist in the amount of \$575.00 for an ADA inspection; a purchase order was not obtained in advance.

This payment authorization was requested by the Road and Bridge Department.

Motion: Approve, Moved by Commissioner Irma Cauley, Seconded by Commissioner Nancy Berry. Passed. 5-0. Ayes: Aldrich, Berry, Catalena, Cauley, Peters.

13. Payment Authorization to SiteOne Landscape Supply in the amount of \$1,715.10 for misc. landscape irrigation supplies. Amount exceeds balance that was on Purchase Order.

This payment authorization was requested by the Facility Services Department.

Motion: Approve, Moved by Commissioner Nancy Berry, Seconded by Commissioner Irma Cauley. Passed. 5-0. Ayes: Aldrich, Berry, Catalena, Cauley, Peters.

14. Approval of the following job descriptions:
 1. Class Code 0130 - Special Project Administrator and Administrative Secretary to Commissioners Court for Commissioners Court
 2. Class Code 0161 - Voter Registration Coordinator for Elections Administration
 3. Class Code 0162 - Election Coordinator for Elections Administration
 4. Class Code 0163 - Assistant Election Coordinator for Elections Administration
 5. Class Code 0165 - Clerk I for Elections Administration
 6. Class Code 0166 - Clerk II for Elections Administration
 7. Class Code 0167 - Clerk III for Elections Administration
 8. Class Code 0503 - First Assistant County Attorney for County Attorney
 9. Class Code 0601 - Clerk 1 for Justice of the Peace, Pct. 1
 10. Class Code 0612 - Court Coordinator for Justice of the Peace, Pct. 1
 11. Class Code 0621 - Clerk III for Justice of the Peace, Pct. 1
 12. Class Code 0630 - Clerk II for Justice of the Peace, Pct. 1
 13. Class Code 0626 - Clerk I for Justice of the Peace, Pct. 2
 14. Class Code 0629 - Clerk II for Justice of the Peace, Pct. 2
 15. Class Code 0633 - Clerk III for Justice of the Peace, Pct. 2
 16. Class Code 0640 - Court Coordinator for Justice of the Peace, Pct. 2
 17. Class Code 0604 - Clerk I for Justice of the Peace, Pct. 3
 18. Class Code 0606 - Clerk II for Justice of the Peace, Pct. 3
 19. Class Code 0615 - Clerk III for Justice of the Peace, Pct. 3
 20. Class Code 0608 - Court Coordinator for Justice of the Peace, Pct. 3
 21. Class Code 0607 - Clerk II for Justice of the Peace, Pct. 4
 22. Class Code 0616 - Clerk III for Justice of the Peace, Pct. 4
 23. Class Code 0624 - Court Coordinator for Justice of the Peace, Pct. 4
 24. Class Code 0903 - Court Reporter for County Court at Law #1
 25. Class Code 0905 - Court Coordinator for County Court at Law #1
 26. Class Code 0907 - Bailiff for County Court at Law #1
 27. Class Code 0909 - Administrative Secretary for County Court at Law #1

28. Class Code 0913 - Court Reporter for County Court at Law #2
29. Class Code 0915 - Court Coordinator for County Court at Law #2
30. Class Code 0917 - Bailiff for County Court at Law #2
31. Class Code 0919 - Administrative Secretary/Civil Coordinator for County Court at Law #2
32. Class Code 1005 - Payroll Manager for County Treasurer
33. Class Code 1006 - County Treasury Support/Special Projects for County Treasurer
34. Class Code 1010 - Clerk II for County Treasurer
35. Class Code 1226 - Systems Analyst for Information Technology
36. Class Code 1234 - Structured Cabling Technician for Information Technology
37. Class Code 1305 - Sr. Bookkeeper for County Clerk
38. Class Code 1308 - Office Supervisor for County Clerk
39. Class Code 1311 - Deputy County Clerk 1 for County Clerk
40. Class Code 1313 - Deputy County Clerk II for County Clerk
41. Class Code 1314 - Deputy County Clerk III for County Clerk
42. Class Code 1325 - Clerk, 1040 hrs. for County Clerk
43. Class Code 1334 - Record Retention Clerk for County Clerk
44. Class Code 3013 - Records Management Clerk II for County Clerk
45. Class Code 1435 - Clerk 1, Evidence for Sheriff's Office
46. Class Code 1442 - Records Clerk for Sheriff's Office
47. Class Code 1443 - Clerk III for Sheriff's Office
48. Class Code 1445 - Clerk II, Warrant Clerk for Sheriff's Office
49. Class Code 1446 - Evidence Clerk for Sheriff's Office
50. Class Code 1452 - Courthouse Security Officer for Sheriff's Office
51. Class Code 1516 - Intern, Detention Officer for Sheriff's Office, Detention
52. Class Code 1517 - Clerk, Booking for Sheriff's Office, Detention
53. Class Code 1619 - Clerk III for Constable, Pct. 1
54. Class Code 1605 - Clerk III for Constable, Pct. 2
55. Class Code 1606 - Clerk III for Constable, Pct. 3
56. Class Code 1608 - Clerk III for Constable, Pct. 4
57. Class Code 1705 - Clerk I for District Clerk
58. Class Code 1707, Position 1 - Clerk II for District Clerk
59. Class Code 1707, Position 3 - Clerk II for District Clerk
60. Class Code 1709, Position 1 & 3 - Clerk III for District Clerk
61. Class Code 1709, Position 2 - Clerk III for District Clerk
62. Class Code 1709, Position 4 & 8 - Clerk III for District Clerk
63. Class Code 1709, Position 5 & 7 - Clerk III for District Clerk
64. Class Code 1719 - Clk, Temp., 1040 hrs. for District Clerk, Archival Fund
65. Class Code 1721 - Jury Coordinator I for District Clerk
66. Class Code 1723 - Jury Coordinator II for District Clerk
67. Class Code 1727 - Assistant Director of Collections for Collections
68. Class Code 1729 - Collections Clerk I for Collections
69. Class Code 1730 - Collections Clerk II for Collections
70. Class Code 1731, Position 1 - Collection Clerk III for Collections
71. Class Code 1731, Position 2 - Collection Clerk III for Collections
72. Class Code 1801 - Director for Juvenile Administration
73. Class Code 1883 - Juvenile Probation Officer for Juvenile Administration
74. Class Code 2204 - Court Coordinator for Associate Court #1
75. Class Code 2205 - Bailiff for Associate Court #1

76. Class Code 2208 - Bailiff for Associate Court #2
77. Class Code 2209 - Court Coordinator for Associate Court #2
78. Class Code 2214 - Workers Compensation Coordinator for Risk Management
79. Class Code 2310 - Officer Manager for Tax Office
80. Class Code 2311 - Motor Vehicle Supervisor for Tax Office
81. Class Code 2313 - Administrative Clerk for Tax Office
82. Class Code 2321 - Property Tax Supervisor for Tax Office
83. Class Code 2331 - Assistant Staff Accountant for Tax Office
84. Class Code 2339 - Motor Vehicle Training Coordinator for Tax Office
85. Class Code 2341 - Clerk I for Tax Office
86. Class Code 2343 - Clerk II for Tax Office
87. Class Code 2345 - Clerk III for Tax Office
88. Class Code 2355 - Clerk, Temp. for Tax Office
89. Class Code 2585 - District Judge for 85th District Court
90. Class Code 2513 - Court Reporter for 85th District Court
91. Class Code 2515 - Court Coordinator for 85th District Court
92. Class Code 2517 - Bailiff for 85th District Court
93. Class Code 2519 - Administrative Secretary for 85th District Court
94. Class Code 2522 - Court Reporter for 272nd District Court
95. Class Code 2523 - Court Coordinator for 272nd District Court
96. Class Code 2525 - Bailiff for 272nd District Court
97. Class Code 2527 - Administrative Secretary for 272nd District Court
98. Class Code 2530 - Court Reporter for 361st District Court
99. Class Code 2532 - Court Coordinator for 361st District Court
100. Class Code 2534 - Bailiff for 361st District Court
101. Class Code 2536 - Administrative Secretary for 361st District Court
102. Class Code 2616 - Floodplain Permit Specialist for Road & Bridge
103. Class Code 2662 - GIS Tech, Part Time for Road & Bridge
104. Class Code 2666 - Engineering Tech. Temp. for Road & Bridge
105. Class Code 2667 - Temp. Laborer, 1200 hrs. for Road & Bridge
106. Class Code 2668 - Tech. Temporary, 1040 hrs. for Road & Bridge
107. Class Code 2822 - Juvenile Supervision Officer, 1248 hrs. for Juvenile Detention
108. Class Code 2856 - Probation Supervisor for Juvenile Administration
109. Class Code 2860 - Probation Supervisor for Juvenile Academy
110. Class Code 2906 - Juvenile Court Coordinator/Texas Licensed Court Interpreter for Juvenile, Court Referee
111. Class Code 850 - Temp. Clerk for Exposition Complex
112. Class Code 832, Position 1 - Temp. Attendant, Building & Grounds for Exposition Complex
113. Class Code 832, Position 2 - Temp. Attendant, Building & Grounds for Exposition Complex
114. Class Code 832, Position 3 - Temp. Attendant, Building & Grounds for Exposition Complex
115. Class Code 832, Position 4 - Temp. Attendant, Building & Grounds for Exposition Complex
116. Class Code 832, Position 5 - Temp. Attendant, Building & Grounds for Exposition Complex
117. Class Code 832, Position 6 - Temp. Attendant, Building & Grounds for Exposition Complex

- 118. Class Code 832, Position 7 - Temp. Attendant, Building & Grounds for Exposition Complex
- 119. Class Code 832, Position 8 - Temp. Attendant, Building & Grounds for Exposition Complex
- 120. Class Code 832, Position 9 - Temp. Attendant, Building & Grounds for Exposition Complex
- 121. Class Code 832, Position 10 - Temp. Attendant, Building & Grounds for Exposition Complex
- 122. Class Code 832, Position 11 - Temp. Attendant, Building & Grounds for Exposition Complex
- 123. Class Code 832, Position 12 - Temp. Attendant, Building & Grounds for Exposition Complex
- 124. Class Code 832, Position 13 - Temp. Attendant, Building & Grounds for Exposition Complex
- 125. Class Code 832, Position 14 - Temp. Attendant, Building & Grounds for Exposition Complex
- 126. Class Code 832, Position 15 - Temp. Attendant, Building & Grounds for Exposition Complex
- 127. Class Code 1508, Position 1 - Correctional Health Professional for Jail Medical Services
- 128. Class Code 1557, Position 1 - Teacher for Jail Commissary
- 129. Class Code 1557, Position 3 - Teacher for Jail Commissary
- 130. Class Code 1516, Position 2 - Intern, Detention Officer for Jail
- 131. Class Code 1516, Position 3 - Intern, Detention Officer for Jail
- 132. Class Code 819, Position 1 - Building Event Worker for Brazos Center
- 133. Class Code 819, Position 2 - Building Event Worker for Brazos Center
- 134. Class Code 819, Position 3 - Building Event Worker for Brazos Center
- 135. Class Code 169, Position 2 - Clerk - Election Admin Temp for Elections Administration
- 136. Class Code 1719, Position 1 - Clerk, Temp. 1040 hrs. for District Clerk Archival Fund
- 137. Class Code 433, Position 3 - Clerk, Temp. for District Attorney Crime Fund
- 138. Class Code 433, Position 4 - Clerk, Temp. for District Attorney Crime Fund

A copy of the job descriptions is attached.

Motion: Approve, Moved by Commissioner Irma Cauley, Seconded by Commissioner Nancy Berry. Passed. 5-0. Ayes: Aldrich, Berry, Catalena, Cauley, Peters.

- 15. Approval of the TCDRS Elected Rate for 2018.

Brazos County has elected a rate of 14.25% for Fiscal Year 2018.

Motion: Approve, Moved by Commissioner Irma Cauley, Seconded by Commissioner Nancy Berry. Passed. 5-0. Ayes: Aldrich, Berry, Catalena, Cauley, Peters.

- 16. Approval of Deer Oaks EAP Contract Renewal.

A copy of the renewal of contract is attached.

Motion: Approve, Moved by Commissioner Nancy Berry, Seconded by Commissioner Irma Cauley. Passed. 5-0. Ayes: Aldrich, Berry, Catalena, Cauley, Peters.

17. Interlocal Agreement with the City of Bryan and the City of College Station for emergency medical ambulance service for FY 2018 - FY 2020.

A copy of the agreement is attached.

Motion: Approve, Moved by Commissioner Irma Cauley, Seconded by Commissioner Nancy Berry. Passed. 5-0. Ayes: Aldrich, Berry, Catalena, Cauley, Peters.

18. Approval of the following community support contracts for FY 2018:
- a. Brazos County Emergency Communications District
 - b. Brazos County Rape Crisis Center, Inc. dba Sexual Assault Resource Center
 - c. Brazos County Historical Commission
 - d. Brazos County Soil & Water Conservation District #450
 - e. National Alliance on Mental Illness - Brazos Valley, Inc.
 - f. Texas A&M University System for Easterwood Airport

A copy of the contracts is attached.

Motion: Approve, Moved by Commissioner Irma Cauley, Seconded by Commissioner Nancy Berry. Passed. 5-0. Ayes: Aldrich, Berry, Catalena, Cauley, Peters.

19. Master Services Agreement between Athena Health and Brazos County for electronic medical records for the employee clinic.

Commissioner Cauley made a motion to remove this item from the agenda upon recommendation by Civil Counsel Ed Bull. Commissioner Berry seconded the motion and it passed unanimously.

Motion: Remove, Moved by Commissioner Irma Cauley, Seconded by Commissioner Nancy Berry. Passed. 5-0. Ayes: Aldrich, Berry, Catalena, Cauley, Peters.

20. Discuss and take possible action on a contract with Jasper County for pre-adjudication detention services.

A copy of the contract is attached.

Motion: Approve, Moved by Commissioner Irma Cauley, Seconded by Commissioner Nancy Berry. Passed. 5-0. Ayes: Aldrich, Berry, Catalena, Cauley, Peters.

21. Discuss and take possible action on a contract with Austin County for pre-adjudication detention services.

A copy of the contract is attached.

Motion: Approve, Moved by Commissioner Irma Cauley, Seconded by Commissioner Nancy Berry. Passed. 5-0. Ayes: Aldrich, Berry, Catalena, Cauley, Peters.

22. Renewal of contract # 18-016R for Internet Services with Managed Network Solutions (Fibertown)

Marie Wolfe asked to speak to the Court. Mrs. Wolfe said she does a lot of searches and has a difficult time finding the information regarding county business on the internet. She said she would like the information to come up through google so that it is easier to find. Mrs. Wolfe asked if this is not the appropriate time to address this, who could she talk to.

Judge Peters said the Information Technology Director would be able to discuss this with her.

A copy of the renewal of contract is attached.

Motion: Approve, Moved by Commissioner Nancy Berry, Seconded by Commissioner Irma Cauley. Passed. 5-0. Ayes: Aldrich, Berry, Catalena, Cauley, Peters.

23. Renewal of contract #18-017 Actuarial Services with Gabriel, Roeder, Smith & Company.

A copy of the renewal of contract is attached.

Motion: Approve, Moved by Commissioner Nancy Berry, Seconded by Commissioner Irma Cauley. Passed. 5-0. Ayes: Aldrich, Berry, Catalena, Cauley, Peters.

24. Award of contract # 18-021 Fire Extinguishers, Sprinkler Systems, Inspections, Maintenance and Testing.

The Court voted unanimously to accept the recommendation of the Purchasing Agent and awarded Contract # 18-021 Fire Extinguishers, Sprinkler Systems, Inspections, Maintenance and Testing to Davis Fire Equipment Company, Inc.

A copy of the bid tabulation and contract is attached.

Motion: Approve, Moved by Commissioner Nancy Berry, Seconded by Commissioner Steve Aldrich. Passed. 5-0. Ayes: Aldrich, Berry, Catalena, Cauley, Peters.

25. Acceptance of Saddle Creek Subdivision Phase 11 into the Brazos County road maintenance system; the roads (portion of Saddle Creek Drive, portion of Canvasback Cove and Majestic Oak Court) and roadway drainage structures are in compliance with the Brazos County Subdivision and Development Regulations. Site is located in Precinct 1.

Motion: Approve, Moved by Commissioner Steve Aldrich, Seconded by Commissioner

Nancy Berry. Passed. 5-0. Ayes: Aldrich, Berry, Catalena, Cauley, Peters.

26. Request permission to enter private property owned by Samuel B. Cohen at 6255 Blue Ridge Drive. County will remove dead tree that is in jeopardy of falling on roadway. Site is located in Precinct 1.

Motion: Approve, Moved by Commissioner Steve Aldrich, Seconded by Commissioner Irma Cauley. Passed. 5-0. Ayes: Aldrich, Berry, Catalena, Cauley, Peters.

27. Final Plat of Foxtail Estates, 16.883 Acres; Block 1, Lots 1-13; George W. Singleton Survey League, A-51; Brazos County, Texas. Site is located in Precinct 2.

Motion: Approve, Moved by Commissioner Sammy Catalena, Seconded by Commissioner Irma Cauley. Passed. 5-0. Ayes: Aldrich, Berry, Catalena, Cauley, Peters.

28. Final Plat of The Portillo Everett Addition Block 1, Lots 1 & 2; 5.10 Acres; Maria Kegans League, A-28; City of Bryan ETJ, Brazos County, Texas. Site is located in Precinct 2.
29. Request permission to enter private property owned by Gerald Anderson on Leonard Road 1.7 miles southwest of SH 47. Property is being used for staging area for Brazos County equipment and materials for work being done to Leonard Road. Site is located in Precinct 4.

Motion: Approve, Moved by Commissioner Irma Cauley, Seconded by Commissioner Nancy Berry. Passed. 5-0. Ayes: Aldrich, Berry, Catalena, Cauley, Peters.

30. Tax Refund Applications for the following:
- a. Donald Ball - Overpayment \$1,792.46
 - b. CitiMortgage % Corelogic Tax Real Estate - Overpayment \$1,716.42

Motion: Approve, Moved by Commissioner Irma Cauley, Seconded by Commissioner Nancy Berry. Passed. 5-0. Ayes: Aldrich, Berry, Catalena, Cauley, Peters.

31. Budget Amendments.

a. Budget Amendments FY 16/17 53.1 - 53.3

53.1 Reallocate funds for Court Support - Civil.

53.2 Reallocate funds for Sheriff's Office.

53.3 Reallocate funds for Justice of the Peace, Precinct 4.

b. Budget Amendments FY 17/18 1.1 - 1.5

- 1.1 Transfer funds from Non-Departmental to Constable, Precinct 2.
- 1.2 Transfer funds from Non-Departmental to Elections Administrator, Facility Services, Sheriff's Office, Juvenile Services, and Health and Wellness Clinic.
- 1.3 Reallocate funds for the Health and Wellness Clinic.
- 1.4 Transfer funds from General Capital Improvement Fund to Health and Wellness Clinic.
- 1.5 Transfer funds from General Capital Improvement Fund to County Court at Law No. 1, County Court at Law No.2 and Non-Departmental.

Motion: Approve, Moved by Commissioner Nancy Berry, Seconded by Commissioner Irma Cauley. Passed. 5-0. Ayes: Aldrich, Berry, Catalena, Cauley, Peters.

32. Approval of update to Longevity Policy Section 4.03.

A copy of the policy change is attached.

Motion: Approve, Moved by Commissioner Nancy Berry, Seconded by Commissioner Steve Aldrich. Passed. 5-0. Ayes: Aldrich, Berry, Catalena, Cauley, Peters.

33. Personnel Change of Status.

a. Personnel Action Forms for FY17

b. Personnel Action Forms for FY18

Commissioner Berry offered a motion to approve the Personnel Change of Status requests with the correction of the Personnel Action Form FY18 for Heather Williams' position change from 17.05, position 3 to 17.05, position 1. The motion was seconded by Commissioner Cauley and passed unanimously.

A copy of the Personnel Change of Status requests for a and b is attached.

Motion: Approve, Moved by Commissioner Nancy Berry, Seconded by Commissioner Irma Cauley. Passed. 5-0. Ayes: Aldrich, Berry, Catalena, Cauley, Peters.

ADDENDUM

The County Judge announced that the Court would consider the Addendum to the agenda for an Interlocal Agreement between the City of Bryan, Texas; Brazos County, Texas; and City of Bryan and Brazos County Economic Development Foundation, Inc.

A copy of the agreement is attached.

Motion: Approve, Moved by Commissioner Irma Cauley, Seconded by Commissioner Nancy Berry. Passed. 5-0. Ayes: Aldrich, Berry, Catalena, Cauley, Peters.

34. Payment of Claims.

Claims 7159866-7160082

Motion: Approve, Moved by Commissioner Sammy Catalena, Seconded by Commissioner Nancy Berry. Passed. 5-0. Ayes: Aldrich, Berry, Catalena, Cauley, Peters.

35. Sheriff's report on inmate population.

Sheriff Chris Kirk stated there were 673 inmates in jail, 570 inmates are male and 103 are female, 50 have electronic monitors and 15 are pending for monitors.

36. Announcement of interest items and possible future agenda topics.


Commissioner Cauley announced that tonight is National Night Out and they will be riding along with law enforcement.

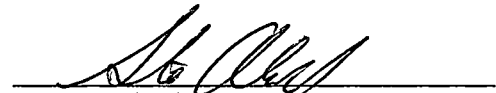
37. Call for Citizen input and/or concerns


There was no citizen's input.

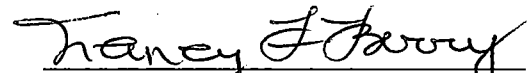
38. Adjourn.


The foregoing minutes of the Commissioners Court meeting held October 3, 2017 have been examined and are approved in open Court this 7th day of November, 2017, in Bryan, Brazos County, Texas .



Duane Peters
County Judge


Steve Aldrich
Commissioner, Precinct 1

Sammy Catalena
Commissioner, Precinct 2

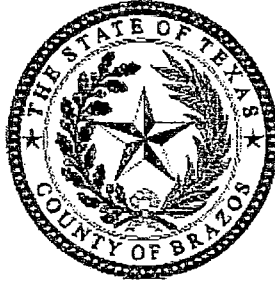
Nancy Berry
Commissioner, Precinct 3

Irma Cauley
Commissioner, Precinct 4

Attest:



Karen McQueen
County Clerk



FILED FOR RECORD
DATE 9-29-2017
AT 4:00 O'CLOCK P.
KAREN MCQUEEN
BRAZOS COUNTY CLERK
By Jeran Kempf

**BRAZOS COUNTY
BRYAN, TEXAS**

NOTICE OF ADDENDUM

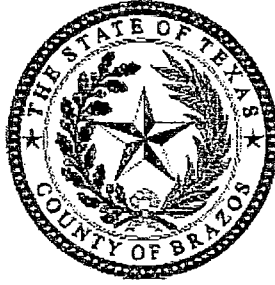
BRAZOS COUNTY COMMISSIONERS COURT

In addition to the Regular Meeting, the Commissioners Court will consider and take action on the following item(s):

MEETING
DATE: October 3, 2017
MEETING
TIME: 10:00 AM
MEETING
PLACE: Commissioners Courtroom of the County Administration Building,
200 S. Texas Ave., Suite 106, Bryan, Texas

-
1. Interlocal Agreement between City of Bryan, Texas; Brazos County, Texas; and City of Bryan and Brazos County Economic Development Foundation, Inc.

The Commissioners Courtroom of the County Administration Building, 200 S. Texas Ave., Suite 106, Bryan, Texas is wheelchair accessible. Handicap parking spaces are available. Any request for sign interpretive services must be made two working days before the meeting. To make arrangements, please call (979) 361-4102.



FILED FOR RECORD
DATE 9-29-2017
AT 4:00 O'CLOCK P.
KAREN MCQUEEN
BRAZOS COUNTY CLERK
By Jeran Kempf

**BRAZOS COUNTY
BRYAN, TEXAS**

NOTICE OF ADDENDUM

BRAZOS COUNTY COMMISSIONERS COURT

In addition to the Regular Meeting, the Commissioners Court will consider and take action on the following item(s):

MEETING
DATE: October 3, 2017
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PLACE: Commissioners Courtroom of the County Administration Building,
200 S. Texas Ave., Suite 106, Bryan, Texas

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BRAZOS COUNTY COMMISSIONER'S COURT

3rd DAY OF October, 2017
10:00 AM/~~PM~~, _____

Name

(PLEASE PRINT)

Organization

(PLEASE PRINT)

<u>Melissa Carter</u>	<u>DA's office</u>
<u> Kristen Brunson</u>	<u>TAMU PD</u>
<u>Jim Quakles</u>	<u>EXPO</u>
<u>KAREN McQUEEN</u>	<u>Co. Clerk</u>
<u>Gloworkma</u>	<u>County Clerk's Office</u>
<u>Susan Hardin</u>	<u>State Citizen</u>
<u>Mary Lou Price</u>	<u>Citizen</u>
<u>MARIE S. WOLF</u>	<u>Citizen</u>
<u>Karen Z. Klein</u>	<u>Citizen</u>
<u>Don Daniels</u>	<u>Nantucket Resident</u>
<u>Janie Harris</u>	<u>Nantucket Preserv. Assoc.</u>
<u>Bill Harris</u>	<u>Nantucket resident</u>
<u>Irene Jeff</u>	<u>Budget</u>
<u>Duane Peters</u>	<u>Co. Judge</u>
<u>ERIC CALDWELL</u>	<u>BCIT</u>
<u>JAMES EDWARDS</u>	<u>CO AG FLORES</u>

BRAZOS COUNTY COMMISSIONER'S COURT

3rd DAY OF October, 2017
10:30 AM/~~PM~~, _____

Name

(PLEASE PRINT)

Organization

(PLEASE PRINT)

Chris Kirk

Sheriff

R. Smith

R & B

Ed Bell

CA

Megan Mason

Auditor

B. Enraft

CA

WM. CHARLES WENDT

PUB. H.

Wayne Dickey

Sheriff's Office

Jennifer Salazar

He

Don W. Wall

JW

Kara Sustayta

CC #2

Jim Locke

CC #2

Patrick Anderson

citizen

LAURA T DAVIS

TREAS

J.P. Inoué

BCCO #3

Katie Coxon

Auditor

Donald Lampo

Constable Pct 2

BRAZOS COUNTY
COMMISSIONER'S COURT

3rd DAY OF October, 2017
10:00 AM/PM,

Name

(PLEASE PRINT)

Organization

(PLEASE PRINT)

Shane Morrison

Brazos County Sheriff's Office

David Villarreal

Brazos County Sheriff's Office

Candy Gallego

Comm. Court

Marie E. Wolfe
4576 Sandpiper Cove
College Station, TX 77845

Good morning Commissioners and Judge,

I was hoping not to have to return this week, but since the County's application to the City for the Realignment of Harpers Ferry to Margraves Ranch minor collector (City File #17-0582) is still on the P&Z Agenda, I had to.

Yesterday I received a reply to my open records request to the City for all emails related to the application. I'm still going thru the files, but it would seem based on what I've read so far, that the application is in error. There is no Margraves Ranch minor collector going to intersect with Arrington Road. All 3 of the minor collectors on the City Thoroughfare Plan are not within the Margraves Ranch land. Thus Margraves Ranch has no Arrington Road access until such time as the 4 landowners north sell or Windham Ranch to the south sell. So why is the County pursuing this change? I'm entering into the record the Mitchel & Morgan Thoroughfare map change dated August 2017 – remember that the County Engineer didn't sign the application until September – another strange part of the timeline I talked to last week.

There are many other items that need to be discussed and answered before the County should go forward with the application, so I'm asking again that the County to be transparent and withdraw its application until such time as the citizens have had a chance to be part of the process.

I'd like to thank the City Staff for requiring the application; else the Nantucket residents would have never known what was happening behind the scenes at the County.

I would like to thank Commissioner Aldrich for meeting with us ladies last week to attempt to answer our questions. I got the impression that he shared our concern that the numbers not adding up on the traffic volumes from the different charts within the TDM (Traffic Demand Model) that was attached to the City application for the realignment and entered into the record last week. There are other questions that still need to be answered, so I'm entering into the record my email dated September 28th to him with the attached list of questions and the County Engineers email dated October 2nd.

At the same meeting we presented Commissioner Aldrich with a petition requesting Harpers Ferry Road be closed at the intersection of Harpers Ferry and Arrington Road, which I'm also entering into the record. This was done to help with our pedestrian safety issue that no one seems to address.

Government transparency is important and I'm very concerned about the County transparency based on the emails I received from my Open Record Request to the City. I would hope our County officials also deem transparency important and stop this application.

I'm also concerned that the County has changed plans on Arrington Road from the direction in March 2017 at the BCSMPO meeting where it was stated there would be a 3-lane from the City to below Harpers Ferry to the now 2-lane improved for all of Arrington Road. I have a map that I picked up at the March 2017 BCSMPO Meeting that I will also put into the record. The Map shows that Arrington Road was then as it is now designated as a Minor Arterial with a 105' ROW. Yet another example of the lack of transparency by the County; Plan changes without citizens being aware or aloud to be involved.
Thank You

Subject: Concerns and Meeting to resolve before 10/5 P&Z Meeting on Margraves Ranch minor collector realigning to Harpers Ferry

From: Marie Wolfe (me_wolfe@yahoo.com)

To: saldrich@brazoscountytexas.gov;

Cc: ramunger@brazoscountytexas.gov; dpeters@brazoscountytexas.gov; shardintx@gmail.com; mprice212@yahoo.com; motherweir@hotmail.com; kconner@brazoscountytexas.gov;

Date: Thursday, September 28, 2017 3:23 PM

Howdy Commissioner Aldrich,

The ladies and I appreciated you volunteering to meet and answer our issues that were voice on September 26 at the Commissioners Court. However, since time is critical because the City has scheduled it for the P&Z on October 5, I'm touching base to see when this can happen.

I'm attaching a list of questions that I compiled. We feel that it's important to have the County Engineer at this meeting since he is the one who initiated and signed the application to the City even though it's now confirmed he is leaving very shortly.

One critical question you can resolve prior to the meeting is - When were the contracts signed and approved by the Commissioners Court?

Look forward to hearing from you.

Sincerely,
Marie Wolfe
4576 Sandpiper Cove
College Station, TX 77845
979-690-7075

Attachments

- HarpersFerryRealignIssues.pdf (364.54KB)

Issues that need to be resolved by the Commissioner and County Engineer:

1. Who decided on using Mitchell & Morgan and Kimley Horn and when; when was the contract approved by the County at the Commissioners Court?
2. Why were no other alternatives researched or studied? (e.g. no Margraves access to Arrington Road, No Nantucket access to Arrington Road, half blocked street so you either can't enter or exit from/to Arrington from Nantucket)
3. How is ROW acquisition affected? The realignment or not is all within the Margraves Ranch land and I thought they promised to give the County whatever was needed to improve Arrington Road. What's changed?
4. The City application compared Arrington Road (2 lane major collector = 10-15K VPD) and FM 2154 (4 lane major arterial) per City Thoroughfare Plan. How is 2 lanes comparative to 4 lanes?
5. Why is the 3-way intersection on Arrington Road an issue when the TIA says it's 1500 feet away and you could fit 100 cars into those 1500 feet? And it's just as close to South Oaks as Harpers Ferry?
6. Why isn't the County Engineer or the Kimley Horn engineer concerned about the eight 3-way intersections within Nantucket (closest set is 150 feet apart and farthest 830 feet – all others in between; 8 within <5,000 feet of roadway), plus 20 driveways entering same stretch of road?
7. Why was the same individual/firm used by the Developer of Margraves Ranch and the County for the application (Veronica Morgan) and TIA (Jeff Whitacre)? Seems like there wasn't any check and balance on data which was questionable in the original Developers TIA.
8. Why isn't the TIA Engineer required to assess the roads that traffic will be pushed to?
9. How does 2,300-7,000 vehicles per day (VPD) appropriate for a minor collector (Margraves Ranch collector) that is defined as 0-5,000 VPD? Sometimes more and sometimes less acceptable?

10. Why don't the total volumes of vehicle per day on the 2 comparison maps equal (exhibit 3 & 4)? Not aligned 55,600 and aligned 61,300 – difference of 5,700.
11. Why don't the totals of the columns of vehicles/trips on page 8 match?
Current = 55,600 and Realignment 57,700
These columns have a difference of 2,100.
12. Why don't numbers from item 10 and 11 above match up? Seems like the Current Plan is equal, but the Realignment has different volumes.
13. Why is only the Level of Service taken into account and safety is not a consideration?
14. Why did the TIA have 1500 feet offset when the same person was told back in May 2017 when he submitted the Margraves TIA : **“Exhibit A and Exhibit 1 – I know it says “not to scale”, but it’s very misleading to anyone looking at the map where the Arrington Road access point will be. It looks like it closer to South Oaks when it’s actually only about 500 feet from Harpers Ferry and could have been marked in the appropriate place.”** (May 17th)??
15. Why is the TIA valid or acceptable to the County with the above errors?
16. Who reviewed and accepted the City Application filled out for a change to their Comprehensive Plan and the TIA from Kimley Horn?
17. Why was the Arrington Road, 3-lane plan (announced by both Dan Rudge and Alan Munger at the March 6, 2017 BCSMPO meeting at Brazos Center) changed to a 2-lane improved plan in September 2017? Per Dan Rudge, BCSMPO: “ Mr. Allen Munger did say the plan was to make Arrington a three lane road with a center turn lane. I do not know when that improvement is planned.”
18. Why doesn't the TIA study have details to back up the maps numbers?

Subject: Concerns and Meeting to resolve before 10/5 P&Z Meeting on Margraves Ranch minor collector realigning to Harpers Ferry

From: Robert A. Munger (RAMunger@brazoscountytexas.gov)

To: me_wolfe@yahoo.com;

Cc: SAldrich@brazoscountytexas.gov; DPeters@brazoscountytexas.gov; KConner@brazoscountytexas.gov;

Date: Monday, October 2, 2017 9:52 AM

Ms Wolfe:

To address what your email posed as the "critical question" – Mitchell & Morgan has capably provided the County with professional services since 2013 and while Commissioner's Court is the only County body authorized to sign contracts on behalf of the county - this work is for professional services that had already been through the RFQ process several years ago and which we have a standing time and materials contract with Mitchell Morgan for projects as needed. The work order proposal for not to exceed \$8950 from Mitchell & Morgan with Kimley-Horn as their subcontractor was drafted by M&M on August 9th. Kimley-Horn is being utilized as they had the existing model data collected from their earlier work and they could cost effectively provide the evaluation of the aligned intersection far more economically than bringing in a new provider. Kimley-Horn is also a provider of traffic services to the City of College Station. As this presentation is to COCS, we wanted to focus County efforts as economically as possible with professional service providers that the City of CS knows and trusts. This department requested and received a PO approval for the scoped work of requesting amendment to the College Station Thoroughfare Plan for alignment of 2 minor collectors (Harpers Ferry and Future Margraves Tract).

I would further like to provide you with the County's general view on functional classifications of roadways (and hierarchy) and this project:

- a. Minor Arterials are intended to connect traffic into and between the principal arterial system and serve trips of moderate length by connecting smaller geographic areas. While they provide slightly less mobility than Major Arterials, overall they are characterized by relatively high travel speeds and low interference from cross traffic. Minor Arterials shall be extended to adjacent undeveloped property as approved by the Commissioners Court upon consideration of future circulation needs of the area.
- b. Collectors provide a balance between mobility and access, primarily serving to collect traffic from local roads and provide connections to Arterials. Collectors usually serve moderate traffic volumes. There are typically few discernible differences between collectors and local roads within a neighborhood because they provide access to adjacent residential and nonresidential lots. Collectors should be designed with the most favorable alignment and cross section practical. Collectors shall be extended to adjacent undeveloped property as approved by the Commissioners Court upon consideration of future circulation roads of the area.

c. Local roads and streets are any public road/street not designated as a major thoroughfare, freeway, or highway and not situated within the existing and/or planned pattern of streets in a manner to cause it to function as a collector. A local road/street should provide access to adjacent land over short distances. A local road/street primarily serves traffic within a neighborhood or limited residential district and is not continuous through several residential districts. The layout of residential streets shall consider the natural topography and deliberately discourage through traffic in neighborhoods. Local roads and streets make up the bulk of the transportation system in terms of mileage. The Commissioners Court may require that residential streets be stubbed out to adjacent undeveloped property in order to provide adequate circulation to adjacent tracts and ensure emergency ingress/egress.

Wellborn Road is classified as a Major Arterial in the MPO Plan

Mesa Verde is classified as a Minor Arterial in the MPO Plan

Arrington Road is classified as a Minor Arterial in the MPO Plan

Harpers Ferry and the "Margraves Collector" both function as Collectors

The topic of the P&Z/City Council meetings will be Arrington Road and proposed future roadways which will connect and rely upon Arrington Road. The MPO Thoroughfare Concept has been adopted by Brazos County and TxDOT. Both City's are working to formally adopt the MPO Concept plus they will each additionally show "Collectors" which include future collectors within Margraves Tract and existing collectors such as Harpers Ferry.

See MPO Map dated 3/6/2011 noted cut at city

The legend from the MPO Thoroughfare Plan is pasted below. I do not deny that I once stated Arrington would be a 3 lane facility, however that was also in the context of what the MPO TAC had initially presented to the community such that Arrington was proposed as a Major Arterial (for 2050 – a 4 to 6 lane facility within a 125' ROW). You should further acknowledge that the MPO (with County as an active participant) responded to the public comment process and after the March meeting revised the concept. The resulting concept provided to public in April provided a modified Concept which was further presented to the public and the revised Concept showed Arrington Road modified (reduced) to a Minor Arterial within a smaller ROW (105' Max).

2050 BCS MPO THOROUGHFARE CONCEPT

CLASSIFICATION

████████ FREEWAY 250' - 400' ROW

■ ■ ■ FREEWAY PROPOSED 250' - 400' ROW

████████ SUPER ARTERIAL (6 Lanes) - 150' ROW

■ ■ ■ SUPER ARTERIAL-PROPOSED (6 Lanes) - 150' ROW

████████ MAJOR ARTERIAL (4 or 6 Lanes) - 125' ROW

■ ■ ■ MAJOR ARTERIAL PROPOSED (4 or 6 Lanes) - 125' ROW

████████ MINOR ARTERIAL - 105' ROW

■ ■ ■ MINOR ARTERIAL-PROPOSED - 105' ROW

The public input at MPO - plus resulting data from numerous TIA's has resulted in the preliminary plans to develop a 2 lane facility at this time rather than the originally proposed 3 lanes. This is a reduced facility based on what the public requested and this is what the TIA's further indicate to be prudent for Arrington. What is proposed now will address the narrowness and poor condition of the existing 2 lane facility. Our focus in preliminary design is to make the facility operate as efficiently as possible because that is the stated purpose of Arterials. In the future (and if more lanes are needed as supported by data) within the ROW, then an Urban Design (which may include utilities in the ROW) rather than a Rural roadway design (which may not include utilities in the ROW) can be utilized. The section north of the fire station within the City of CS is reflective of an urban section (enclosed storm sewer, sidewalk, bike lanes and 3 roadway lanes).

Safety is a concern - Please convince a school bus driver in the future that they would prefer to "gun it" from Harpers Ferry onto Arrington (with no stop signs on Arrington) and then hit the brakes to enter Margraves tract rather than proceed safely from Harpers Ferry through a future intersection with the Margraves development on Arrington which would have a 4 way stop.

Denial of access from Arrington to Harpers Ferry is a concern which has been investigated - within the last 5 years, there were 3 times more fire/ambulance calls to the Nantucket subdivision than there were reported traffic violations. The emergency service providers whom Nantucket residents need in case of a fire have a facility on Arrington and their response time will be adversely affected in a time of dire need by access restrictions from Arrington.

Wellborn Road is an existing 2-lane facility – Arrington is an existing 2 lane facility. They are both Arterials and the need to align intersections and preserve mobility along Arterials is consistent with each example.

Harpers Ferry is not an Arterial, it is a Minor Collector where driveways are allowable. The access leading from Harpers Ferry/Nantucket Drive to the busiest corridor in the region (SH 6) has defined Harpers Ferry/Nantucket as collectors since the property was developed. The numerous 3-way intersections along Harpers Ferry exactly serves the point that 3-way intersections don't lend themselves to STOP controlled intersections which would serve to calm traffic speeds and further dissuade "cut-through" use. A 4-way intersection could better help to what the Nantucket residents have requested in the past in terms of traffic calming.

Although you may apparently have no issue maintaining the offset collector alignment – the offset alignment creates the need for a 40' approximate width of new ROW rather than approximately 20 feet. There are 4 existing properties (in addition to Margraves Tract and The Ranch project) that are not planned for development and which would be adversely affected by the current location of the "Margraves Collector" as shown by COCS. County officials are not in the business of purchasing more ROW than what is absolutely needed for roadway improvement – and while the County may justify the need for 20 additional feet for purchase from those 4 property owners to improve Arrington, we cannot justify the need for 40 feet of their existing property when a better alternative is available.

Timeline for Arrington Road:

- Survey Contract was approved with Strong Surveying on 3/28/2017;
- Preliminary Survey work was completed by early July 2017;
- This department has provided surveyor with a new ROW "Footprint" which is proposed to be 80 feet in width from north of South Oaks Drive to south of Indian Lakes Drive. With the exception of 2 properties at corner of South Oaks/Arrington on the east side of Arrington, all proposed new ROW would be acquired on the west side of Arrington. South Oaks subdivision did not provide past dedication along Arrington as Nantucket S/D did so the 2 acquisitions in South Oaks will align their property lines with the established Nantucket front property lines along Arrington:
- We can not finalize the surveying phase of work until the collector alignment is resolved:
- When collector alignment is resolved with the City, then the County can proceed as follows further;
 - o Finalize Survey documents
 - o Get Certified Appraisals for each proposed acquisition of property (8-10 weeks)
 - o Make offers to property owners
 - o Once offers are made, then the timeline is dictated more by the individual land owners
 - o Once all property has been acquired by County (County future acquisition of property within City limits necessitated last week's ILA with City) – then utility relocation may begin to address where utility conflicts with road plans.
 - o County would likely hire consultant to begin roadway design near the end of the appraisal process
- Design Consultant will prepare plans so that County may hire a roadway contractor to reconstruct Arrington Road

Although I will not be the County official to see this process through to completion, I am still dedicated to doing my best to keep it on a timeline where visible activities (Utility relocation, reconstruction of Arrington roadway) may begin within months after the completion of Mesa Verde.

Again, I am sorry that you were not involved at the 9/18 meeting at Best Western. The meeting was held at a location convenient for the Nantucket participants and I know that I never envisioned that you would not be there.

The future growth west of Arrington will cause increases to traffic on South Oaks and Harpers Ferry. The proposed alignment of the collectors will allow the arterial (Arrington) to operate better and more safely with the anticipated growth, but the proposed alignment of the collectors is not the main cause of the increased traffic on South Oaks and Harpers Ferry.

It has been my privilege to serve Brazos County.

Thanks,

Alan

From: Marie Wolfe [mailto:me_wolfe@yahoo.com]

Sent: Thursday, September 28, 2017 3:23 PM

To: Steve HW. Aldrich

Cc: Robert A. Munger; Duane Peters; Susan Hardin; Mary Lou Price; Karen Weir; Katie D. Conner

Subject: Concerns and Meeting to resolve before 10/5 P&Z Meeting on Margraves Ranch minor collector realigning to Harpers Ferry

Howdy Commissioner Aldrich,

The ladies and I appreciated you volunteering to meet and answer our issues that were voice on September 26 at the Commissioners Court. However, since time is critical because the City has scheduled it for the P&Z on October 5, I'm touching base to see when this can happen.

I'm attaching a list of questions that I compiled. We feel that it's important to have the County Engineer at this meeting since he is the one who initiated and signed the application to the City even though it's now confirmed he is leaving very shortly.

One critical question you can resolve prior to the meeting is - When were the contracts signed and approved by the Commissioners Court?

Look forward to hearing from you.

Sincerely,

Marie Wolfe

4576 Sandpiper Cove

College Station, TX 77845

979-690-7075

Attachments

- [HarpersFerryRealignIssues.pdf \(364.54KB\)](#)
- [Revised Approved Final 11x17 2050 BCSMPO Major Thoroughfare Concept 06272017.pdf \(2.71MB\)](#)
- [image002.png \(50.68KB\)](#)

Date: 9/29/2017

To: Brazos County Commissioners Court

From: Nantucket Homeowners, Precinct 1

We request that Harpers Ferry be closed at the intersection of Harpers Ferry and Arrington Road.

Whereas, The County has decided that they want to align Margraves Ranch minor collector to Harpers Ferry on Arrington Road, facilitating unsafe cut-thru traffic within our neighborhood.

Whereas, The County hasn't addressed our pedestrian safety issues, Harpers Ferry must be closed to cut-thru traffic, thus eliminating our safety issues permanently.

Whereas, The County wants to reduce 3-way intersections on Arrington Road, this would be an ideal way to accomplish that.

Whereas, The County can change a road by virtue of Texas Transportation Code – Sec. 251.052. PUBLIC APPLICATION FOR NEW ROAD OR ROAD CHANGE. (a) The residents of a precinct may apply for a new road or a change in an existing road by presenting to the commissioners court a petition signed by:

- (1) eight property owners in the precinct, if the application is to request a new road or that a road be discontinued;

Date	Printed Name/Address	Signature
9/29/2017	MARIE E. WOLFE 4576 Sandpiper Rd College Station, TX 77845	Marie E. Wolfe
9-29-2017	Mary Lou Price 4587 Cricket Pass College Station, TX 77845	Mary Lou Price
9/29/2017	Karen L. Weir 4599 Sandpiper Cove College Station, TX 77845	Karen L. Weir
9/29/2017	ANNA JANNE 1407 HARPERS FERRY Rd College Station, TX 77845	Anna M Janne
9/29/2017	NIRKI McCURDY 1408 HARPERS FERRY Rd COLLEGE STATION TX 77845	Nirki McCurdy
9/29/2017	CORA Painter 4701 Nantucket Dr College Station, TX 77845	Cora Painter
9/29/2017	Susan Hardin 4712 Nantucket Drive College Station, TX 77845	Susan Hardin
9/29/2017	Veda S. Ellington 4710 Nantucket Dr. College Station, TX 77845	Veda S. Ellington

Mary Lou Price
4587 Cricket Pass
College Station, Texas 77845
(512) 587-4746

I would like to focus my time today on an interesting document Mrs. Wolfe received through an open records request with the City of College Station. It is a Certificate of Authority signed by Mr. John Elliott, a manager with the Oldham Goodwin Group, on July 31, 2017. The certificate stipulates that the City of College Station is initiating an amendment to the City's Comprehensive Plan that will affect the City's Thoroughfare Plan. It also authorized Veronica Morgan with Mitchell & Morgan to execute and submit to the City of College Station an application in support of the Comprehensive Plan Amendment on behalf of OGC, to attend all meetings and hearings in connection with such application and to take all action on behalf of OGC in connection with the application. That fits in with the timeline of the application being signed by Ms. Morgan on August 17, 2017. She signed the document 3 weeks before the TDA was completed by Kimley Horn. To an ordinary citizen, that seems odd.

This Certificate of Authority proves how we were totally misled by Mr. Jason Shubert with the City of College Station. He stated in an email to Mrs. Wolfe that Brazos County initiated the application for amendment. As I stated last week, neither Mr. Munger nor Mr. Aldrich refuted that claim, so we were misled by them also. The developer has also stated it was his understanding that Brazos County initiated the application, but his company hired Mitchell & Morgan to execute and submit the application on behalf of OGC. It just seems odd that Mr. Munger didn't sign the application for amendment until September 11, 2017. A week later, on September 18, the public notice by the City of College Station was published in the Eagle about the public hearing for realignment.

Last Friday, we met with Mr. Aldrich concerning our numerous issues on this matter. We really appreciated the 2 hours he spent with us. Mrs. Wolfe had a list of questions we wanted addressed, but we didn't get most of them answered. We left them with him, and he passed them on to Mr. Munger. Mr. Munger replied to Mrs. Wolfe on October 2, and one of the topics he addressed was the hiring of Kimley Horn. Apparently, given the timeline we now know, the company was able to complete the Traffic Demand Analysis in a little over a month. Mr. Aldrich told us the County hired them for fiduciary reasons and believed it would be cheaper to use them since they did the prior TIA for the

developer in their rezoning request to the City of College Station. The TIA was very lengthy and detailed, but I couldn't find any data in the report that corresponded to the traffic numbers for the various roads that were used in the TDA. In contrast, the TDA was very brief and contained only 8 pages. There was no supporting documentation to verify the projected traffic volumes. In January of 2016, the volume of cars at the Harpers Ferry and Nantucket intersection was around 650/day. According to Kimley Horn, the projected volume using the existing alignment is 1900/day. The projected volume using the proposed realignment is 2200/day. South Oaks is even stranger. Existing alignment is projected at 1400/day, but proposed alignment is 3600/day. Arrington Road between South Oaks and Greens Prairie is expected to be 7,200 with the existing alignment, but 10,600 with the proposed alignment. How is it possible these numbers could be so different when the proposal is just to move a road a few hundred feet and make it easier to go through Nantucket? I can see there would be additional traffic on Harper's Ferry, but why would South Oaks see an increase of 2200 and Arrington between South Oaks and Greens Prairie increase by 3400? How do you arrive at these numbers when the same volume of 5300 is projected for Castlegate Dr. in both models? That's the only number that stays the same. In the realignment model, total volume on all roads combined is 61,300 compared to 55,600 for the existing alignment. Does anyone really believe that moving that road a few hundred feet would mean that traffic volume would actually increase by 5700? If so, why would you want to make a change that actually **adds** a significant volume to those roads. Assuming Mr. Munger read this report before he signed the application on September 11, I would think he would have seen the blatant discrepancies. It just has the appearance of a very sloppy report that was completed with a very short timeline.

As I said last week, something just doesn't add up. It's apparent the City was the entity that initiated the realignment, not the County. It's also apparent that Mitchell & Morgan was hired by the developer, not the County, to execute the application. It seems like sometime after that point in time, maybe after Ms. Morgan signed the application on August 17, the County was asked to sponsor the application instead. If that is the case, my question is why. Why is it so important for so many people to mislead us? At what point did it become necessary for the County to appear to initiate this application, and why? Why did Mr. Munger say the County was able to employ Mitchell & Morgan for this project using a standing time and materials contract they had with them, and subsequently Mitchell & Morgan subcontracted with Kimley Horn? Surely Mitchell & Morgan wasn't paid by both the developer and the County. If the County did pay Kimley Horn via Mitchell & Morgan, I hope you reexamine their report and consider asking for a refund from them for delivering such a questionable product.

I request the County rescind this application for realignment. If you still believe the realignment is necessary, hire another firm other than Kimley Horn do a thorough TDA. I also request that Misty Ln. and connecting streets be added to the study parameters. No one will ever address that entrance to Nantucket, even though it will be significantly impacted by both the developments in general, and the realignment in particular.

Finally, I would like to state my disappointment with all entities for not including our neighborhood in the discussions throughout the summer. Holding a meeting just to inform our representatives of your plans is not dialog or cooperation. We have told all entities numerous times that we would like to be included in order to allow Nantucket to

provide suggestions to mitigate future safety concerns. Mr. Aldrich told us on Friday how disappointing it is that most citizens are not engaged in local politics. Well, why would people want to be engaged when no one really wants their input?

CERTIFICATE OF AUTHORITY

I, the undersigned Manager of **OGC CNO JV, LLC**, a Texas limited liability company (the "Company"), do hereby certify that (i) the Company is duly organized and existing under the laws of the State of Texas; that all franchise and other taxes required to maintain its company existence have been paid when due and that no such taxes are delinquent; that no proceedings are pending for the forfeiture of its Certificate of Organization or for its dissolution, voluntarily or involuntarily; that it is fully qualified and in good standing to do business in all jurisdictions in which the nature of its business requires it to be qualified; that there is no provision of the Certificate of Formation or Company Agreement of the Company limiting the power of the Manager to pass the resolutions set forth below; and (ii) that on the 31st day of July, 2017, at a meeting of the Manager of said company duly and regularly called and held in accordance with the Company Agreement of the Company and the law, the following resolutions were unanimously adopted and recorded in the minutes of the books of the Company kept by me and are in accord with and pursuant to the Certificate of Formation and Company Agreement of the Company and are now in full force and effect, to-wit:

WHEREAS, **OGC CNO JV, LLC** is the owner of certain real property located in College Station, Brazos County, Texas, and more particularly described on Exhibit A (the "Property"); and

WHEREAS, the City of College Station is initiating an amendment to the City's Comprehensive Plan that will affect the City of College Station Thoroughfare Plan and future development of the Property; and

WHEREAS, the Manager wishes to authorize Veronica Morgan of Mitchell and Morgan, LLP, on behalf of the Company as its Authorized Representative, to sign an application consenting to the Comprehensive Plan Amendment.

NOW, THEREFORE, BE IT RESOLVED, that the Manager of the Company authorizes and directs Veronica Morgan of Mitchell and Morgan, LLP, as Authorized Representative, to execute and submit to the City of College Station an application in support of the above-referenced Comprehensive Plan Amendment on behalf of the Company, to attend all meetings and hearings in connection with such application on behalf of the Company and to take all action on behalf of the Company in connection with such application.

RESOLVED FURTHER, that the Manager of the Company is directed to certify the Minutes of this meeting and the contents of these resolutions and to deliver such certification in support of the authority to act on behalf of the Company.

RESOLVED FURTHER, that the foregoing powers and authorities shall continue in full force and effect until written notice or revocation has been given.

I further certify that the undersigned is the duly elected and incumbent Manager of the Company authorized to take the actions described above on behalf of said Company.

IN WITNESS WHEREOF, I have hereunto subscribed my hand effective the 31st day of July, 2017.

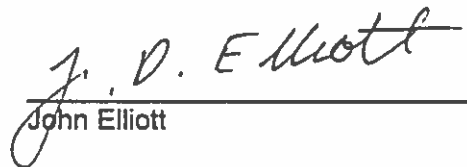

John Elliott

Exhibit A

Field notes of a 368.57 acre tract or parcel of land, lying and being situated in the A. Babilie Survey Abstract No. 75 and in the William Clark Survey, Abstract No. 101, College Station, Brazos County, Texas, and being part of the 369.894 acre tract described in the following three instruments:

1. Nina Benware Margraves to Green Prairie Ranch, Limited recorded Volume 2747, Page 111, of the Official Records of Brazos County, Texas;

2. Nancy Margraves Hoover to Green Prairie Ranch, Limited recorded in Volume 2747, Page 121, of the Official Records of Brazos County, Texas;

3. Ross D. Margraves, Jr. to Green Prairie Ranch, Limited recorded in Volume 2747, Page 131, of the Official Records of Brazos County, Texas;

and said 369.894 being more particularly described as follows:

BEGINNING at a ½" iron rod found at a 20" post oak tree fence corner found marking the common corner between the beforementioned 369.894 acre tract and a 10.000 acre tract described in the deed to James R. Saunders recorded in Volume 334, Page 191, of the Deed Records of Brazos County, Texas, said corner being an ell corner of the 369.894 acre tract;

THENCE N 44° 08' 50" E along the common line between the beforementioned 369.894 acre tract and the beforementioned 10.000 acre tract (no fence), for a distance of 361.11 feet to a ½" iron rod and cap set at the lower east corner of the said 10.000 acre tract and in the fenced west line of Arrington Road;

THENCE along the fenced west line of Arrington Road, as follows:

S 00° 01' 11" E for a distance of 265.25 feet to a 4" creosote post,

S 02° 03' 56" E crossing a cattle guard entrance for a distance of 154.82 feet to a "T" post,

S 00° 46' 35" E for a distance of 143.42 feet to a "T" post,

S 00° 38' 22" W for a distance of 457.47 feet to a 3" cedar post,

S 01° 49' 31" W for a distance of 393.47 feet to a ½" iron rod and cap set in the common line between the beforementioned 369.894 acre tract and a 300 acre tract described in the deed to Jerry Windham, recorded in Volume 315, Page 734, of the Deed Records of Brazos County, Texas, from which a 6" creosote fence post bears S 01° 50' W - 17.9 feet;

THENCE S 44° 07' 51" W along the common line between the beforementioned 369.894 acre tract and the beforementioned 300 acre tract, adjacent to a fence, for a distance of 2860.99 feet to a ½" iron rod and cap set at the common corner between the said 369.894 acre tract and the 300 acre tract, from which a 10" creosote post fence corner bears S 45° 19' E - 2.1 feet;

THENCE along the common line between the beforementioned 369.894 acre tract lying to the northeast, and the following two tracts lying to the southwest: the beforementioned Windham - 300 acre tract and a 230.13 acre tract described in the deed to Jerry Windham, recorded in Volume 502, Page 672, of the Deed Records of Brazos County, Texas, adjacent to a fence, as follows:

N 45° 19' 13" W for a distance of 812.20 feet to a ½" iron rod and cap set in the middle of an H-Brace at the common corner between the beforementioned 300 acre tract and the beforementioned 230.13 acre tract,

N 46° 15' 06" W for a distance of 2021.67 feet to a dead tree fence corner,

N 46° 39' 49" E for a distance of 335.77 feet to an 8" creosote post fence corner,

N 41° 37' 40" W for a distance of 1990.85 feet to a ½" iron rod and cap set at a 10" creosote post fence corner marking the north corner of the said 230.13 acre tract and in the southeast fenced line of Green Prairie Road West;

THENCE along the fenced southeast line of Green Prairie Road, as follows:

N 45° 03' 31" E for a distance of 1610.40 feet to a 4" x 4" fence post at a cattle guard entrance,

N 43° 52' 23" E for a distance of 1464.25 feet to a ½" iron rod found marking the west corner of a 3.811 acre - Tract Two described in the deed to Jason Storm, recorded in Volume 10460, Page 41, of the Official Records of Brazos County, Texas, and in the northeast line of the beforementioned 369.894 acre tract, from which a 6" creosote post fence corner bears S 35° 06' W - 2.1 feet;

THENCE along the common line between the beforementioned 369.894 acre tract, lying to the southwest, and the following 8 tracts, lying to the northeast:

1) the beforementioned Storm - 3.811 acre tract,

2) a 1.24 acre - Tract One described in the deed to Jason Storm, recorded in Volume 10460, Page 41, of the Official Records of Brazos County, Texas,

3) a 1.45 acre tract described in the deed to Matt Medlock recorded in Volume 699, Page 656, of the Official Records of Brazos County, Texas,

4) a 1.46 acre tract described in the deed to Anthony Medlock recorded in volume 7239, Page 22, of the Official Records of Brazos County, Texas, (see Tract One of Volume 1407, Page 250, of the Official Records of Brazos County, Texas, for description),

5) a 1.50 acre tract described in the deed to William S. Steele, recorded in Volume 582, Page 682, of the Deed Records of Brazos County, Texas,

6) a 1.50 acre tract described in the deed to The Bank of America, N.A., recorded in Volume 11211, Page 29, of the Official Records of Brazos County, Texas,

7) the remainder of a 29.476 acre tract described in the deed to James Willard Craig, Jr., recorded in Volume 875, Page 269, of the Official Records of Brazos County, Texas, and

8) the beforementioned Saunders - 10.000 acre tract, adjacent to a fence, as follows:

S 44° 28' 16" E for a distance of 52.86 feet to a ½" iron rod and cap set,

S 47° 00' 17" E for a distance of 202.30 feet to a 12" post oak tree,

S 46° 40' 49" E for a distance of 145.33 feet to a 3/8" iron rod found,

S 47° 13' 09" E for a distance of 175.00 feet to a 3/8" iron rod found bent, marking the common corner between the beforementioned Storm - 1.24 acre tract, and the beforementioned Medlock - 1.45 acre tract,

S 45° 47' 36" E for a distance of 233.06 feet to a ½" iron rod and cap set at the common corner between the beforementioned Medlock - 1.45 acre tract and the beforementioned Medlock - 1.46 acre tract,

S 46° 13' 04" E for a distance of 233.34 feet to a ½" iron rod and cap set at the common corner between the beforementioned Medlock - 1.46 acre tract and the beforementioned Steele - 1.50 acre tract,

S 45° 23' 10" E for a distance of 233.20 feet to a 3/8" iron rod found marking the common corner between the beforementioned Steele - 1.50 acre tract and the beforementioned Bank of America - 1.50 acre tract,

S 45° 41' 39" E for a distance of 164.41 feet to a ½" iron rod and cap set,

S 45° 55' 03" E for a distance of 74.15 feet to a ½" iron rod found marking the common corner between the beforementioned Bank of America - 1.50 acre tract and the beforementioned Craig - remainder of the 29.476 acre tract, S 45° 57' 18" E for a distance of 762.79 feet to a ½" iron rod found marking the common corner between the beforementioned Craig remainder of the 29.476 acre tract and the beforementioned Saunders - 10.000 acre tract,

S 49° 28' 01" E for a distance of 22.82 feet to a 36" dead tree,

S 46° 02' 52" E for a distance of 392.37 feet to an 18" post oak tree,

S 45° 11' 38" E for a distance of 441.53 feet to a 30" dead post oak tree,

S 42° 50' 01" E for a distance of 675.32 feet to the PLACE OF BEGINNING, containing 368.57 acres of land, more or less.



**BRAZOS COUNTY
BRYAN, TEXAS**

DEPARTMENT: NUMBER:
DATE OF COURT MEETING: 10/3/2017
ITEM: Proclamation 17-027 declaring October 2017 as National Domestic Violence Awareness Month.
TO: Commissioners Court
DATE: 09/28/2017
FISCAL IMPACT: False
BUDGETED: False
DOLLAR AMOUNT: \$0.00

ATTACHMENTS:

File Name

[Proclamation_DRAFT_2017.pdf](#)

Description

Proclamation

Type

Cover Memo

Proclamation

Offices of Mayors & County Judge

Whereas: the crime of domestic violence violates an individual's privacy and dignity, security and humanity, due to systematic use of physical, emotional, sexual psychological and economic control and/or abuse including abuse to children and the elderly; and

Whereas: the problems of domestic violence are not confined to any group or groups of people, but cut across all economic, racial and societal barriers, and are supported by societal indifferences; and

Whereas: the impact of domestic violence is wide ranging, directly effecting individuals and society as a whole, here in Bryan-College Station, Brazos County, throughout Texas, the United States and the world; and

Now, therefore, in recognition of the dedicated advocates who respond to and provide services for men, women and children affected by domestic violence, I, Andrew Nelson, as Mayor of the City of Bryan, Texas and I, Karl Mooney, as Mayor of the City of College Station, Texas, and I, Duane Peters, Brazos County Judge, do hereby proclaim October 2017 as

National Domestic Violence Awareness Month

and encourage all citizens to work toward improving victim safety and holding perpetrators of domestic violence accountable for their actions against individual victims and our society as a whole.

CITY OF BRYAN

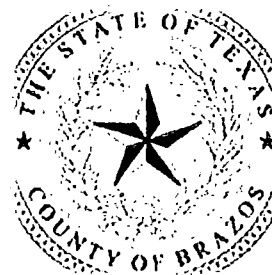
Andrew Nelson, Mayor

CITY OF COLLEGE STATION

Karl Mooney, Mayor

BRAZOS COUNTY

Duane Peters, County Judge





**BRAZOS COUNTY
BRYAN, TEXAS**

DEPARTMENT: NUMBER:
DATE OF COURT MEETING: 10/3/2017
ITEM: Letter in support of the Brazos Transit District's TIGER IX application for funding to support a critical transportation need in State of Texas.
TO: Commissioners Court
DATE: 09/27/2017
FISCAL IMPACT: False
BUDGETED: False
DOLLAR AMOUNT: \$0.00

ATTACHMENTS:

File Name

[Letter-CC Letterhead.pdf](#)

Description

Letter

Type

Cover Memo



4

STEVE ALDRICH
Precinct 1
(979) 361-4106
saldrich@brazoscountytexas.gov

NANCY BERRY
Precinct 3
(979) 361-4105
nberry@brazoscountytexas.gov

BRAZOS COUNTY COMMISSIONERS COURT

SAMMY CATALENA
Precinct 2
(979) 361-4115
scatalena@co.brazos.tx.us

E. DUANE PETERS
County Judge
(979) 361-4102
dpeters@brazoscountytexas.gov

IRMA CAULEY
Precinct 4
(979) 361-4111
icauley@brazoscountytexas.gov

October 3, 2017

Honorable Elaine L. Chao
U.S. Department of Transportation
1200 New Jersey Ave SE
Washington, DC 20590

Dear Secretary Chao:

I write to you today to offer strong support on behalf of the Brazos County Commissioner's Court for the Brazos Transit District's TIGER IX application for funding to support a critical transportation need in the State of Texas. BTM is seeking TIGER funding to purchase twenty diesel buses and five electric buses to accommodate the growing population of Bryan/College Station and Texas A&M University (TAMU), and to replace existing buses that have well exceeded their useful life in Bryan/College Station. \$11 million is requested in through the TIGER program, which will be matched with \$3 million in local funding. Students, residents, veterans, the disabled and elderly rely each and every day upon the transportation service provided by BTM.

BTM is a Rural Transit District and Small Urban Transit District serving sixteen counties in Central and East Texas. BTM, in a coordinated transit model with TAMU, serves the fast-growing population of Bryan/College Station and TAMU. This region has seen a 29.3% population increase between 2000 and 2010, and provided 8.2 million trips in FY16 in the Bryan/College Station region. This tremendous growth places a growing demand on transit services. Investment of TIGER funding in the BTM bus program will help BTM continue to provide a high-quality, coordinated, efficient transportation service that is critical to the residents, and the economy of the State of Texas, as well as The Nation.

Thank you for your consideration of the Brazos Transit District's TIGER IX grant application.

Regards,

Regards,

Duane Peters
County Judge



**BRAZOS COUNTY
BRYAN, TEXAS**

DEPARTMENT: Expo Complex NUMBER:

DATE OF COURT MEETING: 10/3/2017

ITEM: Out of State Travel requestfor Fiona Meyer, Maggie Cannon, and Tammi Warford with the BV Fair & Rodeo to attend the 2017 International Fairs and Expositions convention in Las Vegas Nevada on Nov 26-29. All expenses will be funded by the Brazos Valley Fair and Rodeo.

TO: Commissioners Court

FROM: Tom Quarles

DATE: 09/25/2017

FISCAL IMPACT: False

BUDGETED: False

DOLLAR AMOUNT: \$0.00

ATTACHMENTS:

File Name

Description

Type


MEMORANDUM

TO: Duane Peters, County Judge
Steve Aldrich, Commissioner
Sammy Catalena, Commissioner
Nancy Berry, Commissioner
Irma Cauley, Commissioner

FROM: Tom Quarles, General Manager,
Brazos County Exposition Complex and
Brazos Valley Fair & Exposition

DATE: October 10, 2017

I request formal approval for Fiona Meyer, BVFR Senior Manager, Maggie Cannon, BVFR Assistant Manager and Tammi Warford, BVFR/Expo Sponsorship Coordinator to attend the 2017 International Fairs and Expositions Convention to be held in Las Vegas, Nevada, November 26-29, 2017. All travel expenses for Fiona, Maggie and Tammi will be funded by the Brazos Valley Fair and Rodeo. Thank you for your consideration.

APPROVED
Duane Peters
County Judge10/3/17
Date



**BRAZOS COUNTY
BRYAN, TEXAS**

DEPARTMENT: NUMBER:
DATE OF COURT MEETING: 10/3/2017
ITEM: Approval of the Medical and Dental Premiums for FY 2018 and the effective dates.
TO: Commissioners Court
DATE: 09/27/2017
FISCAL IMPACT: False
BUDGETED: False
DOLLAR AMOUNT: \$0.00

ATTACHMENTS:

<u>File Name</u>	<u>Description</u>	<u>Type</u>
September 27 2017--- Premiums Effective Date for FY 18.pdf	Premiums & Effective Dates	Backup Material



**BRAZOS COUNTY
HUMAN RESOURCES DEPARTMENT**

200 S. TEXAS AVE SUITE 206, BRYAN, TX 77803
PHONE (979) 361-4114 FAX (979) 823-6993

MEMORANDUM

Date: September 27, 2017
To: Commissioner's Court
From: Jennifer Salazar
HR Director
Subject: Monthly Health and Dental Premiums for FY '18

FY '17 Premiums

Medical: Employees & Retirees (> 8 years) Who Were Employed Prior to August 30, 2011			
	Employee Premium	County Contribution	Total Premium
Employee Only	\$62.00	\$976.00	\$1,038.00
Employee & Spouse	\$456.00	\$976.00	\$1,432.00
Employee & Child	\$306.00	\$976.00	\$1,282.00
Employee & Family	\$634.00	\$976.00	\$1,610.00

Dental: Employees & Retirees (> 8 years) Who Were Employed Prior to August 30, 2011			
	Employee Premium	County Contribution	Total Premium
Employee Only	\$28.00	\$0.00	\$28.00
Employee & Spouse	\$74.00	\$0.00	\$74.00
Employee & Child	\$66.00	\$0.00	\$66.00
Employee & Family	\$118.00	\$0.00	\$118.00

FY '18 Premiums

- Employees & Retirees with more than 8 years of service who were employed prior to August 30, 2011:

Medical: Employees & Retirees (> 8 years) Who Were Employed Prior to August 30, 2011			
	Employee Premium	County Contribution	Total Premium
Employee Only	\$86.00	\$1,041.00	\$1,127.00
Employee & Spouse	\$507.00	\$1,041.00	\$1,548.00
Employee & Child	\$346.00	\$1,041.00	\$1,387.00
Employee & Family	\$696.00	\$1,041.00	\$1,737.00

- \$20/month discount on the Employee Premium, if they completed the Healthy Directions Wellness Program requirements

Dental: Employees & Retirees (> 8 years) Who Were Employed Prior to August 30, 2011			
	Employee Premium	County Contribution	Total Premium
Employee Only	\$28.00	\$0.00	\$28.00
Employee & Spouse	\$74.00	\$0.00	\$74.00
Employee & Child	\$66.00	\$0.00	\$66.00
Employee & Family	\$118.00	\$0.00	\$118.00

- The County contribution will increase effective October 1, 2017. The employee premiums for Medical & Dental will increase effective January 1, 2018.
- Pre-2000 Retiree insurance premiums will remain the same as last year.
- Retirees with less than 8 years of service and those that were employed after August 30, 2011 and retire from the County will contribute as follows:

Medical: Retirees (< 8 years) and Those Who Retire Who Began Employment After August 30, 2011			
	Employee Premium	County Contribution	Total Premium
Employee Only	\$1,127.00	\$0	\$1,127.00
Employee & Spouse	\$1,548.00	\$0	\$1,548.00
Employee & Child	\$1,387.00	\$0	\$1,387.00
Employee & Family	\$1,737.00	\$0	\$1,737.00

- \$20/month discount on the Employee Premium, if they completed the Healthy Directions Wellness Program requirements

Dental: Retirees (< 8 years) and Those Who Retire Who Began Employment After August 30, 2011			
	Employee Premium	County Contribution	Total Premium
Employee Only	\$28.00	\$0	\$28.00
Employee & Spouse	\$74.00	\$0	\$74.00
Employee & Child	\$66.00	\$0	\$66.00
Employee & Family	\$118.00	\$0	\$118.00

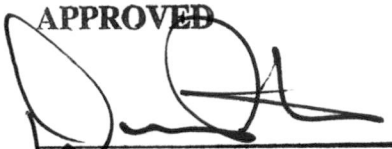
- This increase is effective January 1, 2018.
- COBRA rates are as follows:

Medical: COBRA			
	Employee Premium	County Contribution	Total Premium
Employee Only	\$1,129.69	\$0	\$1,129.69
Employee & Spouse	\$1,558.49	\$0	\$1,558.49
Employee & Child	\$1,395.24	\$0	\$1,395.24
Employee & Family	\$1,752.21	\$0	\$1,752.21

Dental: COBRA			
	Employee Premium	County Contribution	Total Premium
Employee Only	\$28.56	\$0	\$28.56
Employee & Spouse	\$74.46	\$0	\$74.46
Employee & Child	\$66.30	\$0	\$66.30
Employee & Family	\$117.30	\$0	\$117.30

- This increase is effective January 1, 2018.

APPROVED


10/3/17

Duane Peters
 County Judge
 Date





**BRAZOS COUNTY
BRYAN, TEXAS**

DEPARTMENT: Budget Office

NUMBER:

DATE OF COURT MEETING: 10/3/2017

ITEM: Request from Budget Office for the following personnel changes effective as of October 1, 2017. This change has no effect to the FY 18 Juvenile Grant Budget.

- a. 312120 - TJJD - Community Programs
 - Move 95% salary for Juvenile Probation Officer - TJPC Cm Cor, Class Code 1877 Position 2
- b. 312140 - TJJD - Commitment Diversion
 - Move 5% salary for Juvenile Probation Officer - TJPC Cm Cor, Class Code 1877 Position 2
- c. 312110 - TJJD - Basic Probation
 - Add 100% salary for Juvenile Probation Officer - TJPC Cm Cor, Class Code 1877 Position 2

TO: Commissioners Court

FROM: Irene Jett

DATE: 09/27/2017

FISCAL IMPACT: False

BUDGETED: False

DOLLAR AMOUNT: \$0.00

SOURCE OF FUNDS: 3000-312120 -\$65,746.10
3000-312140 -\$3,460.90
3000-312110 \$69,207.00

NOTES/EXCEPTIONS: A Personnel Action Form was approved on April 18, 2017, moving the salary for Class Code 1877 Position 2, from 95%-312120, 5%-312140 to 100%-312110.

ACTION REQUESTED OR
ALTERNATIVES: Request approval.

ATTACHMENTS:

File Name

Description

Type

7

For Budget Office Use:

BRAZOS COUNTY, TEXAS
REQUESTED POSITION CONTROL CHANGES TO ADOPTED BUDGET
Juvenile - TJJD - Commitment Diversion
For the Year Ending September 30, 2018

Letter Date: 9/26/2017
Effective Date: 10/1/2017
Agenda Date: 10/3/2017

Depart.	Title	Class	Post.	Group	Steps	Code	Hours	Biweekly/ Hourly Rate	Base Budget Salary + Merit	Increase/ (Decrease)	Increase/ (Decrease)	Increase/ (Decrease)	Increase/ (Decrease)	Increase/ (Decrease)	Medical/ Dental
1	Request: Move % to 312110														
	From: TJJD-Commitment Diversion														
	312140 Juv Prl Ofer - TJPC Cm Cor	1877	2	18	5	014	2080	21.72	2,258.90	51610000	53100000	53200000	53800000	53900000	Medical/Flex
	To:														
										(2,259.00)	(173.00)	(322.00)	(79.00)	-	(627.90)
	RESULT: Decrease														
									Actual -						
	NET RESULT: (3,460.90)														

Move salary to 312110-51610000 PAF was approved on 4/18/17

For Budget Office Use:

\$ (2,259.00) \$ (173.00) \$ (322.00) \$ (79.00) \$ - \$ (627.90)

Total Cost \$ (3,460.90) Decrease to FY 18

Approved by: _____

Brazos County, Texas

REQUESTED POSITION CONTROL CHANGES TO ADOPTED BUDGET

Juvenile - TJJD - Community Programs

For the Year Ending September 30, 2018

Effective Date: 10/1/2017

Agenda Date: 10/3/2017

RESULT: Decrease

Actual -

NET RESULT: (65,746.10)

Move salary to 312110-51610000 PAF was approved on 4/18/17

For Budget Office Use:

\$ (42,910.00) \$ (3,283.00) \$ (6,116.00) \$ (1,498.00) \$ - \$ (11,930.10)

Total Cost	\$	(65,746.10)	Decrease to FY 18
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Approved by:



**BRAZOS COUNTY
BRYAN, TEXAS**

DEPARTMENT: District Attorney NUMBER:

DATE OF COURT MEETING: 10/3/2017

ITEM: Request from the District Attorney for the following personnel changes effective October 7, 2017. This change has no effect to the FY 18 District Attorney Budget.

- a. Decrease Asst. DA I, Class Code 0415 Position 10, Group NA Step NA, Biweekly Rate \$2,965.65 to \$2,850.27, Pay Code 013
- b. Decrease Asst. DA I, Class Code 0415 Position 11, Group NA Step NA, Biweekly Rate \$2,854.24 to \$2,738.86, Pay Code 013
- c. Increase Investigator Supervisor - DA, Class Code 0419 Position 1, Group NA Step NA, Biweekly Rate \$2,278.91 to \$2,509.68, Pay Code 025

TO: Commissioners Court

FROM: Jarvis Parson

DATE: 09/27/2017

FISCAL IMPACT: False

BUDGETED: False

DOLLAR AMOUNT: \$0.00

SOURCE OF FUNDS: 19000100 - District Attorney

ACTION REQUESTED OR
ALTERNATIVES: Request approval.

ATTACHMENTS:

File Name

Description

Type

BRAZOS COUNTY, TEXAS
REQUESTED POSITION CONTROL CHANGES TO ADOPTED BUDGET
District Attorney
For the Year Ending September 30, 2018

Letter Date: 9/26/2017
 Effective Date: 10/7/2017
 Agenda Date: 10/3/2017

Depart.	Title	Class	Post.	Group	Steps	Code	Hours	Basic Pay Budget	Biweekly/ Hourly	Base Budget	Salary + Merit	Salaries	FICA	Retirement	W/C	Unemployment	Medical/ Dental
1	Request: Decrease by \$3,000																
	From: District Attorney																
	19000100 Asst DA I	0415	10	NA	NA	013	26	2,965.65			77,107.00	51610000	53100000	53200000	53800000	53900000	Medical/Flex
	To:																
	19000100 Asst DA I	0415	10	NA	NA	013	26	2,850.27			74,108.00	(2,999.00)	(229.00)	(427.00)	(105.00)	-	-
	RESULT:																
											Actual 74,107.02						
	NET RESULT:										(3,760.00)						
2	Request: Decrease by \$3,000																
	From: District Attorney																
	19000100 Asst DA I	0415	11	NA	NA	013	26	2,854.24			74,211.00	51610000	53100000	53200000	53800000	53900000	Medical/Flex
	To:																
	19000100 Asst DA I	0415	11	NA	NA	013	26	2,738.86			71,211.00	(3,000.00)	(230.00)	(428.00)	(105.00)	-	-
	RESULT:																
											Actual 71,210.36						
	NET RESULT:										(3,763.00)						
3	Request: Increase by \$6000																
	From: District Attorney																
	19000100 Invstgr Supervisor-DA	0419	1	NA	NA	025	26	2,278.91			59,252.00	51610000	53100000	53200000	53800000	53900000	Medical/Flex
	To:																
	19000100 Invstgr Supervisor-DA	0419	1	NA	NA	025	26	2,509.68			65,252.00	6,000.00	459.00	855.00	209.00	-	-
	RESULT:																
											Actual 65,251.68						
	NET RESULT:										7,523.00						

For Budget Office Use:

\$ 1.00 \$ - \$ (1.00) \$ - \$ -

Total Cost \$ - No Change to FY 18

Approved by:

APPROVED

Duane Peters
 County Judge

Date

10/3/17



**BRAZOS COUNTY
BRYAN, TEXAS**

DEPARTMENT: Expo Complex

NUMBER:

DATE OF COURT MEETING: 10/3/2017

ITEM: Respectfully request approval to retain the Kawasaki Mule, purchased in 2011, that is being replaced via the FY2018 Budget. The mule will be used exclusively as a back-up in the event that we have mechanical issues with any of our other three mules.

TO: Commissioners Court

FROM: Tom Quarles

DATE: 08/09/2017

FISCAL IMPACT: False

BUDGETED: False

DOLLAR AMOUNT: \$0.00

ATTACHMENTS:

File Name

Description

Type

MEMORANDUM

TO: Duane Peters, County Judge
Steve, Commissioner
Sammy Catalena, Commissioner
Nancy Berry, Commissioner
Irma Cauley, Commissioner

FROM: Tom Quarles, General Manager,
Brazos County Exposition Complex and
Brazos Valley Fair & Exposition


DATE: August 10, 2017

I respectfully request approval to retain the Kawasaki Mule, purchased in 2011, that is being replaced via the FY2018 capital budget. The Mule that I am requesting to retain, VIN #JAFDF10BB503457, will be used exclusively as a back-up in the event that we have mechanical issues with any of the three primary Mules that we will have in operation. **No request will be made to replace this specific Mule whenever it becomes inoperable. The Mule that was approved for us to retain as a back-up last year, became inoperable and unrepairable somewhat early in the current fiscal year. As such, it was turned over to Purchasing as surplus to be auctioned. The unit was sold via auction on May 15, 2017.**

The Mules serve an extremely important role in helping our hourly staff do their job, especially during very difficult times when there are either multiple events going on the same days or we are in a very difficult/tight time crunch in tearing down, cleaning up and resetting between events that are moving in and out.

In addition, there are many times when we have either very large events or multiple events happening when the Mules are essential to being able to navigate through car/truck/trailer parking and congestion to pull/haul trash, deliver animal bedding, make timely repairs during events and handle important customer service issues on a timely basis.

Thank you for your consideration.

APPROVED

Duane Peters
County Judge

10/3/17
Date



**BRAZOS COUNTY
BRYAN, TEXAS**

DEPARTMENT: Expo Complex

NUMBER:

DATE OF COURT MEETING: 10/3/2017

ITEM: Request approval of a one time exception to the purchasing policy to purchase a new microwave oven for the Expo Complex. The original microwave that was purchased for the complex no longer works.

TO: Commissioners Court

FROM: Tom Quarles

DATE: 09/27/2017

FISCAL IMPACT: False

BUDGETED: False

DOLLAR AMOUNT: \$0.00

SOURCE OF FUNDS: The cost for a similar one at Lowe's is \$229.00.

ATTACHMENTS:

File Name

Description

Type

MEMORANDUM

TO: Duane Peters, County Judge
Steve Aldrich, Commissioner
Sammy Catalena, Commissioner
Nancy Berry, Commissioner
Irma Cauley, Commissioner

FROM: Tom Quarles, General Manager, Brazos County Exposition Complex
Brazos Valley Fair & Rodeo

DATE: September 27, 2017

SUBJECT: Request to Purchase Microwave Oven

I respectfully request approval to purchase a new microwave oven for the Exposition Complex. As of Monday, this week, our microwave oven "bit the dust". This microwave was purchased as part of our original equipment approximately 10 plus years ago so we have certainly gotten our money's worth out of it. As such, per my opening sentence above, I am requesting approval to use Expo budgeted funds to purchase another microwave oven. The cost for a similar one at Lowe's is \$229.

Since we are an event facility that often has events around the clock, usually with multiple events lasting from four to seven days a week (including many holidays) and staff working routinely from 6am until 12, 1 or 2am in the next morning...with tear down, cleanup and reset (with little time to do it) required between events moving in and moving out...it makes it almost impossible for our employees, in many cases, to travel anywhere to get lunch and/or dinner within the time constraints that we have to operate within. There are many times when there are only 30 minute lunch/dinner shifts. In addition, we are "out here" and there are no restaurants close enough to be feasible alternatives.

When operating at peak times during our extremely busy fall and spring schedules we generally have up to nine full time employees and approximately 15 part time/temporary employees working the events during normal event operating hours. In addition, there are many times that clients, especially during inside event set up days, come into our break room to utilize the microwave themselves in order to maximize their available time to decorate for their events.

Thank you for your consideration.

APPROVED



Duane Peters
County Judge

10/3/17
Date



**BRAZOS COUNTY
BRYAN, TEXAS**

DEPARTMENT:

NUMBER:

DATE OF COURT MEETING: 10/3/2017

ITEM: Request approval of the County Court at Law #2 Uniform Policy and payment authorization to M&M Apparel in the amount of \$281.74 for uniforms; a purchase order was not obtained in advance.

TO: Commissioners Court

DATE: 09/27/2017

FISCAL IMPACT: False

BUDGETED: False

DOLLAR AMOUNT: \$0.00

ATTACHMENTS:

File Name

Description

Type

[20170927152713205.pdf](#)

Uniform Policy

Cover Memo

[20170928141235461.pdf](#)

Payment Authorization

Cover Memo



JUDGE JIM LOCKE
COUNTY COURT AT LAW NO. TWO
BRAZOS COUNTY, TEXAS

Brazos County Courthouse
300 East 26th Street, Suite 2400
Bryan, Texas 77803

(979) 361-4260
FAX: (979) 361-4514

September 20, 2017

Uniform Policy

It is the policy of the Court to maintain a professional appearance of all court staff while considering the comfort and functionality of the clothing best suited to our various duties.

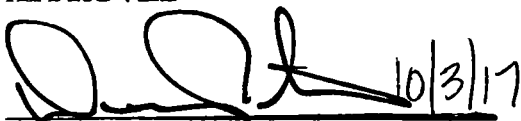
Court staff shall wear professional attire in the normal scope of their duties. This may include business attire, including informal business attire which shall include uniform shirts which display the county seal and identify the Court. Though not required every day, uniform shirts approved by the Court shall always be considered appropriate to the various staff positions.

Such uniforms when provided by the county shall remain the property of the county. It is the employees' responsibility to maintain cleanliness of their uniforms. All uniform shirts will be tucked in at all times. Employees may not wear uniforms in any capacity other than when they are performing official business for the county. Based on county policy and IRS regulations, using the assigned uniform for other than county business could result in the employee having to pay payroll taxes on the uniform.

The remainder of staff attire shall be consistent with such uniform shirts which might include slacks, skirts, pressed jeans and appropriate shoes.

Upon leaving county employment, employees will turn in all uniforms.

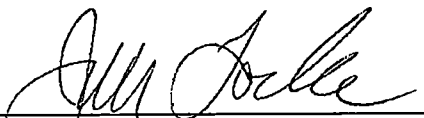
APPROVED



Duane Peters
County Judge

Date

Jim Locke
Judge





BRAZOS COUNTY
Payment Authorization

Vendor #: 802008
Pay to: M & M Apparel/Monograms and More
Address: 1810 Welsh
College Station TX 77840

Division: 23100100
Today's Date: 28 September 2017

Attach **ALL** supporting data such as invoices, meal and hotel receipts, airline tickets, seminar brochure(s) or syllabus, brochure(s) or syllabus, registration forms, etc.

INVOICE DATE	INVOICE NUMBER	DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
9/25/2017	N029872	Ladies RacerMesh Polo Shirts (XL)	5	19.98	99.90
		Ladies RacerMesh Polo Shirts (3XL)	5	22.98	114.90
		Ladies Interlock Sport Shirt (4XL)	1	23.98	23.98
		Men's Interlock Sport Shirt (3XL)	1	22.98	22.98
		Men's Interlock Sport Shirt (XL)	1	19.98	19.98

"I, the requisitioner, hereby certify that the item(s) and/or service(s) on this requisition have been or will be used exclusively for the benefit of Brazos County. They have been purchased in compliance with Section 262.021 - Section 262.034 of the Local Government Code. I further certify that I am aware of the criminal penalties resulting from the violation of these State laws."

FREIGHT
TOTAL \$ 281.74

FUND	DIVISION	ACCOUNT	PROJECT#	AMOUNT
	23100100	60080000		\$ 281.74

Requisitioned By

Approved/County Judge

Approved/County Auditor

TOTAL \$ 281.74



**BRAZOS COUNTY
BRYAN, TEXAS**

DEPARTMENT: Purchasing NUMBER:

DATE OF COURT MEETING: 10/3/2017

ITEM: Payment Authorization to Eddie Hare - Accessibility Specialist in the amount of \$575.00 for an ADA inspection; a purchase order was not obtained in advance.

TO: Commissioners Court

FROM: Mandy Rutledge

DATE: 09/26/2017

FISCAL IMPACT: False

BUDGETED: False

DOLLAR AMOUNT: \$0.00

ACTION REQUESTED OR
ALTERNATIVES: Payment Authorization to Eddie Hare - Accessibility Specialist for ADA inspection, a purchase order was not obtained.

ATTACHMENTS:

<u>File Name</u>	<u>Description</u>	<u>Type</u>
Invoice Brazos County Employee Clinic.pdf	Invoice	Backup Material



BRAZOS COUNTY
Payment Authorization

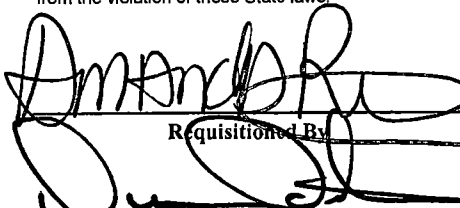
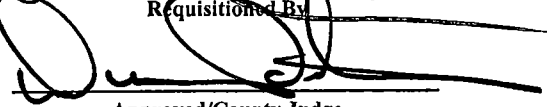
Vendor #:	<u>61777</u>	Division:	<u>63210020</u>
Pay to:	<u>Eddie Hare Accessibility Sepcialist</u>	Today's Date:	<u>9/26/17</u>
Address:	<u>5855 Foster Rd</u>		
	<u>Bryan TX 77807</u>		

Attach **ALL** supporting data such as invoices, meal and hotel receipts, airline tickets, seminar brochure(s) or syllabus, brochure(s) or syllabus, registration forms, etc.

INVOICE DATE	INVOICE NUMBER	DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
9/20/17	B7804847-1	TDLR/TAS Post construction inspection	1		575.00
		registration facility #TDLR			
		EABPRJB7804847			
				FREIGHT TOTAL	\$ 575.00

"I, the requisitioner, hereby certify that the item(s) and/or service(s) on this requisition have been or will be used exclusively for the benefit of Brazos County. They have been purchased in compliance with Section 262.021 - Section 262.034 of the Local Government Code . I further certify that I am aware of the criminal penalties resulting from the violation of these State laws."

FUND	DIVISION	ACCOUNT	PROJECT#	AMOUNT
	63210020	80100000		\$ 575.00


Requisitioned By

Approved/County Judge

TOTAL \$ 575.00

Approved/County Auditor



**BRAZOS COUNTY
BRYAN, TEXAS**

DEPARTMENT: Facility Services NUMBER:

DATE OF COURT MEETING: 10/3/2017

ITEM: Payment Authorization to SiteOne Landscape Supply in the amount of \$1,715.10 for misc. landscape irrigation supplies. Amount exceeds balance that was on Purchase Order.

TO: Commissioners Court

FROM: Ernest Stutts

DATE: 09/28/2017

FISCAL IMPACT: False

BUDGETED: False

DOLLAR AMOUNT: \$0.00

ATTACHMENTS:

<u>File Name</u>	<u>Description</u>	<u>Type</u>
SiteOne Landscape Requisition.pdf	Payment Authorization	Cover Memo

BRAZOS COUNTY

Payment Authorization

Vendor #: 95228

Division:

17000200

Pay To: Siteone landscape supply holding

9/28/2017

Address: 300 Colonial Center Parkway Ste.# 600

Roswell GA. 30076

Attach ALL supporting data such as invoices, meal and hotel receipts, airline tickets seminar brochure(s) or syllabus, registration forms, etc.

INVOICE DATE	INVOICE NUMBER	DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
9/21/2017	82668655	Invoice for irrigation stock exceeded P.O. balance please see attachment.	1	\$ 1,715.10	\$ 1,715.10
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
				FREIGHT	
				TOTAL	\$ 1,715.10

I, the requisitioner, hereby certify that the item(s) and / or services(s) on this requisition have been used exclusively for the benefit of Brazos County. They have been purchased in compliance with Section 262.021-262.034 of the "County Purchasing Act." I further certify that I am aware of all requirements of Section 262.021-262.034 and I am aware of the criminal penalties resulting from the violation of that Act.

~~Requisitioned by~~

Approved by County Judge

Approved by County Auditor

FUND	DIVISION	ACCOUNT	PROJECT #	AMOUNT
	17000200	65400000		\$1,715.10
			TOTAL	\$1,715.10

PLEASE SEND TO AUDITOR'S OFFICE



**BRAZOS COUNTY
BRYAN, TEXAS**

DEPARTMENT: Human Resources

NUMBER:

DATE OF COURT MEETING: 10/3/2017

ITEM:

Approval of the following job descriptions:

1. Class Code 0130 - Special Project Administrator and Administrative Secretary to Commissioners Court for Commissioners Court
2. Class Code 0161 - Voter Registration Coordinator for Elections Administration
3. Class Code 0162 - Election Coordinator for Elections Administration
4. Class Code 0163 - Assistant Election Coordinator for Elections Administration
5. Class Code 0165 - Clerk I for Elections Administration
6. Class Code 0166 - Clerk II for Elections Administration
7. Class Code 0167 - Clerk III for Elections Administration
8. Class Code 0503 - First Assistant County Attorney for County Attorney
9. Class Code 0601 - Clerk 1 for Justice of the Peace, Pct. 1
10. Class Code 0612 - Court Coordinator for Justice of the Peace, Pct. 1
11. Class Code 0621 - Clerk III for Justice of the Peace, Pct. 1
12. Class Code 0630 - Clerk II for Justice of the Peace, Pct. 1
13. Class Code 0626 - Clerk I for Justice of the Peace, Pct. 2
14. Class Code 0629 - Clerk II for Justice of the Peace, Pct. 2
15. Class Code 0633 - Clerk III for Justice of the Peace, Pct. 2
16. Class Code 0640 - Court Coordinator for Justice of the Peace, Pct. 2
17. Class Code 0604 - Clerk I for Justice of the Peace, Pct. 3
18. Class Code 0606 - Clerk II for Justice of the Peace, Pct. 3
19. Class Code 0615 - Clerk III for Justice of the Peace, Pct. 3
20. Class Code 0608 - Court Coordinator for Justice of the Peace, Pct. 3
21. Class Code 0607 - Clerk II for Justice of the Peace, Pct. 4
22. Class Code 0616 - Clerk III for Justice of the Peace, Pct. 4
23. Class Code 0624 - Court Coordinator for Justice of the Peace, Pct. 4
24. Class Code 0903 - Court Reporter for County Court at Law #1
25. Class Code 0905 - Court Coordinator for County Court at Law #1
26. Class Code 0907 - Bailiff for County Court at Law #1
27. Class Code 0909 - Administrative Secretary for County Court at Law #1
28. Class Code 0913 - Court Reporter for County Court at Law #2
29. Class Code 0915 - Court Coordinator for County Court at Law #2
30. Class Code 0917 - Bailiff for County Court at Law #2
31. Class Code 0919 - Administrative Secretary/Civil Coordinator for County Court at Law #2
32. Class Code 1005 - Payroll Manager for County Treasurer
33. Class Code 1006 - County Treasury Support/Special Projects for County Treasurer
34. Class Code 1010 - Clerk II for County Treasurer
35. Class Code 1226 - Systems Analyst for Information Technology
36. Class Code 1234 - Structured Cabling Technician for Information Technology
37. Class Code 1305 - Sr. Bookkeeper for County Clerk
38. Class Code 1308 - Office Supervisor for County Clerk
39. Class Code 1311 - Deputy County Clerk 1 for County Clerk
40. Class Code 1313 - Deputy County Clerk II for County Clerk
41. Class Code 1314 - Deputy County Clerk III for County Clerk
42. Class Code 1325 - Clerk, 1040 hrs. for County Clerk
43. Class Code 1334 - Record Retention Clerk for County Clerk
44. Class Code 3013 - Records Management Clerk II for County Clerk
45. Class Code 1435 - Clerk 1, Evidence for Sheriff's Office
46. Class Code 1442 - Records Clerk for Sheriff's Office
47. Class Code 1443 - Clerk III for Sheriff's Office
48. Class Code 1445 - Clerk II, Warrant Clerk for Sheriff's Office
49. Class Code 1446 - Evidence Clerk for Sheriff's Office

50. Class Code 1452 - Courthouse Security Officer for Sheriff's Office
51. Class Code 1516 - Intern, Detention Officer for Sheriff's Office, Detention
52. Class Code 1517 - Clerk, Booking for Sheriff's Office, Detention
53. Class Code 1619 - Clerk III for Constable, Pct. 1
54. Class Code 1605 - Clerk III for Constable, Pct. 2
55. Class Code 1606 - Clerk III for Constable, Pct. 3
56. Class Code 1608 - Clerk III for Constable, Pct. 4
57. Class Code 1705 - Clerk I for District Clerk
58. Class Code 1707, Position 1 - Clerk II for District Clerk
59. Class Code 1707, Position 3 - Clerk II for District Clerk
60. Class Code 1709, Position 1 & 3 - Clerk III for District Clerk
61. Class Code 1709, Position 2 - Clerk III for District Clerk
62. Class Code 1709, Position 4 & 8 - Clerk III for District Clerk
63. Class Code 1709, Position 5 & 7 - Clerk III for District Clerk
64. Class Code 1719 - Clk, Temp., 1040 hrs. for District Clerk, Archival Fund
65. Class Code 1721 - Jury Coordinator I for District Clerk
66. Class Code 1723 - Jury Coordinator II for District Clerk
67. Class Code 1727 - Assistant Director of Collections for Collections
68. Class Code 1729 - Collections Clerk I for Collections
69. Class Code 1730 - Collections Clerk II for Collections
70. Class Code 1731, Position 1 - Collection Clerk III for Collections
71. Class Code 1731, Position 2 - Collection Clerk III for Collections
72. Class Code 1801 - Director for Juvenile Administration
73. Class Code 1883 - Juvenile Probation Officer for Juvenile Administration
74. Class Code 2204 - Court Coordinator for Associate Court #1
75. Class Code 2205 - Bailiff for Associate Court #1
76. Class Code 2208 - Bailiff for Associate Court #2
77. Class Code 2209 - Court Coordinator for Associate Court #2
78. Class Code 2214 - Workers Compensation Coordinator for Risk Management
79. Class Code 2310 - Officer Manager for Tax Office
80. Class Code 2311 - Motor Vehicle Supervisor for Tax Office
81. Class Code 2313 - Administrative Clerk for Tax Office
82. Class Code 2321 - Property Tax Supervisor for Tax Office
83. Class Code 2331 - Assistant Staff Accountant for Tax Office
84. Class Code 2339 - Motor Vehicle Training Coordinator for Tax Office
85. Class Code 2341 - Clerk I for Tax Office
86. Class Code 2343 - Clerk II for Tax Office
87. Class Code 2345 - Clerk III for Tax Office
88. Class Code 2355 - Clerk, Temp. for Tax Office
89. Class Code 2585 - District Judge for 85th District Court
90. Class Code 2513 - Court Reporter for 85th District Court
91. Class Code 2515 - Court Coordinator for 85th District Court
92. Class Code 2517 - Bailiff for 85th District Court
93. Class Code 2519 - Administrative Secretary for 85th District Court
94. Class Code 2522 - Court Reporter for 272nd District Court
95. Class Code 2523 - Court Coordinator for 272nd District Court
96. Class Code 2525 - Bailiff for 272nd District Court
97. Class Code 2527 - Administrative Secretary for 272nd District Court
98. Class Code 2530 - Court Reporter for 361st District Court
99. Class Code 2532 - Court Coordinator for 361st District Court
100. Class Code 2534 - Bailiff for 361st District Court
101. Class Code 2536 - Administrative Secretary for 361st District Court
102. Class Code 2616 - Floodplain Permit Specialist for Road & Bridge
103. Class Code 2662 - GIS Tech, Part Time for Road & Bridge
104. Class Code 2666 - Engineering Tech. Temp. for Road & Bridge
105. Class Code 2667 - Temp. Laborer, 1200 hrs. for Road & Bridge
106. Class Code 2668 - Tech. Temporary, 1040 hrs. for Road & Bridge
107. Class Code 2822 - Juvenile Supervision Officer, 1248 hrs. for Juvenile Detention
108. Class Code 2856 - Probation Supervisor for Juvenile Administration
109. Class Code 2860 - Probation Supervisor for Juvenile Academy
110. Class Code 2906 - Juvenile Court Coordinator/Texas Licensed Court Interpreter for Juvenile, Court Referee
111. Class Code 850 - Temp. Clerk for Exposition Complex
112. Class Code 832, Position 1 - Temp. Attendant, Building & Grounds for Exposition Complex
113. Class Code 832, Position 2 - Temp. Attendant, Building & Grounds for Exposition Complex
114. Class Code 832, Position 3 - Temp. Attendant, Building & Grounds for Exposition Complex

115. Class Code 832, Position 4 - Temp. Attendant, Building & Grounds for Exposition Complex
 116. Class Code 832, Position 5 - Temp. Attendant, Building & Grounds for Exposition Complex
 117. Class Code 832, Position 6 - Temp. Attendant, Building & Grounds for Exposition Complex
 118. Class Code 832, Position 7 - Temp. Attendant, Building & Grounds for Exposition Complex
 119. Class Code 832, Position 8 - Temp. Attendant, Building & Grounds for Exposition Complex
 120. Class Code 832, Position 9 - Temp. Attendant, Building & Grounds for Exposition Complex
 121. Class Code 832, Position 10 - Temp. Attendant, Building & Grounds for Exposition Complex
 122. Class Code 832, Position 11 - Temp. Attendant, Building & Grounds for Exposition Complex
 123. Class Code 832, Position 12 - Temp. Attendant, Building & Grounds for Exposition Complex
 124. Class Code 832, Position 13 - Temp. Attendant, Building & Grounds for Exposition Complex
 125. Class Code 832, Position 14 - Temp. Attendant, Building & Grounds for Exposition Complex
 126. Class Code 832, Position 15 - Temp. Attendant, Building & Grounds for Exposition Complex
 127. Class Code 1508, Position 1 - Correctional Health Professional for Jail Medical Services
 128. Class Code 1557, Position 1 - Teacher for Jail Commissary
 129. Class Code 1557, Position 3 - Teacher for Jail Commissary
 130. Class Code 1516, Position 2 - Intern, Detention Officer for Jail
 131. Class Code 1516, Position 3 - Intern, Detention Officer for Jail
 132. Class Code 819, Position 1 - Building Event Worker for Brazos Center
 133. Class Code 819, Position 2 - Building Event Worker for Brazos Center
 134. Class Code 819, Position 3 - Building Event Worker for Brazos Center
 135. Class Code 169, Position 2 - Clerk - Election Admin Temp for Elections Administration
 136. Class Code 1719, Position 1 - Clerk, Temp. 1040 hrs. for District Clerk Archival Fund
 137. Class Code 433, Position 3 - Clerk, Temp. for District Attorney Crime Fund
 138. Class Code 433, Position 4 - Clerk, Temp. for District Attorney Crime Fund

TO: Commissioners Court
 DATE: 09/27/2017
 FISCAL IMPACT: False
 BUDGETED: False
 DOLLAR AMOUNT: \$0.00

ATTACHMENTS:

<u>File Name</u>	<u>Description</u>	<u>Type</u>
130 - approved 10-2017.docx	Class Code 130	Backup Material
161 - approved 10-2017.docx	Class Code 161	Backup Material
162 - approved 10-2017.docx	Class Code 162	Backup Material
163 - approved 10-2017.docx	Class Code 163	Backup Material
165 - approved 10-2017.docx	Class Code 165	Backup Material
166 - approved 10-2017.docx	Class Code 166	Backup Material
167 - approved 10-2017.docx	Class Code 167	Backup Material
503 - approved 10-2017.docx	Class Code 503	Backup Material
601- approved 10-2017.docx	Class Code 601	Backup Material
604- approved 10-2017.docx	Class Code 604	Backup Material
607- approved 10-2017.docx	Class Code 607	Backup Material
608- approved 10-2017.docx	Class Code 608	Backup Material
612- approved 10-2017.docx	Class Code 612	Backup Material
615- approved 10-2017.docx	Class Code 615	Backup Material

616- approved 10-2017.docx	Class Code 616	Backup Material
621- approved 10-2017.docx	Class Code 621	Backup Material
624- approved 10-2017.docx	Class Code 624	Backup Material
626- approved 10-2017.docx	Class Code 626	Backup Material
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630-approved 10-2017.docx	Class Code 630	Backup Material
633-approved 10-2017.docx	Class Code 633	Backup Material
640-approved 10-2017.docx	Class Code 640	Backup Material
903- approved 10-2017.docx	Class Code 903	Backup Material
905-approved 10-2017.docx	Class Code 905	Backup Material
907-approved 10-2017.docx	Class Code 907	Backup Material
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913-approved 10-2017.docx	Class Code 913	Backup Material
915-approved 10-2017.docx	Class Code 915	Backup Material
917-approved 10-2017.docx	Class Code 917	Backup Material
919-approved 10-2017.docx	Class Code 919	Backup Material
1005-approved 10-2017.docx	Class Code 1005	Backup Material
1006-approved 10-2017.docx	Class Code 1006	Backup Material
1010-aproved 10-2017.docx	Class Code 1010	Backup Material
1226-approved 10-2017.Systems_Analyst.docx	Class Code 1226	Backup Material
1234-approved 10-2017.Structured cabling tech.docx	Class Code 1234	Backup Material
1305-approved 10-2017.docx	Class Code 1305	Backup Material
1308-approved 10-2017.docx	Class Code 1308	Backup Material
1311-approved 10-2017.docx	Class Code 1311	Backup Material
1313-approved 10-2017.docx	Class Code 1313	Backup Material
1314- approved 10-2017.docx	Class Code 1314	Backup Material
1325-approved 10-2017.docx	Class Code 1325	Backup Material
1334- approved 10-2017.docx	Class Code 1334	Backup Material
1435-approved 10-2017.docx	Class Code 1435	Backup Material
1442-approved 10-2017.docx	Class Code 1442	Backup Material
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1516-approved 10-2017.docx	Class Code 1516	Backup Material
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1606-approved 10-2017.docx	Class Code 1606	Backup Material
1608-approved 10-2017.docx	Class Code 1608	Backup Material
1619-approved 10-2017.docx	Class Code 1619	Backup Material
1705- approved 10-2017.docx	Class Code 1705	Backup Material
1707-1 approved 10-2017.docx	Class Code 1707-1	Backup Material
1707-3 approved 10-2017.docx	Class Code 1707-3	Backup Material
1709-1 3 approved 10-2017.docx	Class Code 1709 - 1&3	Backup Material
1709-2 approved 10-2017.docx	Class Code 1709 - 2	Backup Material
1709-4 8 approved 10-2017.docx	Class Code 1709 - 4&8	Backup Material
1709-5 7 approved 10-2017.docx	Class Code 1709 - 5&7	Backup Material
1719 approved 10.01.17.docx	Class Code 1719	Backup Material
1721 approved 10-2017.docx	Class Code 1721	Backup Material
1723-approved 10-2017.docx	Class Code 1723	Backup Material
1727-approved 10-2017.docx	Class Code 1727	Backup Material
1729-approved 10-2017.docx	Class Code 1729	Backup Material
1730-approved 10-2017.docx	Class Code 1730	Backup Material
1731-1-approved 10-2017.docx	Class Code 1731 -1	Backup Material
1731-2-approved 10-2017.docx	Class Code 1731 -2	Backup Material

1801-approved_10-2017.Director.docx	Class Code 1801	Backup Material
1883-approved_10-2017.Probation_Officer.docx	Class Code 1883	Backup Material
2204_approved_10-2017.docx	Class Code 2204	Backup Material
2205_approved_10-2017.docx	Class Code 2205	Backup Material
2208 - approved_10-2017.docx	Class Code 2208	Backup Material
2209_approved_10-2017.docx	Class Code 2209	Backup Material
2214-approved_10-2017.docx	Class Code 2214	Backup Material
2310-approved_10-2017.docx	Class Code 2310	Backup Material
2311-approved_10-2017.docx	Class Code 2311	Backup Material
2313-approved_10-2017.docx	Class Code 2313	Backup Material
2321-approved_10-2017.docx	Class Code 2321	Backup Material
2331-approved_10-2017.docx	Class Code 2331	Backup Material
2339-approved_10-2017.docx	Class Code 2339	Backup Material
2341-approved_10-2017.docx	Class Code 2341	Backup Material
2343-approved_10-2017.docx	Class Code 2343	Backup Material
2345-approved_10-2017.docx	Class Code 2345	Backup Material
2355-approved_10-2017.docx	Class Code 2355	Backup Material
2513-approved_10-2017.docx	Class Code 2513	Backup Material
2515-approved_10-2017.docx	Class Code 2515	Backup Material
2517-approved_10-2017.docx	Class Code 2517	Backup Material
2519-approved_10-2017.docx	Class Code 2519	Backup Material
2522-approved_10-2017.docx	Class Code 2522	Backup Material
2523-approved_10-2017.docx	Class Code 2523	Backup Material
2525-approved_10-2017.docx	Class Code 2525	Backup Material
2527-approved_10-2017.docx	Class Code 2527	Backup Material
2530-approved_10-2017.docx	Class Code 2530	Backup Material
2532-approved_10-2017.docx	Class Code 2532	Backup Material
2534-approved_10-2017.docx	Class Code 2534	Backup Material
2536-approved_10-2017.docx	Class Code 2536	Backup Material
2585-approved_10-2017.docx	Class Code 2585	Backup Material
2616-approved_10-2017.docx	Class Code 2616	Backup Material
2662-approved_10-2017.GIS_Tech_Part_Time.docx	Class Code 2662	Backup Material
2666-approved_10-2017.docx	Class Code 2666	Backup Material
2667-approved_10-2017.docx	Class Code 2667	Backup Material
2668-approved_10-2017.docx	Class Code 2668	Backup Material
2822-approved_10-2017.JSO_Part_time_1248_hrs.docx	Class Code 2822	Backup Material
2856-approved_10-2017.Probation_Supervisor.docx	Class Code 2856	Backup Material
2860-approved_10-2017.Probation_Supervisor_Academy.docx	Class Code 2860	Backup Material
2906-approve_10-2017.docx	Class Code 2906	Backup Material
3013-approved_10-2017.docx	Class Code 3013	Backup Material
0850- 1.pdf	Class Code 850, Position 1	Backup Material
0832-1.pdf	Class Code 832, Postion 1	Backup Material
0832-2.pdf	Class Code 832, Position 2	Backup Material
0832-3.pdf	Class Code 832, Position 3	Backup Material
0832-4.pdf	Class Code 832, Position 4	Backup Material
0832-5.pdf	Class Code 832, Position 5	Backup Material
0832-6.pdf	Class Code 832, Position 6	Backup Material
0832-7.pdf	Class Code 832, Position 7	Backup Material
0832-8.pdf	Class Code 832, Position 8	Backup Material
0832-10.pdf	Class Code 832, Position 10	Backup Material
0832-11.pdf	Class Code 832, Position 11	Backup Material
0832-12.pdf	Class Code 832, Position 12	Backup Material
0832-13.pdf	Class Code 832, Position 13	Backup Material

0832-14.pdf	Class Code 832, Position 14	Backup Material
0832-15.pdf	Class Code 832, Position 15	Backup Material
1508-1.pdf	Class Code 1508, Position 1	Backup Material
1557-1.pdf	Class Code 1557, Position 1	Backup Material
1557-3.pdf	Class Code 1557, Position 3	Backup Material
1516 - 2.pdf	Class Code 1516, Position 2	Cover Memo
1516 - 3.pdf	Class Code 1516, Position 3	Cover Memo
0819- 1.pdf	Class Code 819, Position 1	Cover Memo
0819-2.pdf	Class Code 819, Position 2	Cover Memo
0819-3.pdf	Class Code 819, Position 3	Cover Memo
0169-2.pdf	Class Code 169, Position 2	Cover Memo
1719-1.pdf	Class Code 1719, Position 1	Cover Memo
0433-3.pdf	Class Code 433, Position 3	Cover Memo
0433-4.pdf	Class Code 433, Position 4	Cover Memo



Brazos County Job Description

Last Updated: September 2017

Template Revision 1.2 08/15/2012

14

Class Number:	130	Title:	Special Project Administrator and Administrative Secretary to Commissioners Court
Pay Group:	22	Department:	Commissioners Court
FLSA Status:	Non Exempt	Reports To:	Executive Assistant and Commissioners
Approved Date:	10/03/2017	EEOC Category:	Office and Clerical

General Summary:

Assists Commissioners with administration of special projects as required. Serves as public information officer for special projects/ programs of Brazos County Commissioners Court. Performs secretarial duties for the Commissioners; assists visitors and callers and drafts various documents. Serves at the pleasure of the Commissioners.

Essential Duties:

Acts as personal assistant to Commissioners; Supports special projects/programs; Assists Commissioners with special projects/ programs as required. Does research, analyzes data, identifies solutions, prepares reports; Keeps the public apprised of projects/ programs; Acts as the first line of contact for special projects and programs in the Commissioners' Office; Upon request may make presentations; Distribute project information; Must keep abreast of changes to the project. Performs multifaceted general office correspondence and speeches; Greets visitors and answers telephones, provides assistance to citizens or directs them to the appropriate department.

Other Duties as assigned. (1%)

Supervision

Received:

Position is supervised by the Executive Assistant and Commissioners.

Given:

This is a non-supervisory position.

Education

Required:

High School Diploma or its equivalent

Preferred:

Some college education preferred.

Experience

Required:

At least five years of experience; or any equivalent combination of education and experience that provides the required knowledge, skills and abilities.

Preferred:

Some college preferred.

Certificates, Licenses, Registrations

Required:

None

Preferred:

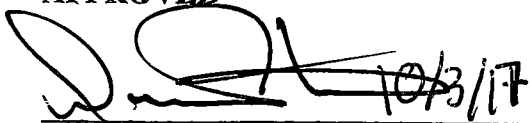
Physical Demands

Typical:

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disability to perform essential functions. While performing the duties of this job, the employee is regularly required to sit, use hand to finger, handle, or feel; reach with hands and arms; bend and kneel; and talk and hear. The employee frequently is required to stand and walk. The employee must frequently lift and/or move objects weighing up to 20 pounds, such as books and stacks of records. Specific vision abilities by this job include close vision, distant vision, peripheral vision, color vision and ability to adjust and focus.

<i>Knowledge, Skills, & Abilities</i>	
Typical:	Operate computers, including word processing and spreadsheet software; ability to learn to use other computer programs used by the county; read and interpret manuals and memos; perform math to balance accounts; write letters, memos, and telephone messages; manage time effectively; understand and follow instructions; operate standard office equipment, such as copy machine and facsimile machine; communicate effectively, both orally and in writing; and maintain effective working relationships with co-workers and the general public.
<i>Work Environment</i>	
Typical:	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. The employee is constantly required to work closely with others as part of a team and to perform multiple tasks simultaneously. The employee is frequently required to work under time pressures to meet deadlines.

APPROVED



Duane Peters
County Judge

Date



Brazos County Job Description

Last Updated: September 2017

Template Revision 1.2 08/15/2012

Class Number:	0161	Title:	Voter Registration Coordinator
Pay Group:	18	Department:	Elections Administrator
FLSA Status:	Non Exempt	Reports To:	Election Administrator
Approved Date:	10/03/2017	EEOC Category:	Administrative/Clerical

General Summary:

Manages the Voter Registration Department of the Elections Administration Office and performs a variety of data entry, organizational and office management tasks. Supervises all personnel performing transactions related to voter registration, including assigning and reviewing work, conducting performance evaluations and recommending personnel actions.

Essential Duties:

Other duties may be assigned.

Coordinates and maintains Voter Registration Department Staff work schedules to ensure that work is completed efficiently.
Coordinates Voter Registration Department staff schedules to provide reception services when needed.
Files, scans and maintains various types of records required within the voter registration processes of Brazos County.
Assists voter registration staff members with data entry and coordination of work flow through the department to ensure timely completion and preparation for election deadlines including; processing of voter registration application, reviewing applications, entering valid applicants in computer, printing and mailing voter certificates and notices of incomplete applications and suspense notifications.
Updates voter information including name and address changes, deletion of voters no longer eligible and processes and tracks convicted felons for voting and jury wheel purposes.
Trains and deputizes volunteer deputy voter registrars and tracks and documents assigned inventory.
Assists Elections Administrator with preparation of computer software, elections poll lists and files for all elections held within Brazos County.
Assists the public in person, by telephone and by mail concerning department information, researching records, filling out forms and resolving relevant problems.
Monitors Chapter 19 budget and submission of purchase orders both within the Brazos County purchasing process and for reimbursement from the Secretary of State of Chapter 19 funds.
Monitors local and state business reply funds and works with USPS on submission of funds and address updates.

Other Duties as assigned. (1%)

Supervision	
Received:	
Given:	Supervises all staff assigned to the Voter Registration Division of the Election Administrators Office including full time, part time and temporary personnel. Includes assigning and reviewing work, conducting performance reviews and recommending personnel actions.


Education	
Required:	High School diploma or equivalent.
Preferred:	Office organization training and/or experience preferred. Practical experience with the Secretary of State's TEAM computer system in voter registration and election preparation preferred.

Experience	
Required:	To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
Preferred:	

Certificates, Licenses, Registrations	
Required:	None.
Preferred:	

<i>Physical Demands</i>	
Typical:	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle, or feel; reach with hands and arms; bend and kneel; and talk and hear. The employee frequently is required to stand and walk. The employee must frequently lift and/or move objects weighing up to 25 pounds, such as books and stacks of records. Specific vision abilities required by this job include close vision, distance vision and ability to adjust to focus.
<i>Knowledge, Skills, & Abilities</i>	
Typical:	Must maintain current knowledge of the Texas Election Code as it affects Voter Registration processes. Training or experience in standard office practices and procedures and effective supervisory management practices is essential. Organize and prioritize tasks to be assigned and completed; train, evaluate, and motivate employees; operate computers and standard office equipment, including word processing and spreadsheet software; read, manuals, journals, and office memos, write letters, memos, and telephone messages; performs basic mathematical calculations; reason and interpret laws, policies, and procedures; communicate effectively, both orally and in writing,; and maintain effective working relationships with co-workers, the public, local governmental entities and state agencies.
<i>Work Environment</i>	
Typical:	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. The employee is constantly required to work closely with others as a part of a team; to perform tedious, exacting work and to switch from one task to another. The employee is frequently required to perform multiple tasks simultaneously, and to work under time pressures to meet deadlines.

APPROVED


 Duane Peters
 County Judge

10/3/17
 Date



Brazos County Job Description

Last Updated: September 2017

Template Revision 1.2 08/15/2012

Class Number:	0162	Title:	Election Coordinator
Pay Group:	18	Department:	Elections Administrator
FLSA Status:	Exempt	Reports To:	Election Administrator
Approved Date:	10/03/2017	EEOC Category:	Administrative/Clerical

General Summary:

Manages and administrates elections in the Elections Administrator Office by performing the following duties personally or through election clerks.

Essential Duties:

Prepares for elections, including securing early voting sites and election day precinct polling places. Secures early voting personnel, prepares schedules for early voting personnel and election day personnel as needed. Manages election issues within the Elections Administrator office. Prepares Central Counting Station and personnel. Prepares canvass and other state required forms. Notifies elected officials and candidates of time for filing campaign reports. Files designation of campaign treasurer, files reports of election officials and candidates and files personal financial statement reports. Responsible for working with party chairs, assisting in preparation of primary estimated budgets and final actual budgets, securing personnel, and answering questions either over the telephone, in person, or by email. Coordinates with the Cities and School Districts for use of the county's election equipment for municipal and school elections. Maintains communications with the Information Technology Department for election lists and the Road and Bridge Department for precinct maps and precinct boundary changes. Preparing and proof all legal notice to be published in the Eagle. Required to recruit bilingual poll workers as needed. Schedules and conducts all training classes for early vote judges and clerks and election day judges and clerks. Maintains and oversees election equipment and supplies, maintaining up to date inventory records. Authorized to order and purchase supplies as needed. Shall establish and serve as the Chair of the Community Advisory Group to assist and inform the bilingual program. Works to assist and provide information to the Bilingual Election Program, including inviting participation for interested individuals and organizations that work with or serve the Spanish-speaking community in Brazos County. Must be able to chair the Advisory Group meetings after 5:00pm and be able to prepare clear concise written minutes of all meetings. Coordinates voter outreach programs. Conducting elections for local school and scheduling demonstrations for various community groups. Oversees the processing and mailing out of ballots by mail. Stays current with changes in the laws with respect to the election code and changes in forms and procedures as prescribed by the Secretary of State. Assist any vendor with contractual duties as needed including programming, predefining and backing up of election equipment and checking polling sites while election is in progress. Prepare all Department of Justice Submissions pertaining to election precincts and procedure changes. Assist Election Administrator with budget preparation for election budget.

Other Duties as assigned. (1%)

Supervision	
Received:	Election Administrator
Given:	Manages employees in the elections department. Manages numerous election workers during the early voting period, election day and central counting. Carries out supervisory responsibilities in accordance with the organizations policies and applicable laws. Responsibilities include planning, assigning and directing work; appraising performance; addressing complaints and resolving problems in accordance with the departmental policies and procedures.

Education	
Required:	High school diploma or equivalent; plus at least three year of experience in an office environment; or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities. Legal and computer knowledge, previous experience working with the public, telephone skills, ability to prioritize daily work. Excellent oral and written communication skills. Must obtain Secretary of State Election Law Seminar training certificate within one year of hire and must be updated yearly.
Preferred:	

Experience	
Required:	To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required:
Preferred:	

Certificates, Licenses, Registrations	
Required:	None
Preferred:	

Physical Demands	
Typical:	<p>Standing: Teaching classes, waiting on public at counter, copying, filing, presentation.</p> <p>Sitting: At desk, computer work, attending meetings.</p> <p>Walking: To and from other offices, meetings.</p> <p>Lifting: Lifting voting machines or equipment, training or printed materials.</p> <p>Carrying: Files, voting machines or equipment, ballot cans, training or printed materials, projector and screen.</p> <p>Pushing/Pulling: Dollies loaded with voting equipment or supplies, file boxes, chairs, tables.</p> <p>Reaching: Files, training or printed materials, office supplies, phone.</p> <p>Handling: Paperwork, files, training or printed materials, voting equipment, voting supplies.</p> <p>Fine Dexterity: Computer keyboard, calculator, telephone, pens, keys, keypad, typewriter, copy machine, fax machine.</p> <p>Kneeling: Voter machine set up, training materials/equipment set up</p> <p>Crouching: Setting up machines or equipment or filing in lower drawers.</p> <p>Crawling: Setting up machines or equipment.</p> <p>Bending: Filing, retrieving materials, setting up voting machines/training equipment.</p> <p>Twisting: Twisting and turning in chair from computer to desk, phone, etc.</p> <p>Climbing: Step stool, ladder, stairs.</p> <p>Balancing: Walking, setting up materials, presentations/training equipment.</p> <p>Vision: At all times for computer, reading, driving, proof reading.</p>
Knowledge, Skills, & Abilities	
Typical:	<p>A working knowledge of business English and spelling, typing skills, and secretarial skills are required. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure and training manuals. Ability to write routine reports and correspondence. Ability to speak effectively before various groups or organizations. General knowledge and experience in office practices, procedures and multifunctional tasks. Ability to add, subtract, multiply, and divide in whole numbers. The ability to work under pressure and with irrational customers. Requires organizing, prioritizing, accuracy and attention to detail, flexibility in order to perform a variety of duties, performing routine repetitive duties, working in high volume environment, maybe required to work irregular hours and/or overtime. Must be familiar with the Texas Election Laws. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to solve problems in a quick and efficient manner. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.</p>
Work Environment	
Typical:	<p>The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <p>The noise level in the work environment is usually moderate. The employee is constantly required to perform multiple tasks simultaneously; to switch from one task to another, and work under time pressures to meet deadlines. The employee is frequently required to work closely with others as a part of a team, and to perform tedious, exacting work. Employees will be required to perform other tasks as assigned.</p>

APPROVED



10/3/17

Duane Peters
County Judge

Date



Brazos County Job Description

Last Updated: September 2017

Template Revision 1.2 08/15/2012

Class Number:	0163	Title:	Assistant Election Coordinator
Pay Group:	16	Department:	Elections Administrator
FLSA Status:	Non Exempt	Reports To:	Elections Administrator & Elections Coordinator
Approved Date:	10/03/2017	EEOC Category:	Office and Administrative

General Summary:

Assists with the management and administration of elections in the Election Administrator's Office by performing the following duties personally or through election clerks.

Essential Duties:

The Assistant Election Coordinator shall assist the Election Coordinator to establish the Community Advisory Group to assist and inform the bilingual program. Works to assist and provide information to the Bilingual Election Program, including inviting participation for interested individuals and organizations that work with or serve the Spanish-speaking community in Brazos County. Must be able to chair the Advisory Group meetings after 5:00pm and be able to prepare clear and concise written minutes of all meetings if the Election Coordinator is unable to do so. Required to assist the Election Coordinator with recruiting and training election officials and provide supervision to election personnel, including, but not limited to poll officials, precinct workers and interpreters. Responsible for the conduct of voting by mail, including, but not limited to data entry, voter verification, printing ballots, preparing envelopes and transporting sealed ballot envelopes to the mail center for postage and to the US Postal Service for delivery. The assistant Election Coordinator shall also perform other election and non-election duties of the Election Administrator's office as required. Must be able to work extended hours and weekends when required. Performs general clerical duties as required, including filing, scanning, indexing, researching records, filling out forms, making copies (including certified copies), sorting and distributing mail, and resolving relevant problems. Assists the public in person and by telephone concerning department information.

Other Duties as assigned. (1%)

Supervision	
Received:	Election Administrator & Elections Coordinator
Given:	Assistant Election Coordinator is responsible for assisting the Elections Coordinator with recruiting, training, instructing, scheduling work, and supervising election workers.

Education	
Required:	High School diploma or equivalent.
Preferred:	

Experience	
Required:	Working knowledge of election practices and election laws preferred. Public speaking experience is desirable.
Preferred:	

Certificates, Licenses, Registrations	
Required:	Must be able to travel from site to site to attend meetings and other events and to provide training or assistance. Will be required to attend Secretary of State training seminars and meetings out of Brazos County. Must have valid Texas driver's license with an insurable driving record.
Preferred:	

Physical Demands	<p>Typical: Standing: teaching classes, waiting on public at counter, copying, filing, presentations. Sitting: At desk, computer work, attending meetings. Walking: to and from other offices, meetings. Lifting: lifting voting machines or equipment, training or printed materials. Carrying: Files, voting machines or equipment, ballot cans, training or printed materials, projector and screen. Pushing/Pulling: Dollies loaded with voting equipment or supplies, file boxes, chairs, tables. Reaching: Files, training or printed materials, office supplies, phone. Handling: paperwork, files, training or printed materials, voting equipment, voting supplies. Fine Dexterity: Computer keyboard, calculator, telephone, pens, keys, keypad, typewriter, copy machine, fax machine. Knelling: voter machine set up, training materials/ equipment set up. Crouching: Setting up machines or equipment or filing in lower drawers. Crawling: Setting up machines or equipment. Bending: Filing, retrieving materials, setting up voting machines/training equipment. Twisting: Twisting and turning in chair from computer to desk, phone, etc. Climbing: Step stool, ladder and stairs. Balancing: walking, setting up materials, presentations/training equipment. Vision: At all times for computer, reading, driving and proofreading.</p>
Knowledge, Skills, & Abilities	<p>Typical: Must be able to read and understand instructions; spell and use correct grammar; communicate effectively, both verbally and in writing, with persons of varying educational backgrounds. Must have ability maintain records; use word processing equipment and elections software; analyze and interpret data; prioritize and schedule work to meet deadlines; work independently in the absence of specific instructions; establish and maintain effective working relationships with members of the public; candidates, representatives, officials and employees from all governmental entities; representatives of the news media; and the Election Administrator's staff.</p> <p>Reading: Maximum ability to read in English such items as: Handwritten and/or printed memos, letters, reports, directions, schedules, law, statutes, codes, rules, regulations and legislation governing elections, filing of petitions and registration of voters, candidate documents and other paperwork as may be necessary to fulfill the duties of the positions.</p> <p>Math: Maximum ability to calculate basic math procedures with or without a calculator such as adding, subtracting, multiplying and dividing.</p> <p>Reasoning: Ability to solve problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to solve problems in a quick and efficient manner. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.</p>
Work Environment	<p>Typical: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. The employee is constantly required to perform multiple tasks simultaneously; to switch from one task to another, and work under time pressures to meet deadlines. The employee is frequently required to work closely with others as a part of a team, and to perform tedious, exacting work. Employees will be required to perform other tasks as assigned.</p>

APPROVED

 10/3/17

Duane Peters
County Judge

Date



Brazos County Job Description

Last Updated: September 2017

Template Revision 1.2 08/15/2012

Class Number:	0165	Title:	Clerk I – Election Admin
Pay Group:	13	Department:	Elections Administrator
FLSA Status:	Non Exempt	Reports To:	Election Administrator
Approved Date:	10/03/2017	EEOC Category:	Office and Clerical

General Summary:

Performs a variety of clerical and cashier duties for the Elections Administrator Office.

Essential Duties:

Other duties may be assigned. Assists the public in person, by telephone, and by mail concerning department information, researching records, filling out forms, and resolving relevant problems; Performs general clerical duties as required, including filing, scanning, indexing, recording information, and making copies.

Processes voter registration applications, including reviewing applications, entering valid applicants in computer, printing and mailing voter certificates and notices of incomplete applications and suspense notifications.

Provides voter registration applications and information to public.

Updates voter information including name and address changes, deletion of voters no longer eligible, and processes and tracks convicted felons for voting and jury wheel purposes.

Works to provide the most accurate information for election processes in Brazos County.

Assists with documentation of volunteer deputy voter registrars and tracks and documents assigned inventory.

Must maintain current knowledge of the Texas Election Code as it affects Voter Registration processes.

Assists with preparation of electronic poll book equipment for each election cycle.

Other Duties as assigned. (1%)

Supervision

Received: This is a non-supervisory position.

Given:

Education

Required: High school graduation or its equivalent, plus at least six months of office experience, or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities.

Preferred:

Experience

Required: To perform this job successfully, and individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Preferred:


Certificates, Licenses, Registrations

Required: None

Preferred:

<i>Physical Demands</i>	
Typical:	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; bend and kneel; and talk and hear. The employee frequently is required to stand and walk. The employee must frequently lift and/or move objects weighing up to 25 pounds, such as books, stacks of records and poll book computer units. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.
<i>Knowledge, Skills, & Abilities</i>	
Typical:	Standard office practices and procedures, including handling cash and making change. Operate computers and standard office equipment; read and understand manuals, journals, policies and procedures, and office memos; write form letters, memos, and accurate telephone messages; perform basic mathematical calculations, including making change; communicate effectively, both orally and in writing; and maintain effective working relationships with co-workers and the general public.
<i>Work Environment</i>	
Typical:	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. The employee is constantly required to work closely with others as a part of a team; to perform tedious, exacting work, and to switch from one task to another. The employee is frequently required to perform multiple tasks simultaneously, and to work under time pressures to meet deadlines.

APPROVED



Duane Peters
County Judge

10/3/17
Date



Brazos County Job Description

Last Updated: September 2017

Template Revision 1.2 08/15/2012

Class Number:	0166	Title:	Clerk II – Election Admin
Pay Group:	14	Department:	Elections Administrator
FLSA Status:	Non Exempt	Reports To:	Election Administrator
Approved Date:	10/03/2017	EEOC Category:	Office and Clerical

General Summary:

Performs a variety of clerical and cashier duties for the Elections Administrator Office.

Essential Duties:

Other duties may be assigned. Assists the public in person, by telephone, and by mail concerning department information, researching records, filling out forms, and resolving relevant problems; Performs general clerical duties as required, including filing, scanning, indexing, recording information, and making copies.

Processes voter registration applications, including reviewing applications, entering valid applicants in computer, printing and mailing voter certificates and notices of incomplete applications and suspense notifications.

Provides voter registration applications and information to public.

Updates voter information including name and address changes, deletion of voters no longer eligible, and processes and tracks convicted felons for voting and jury wheel purposes.

Works to provide the most accurate information for election processes in Brazos County.

Assists with documentation of volunteer deputy voter registrars and tracks and documents assigned inventory.

Must maintain current knowledge of the Texas Election Code as it affects Voter Registration processes.

Assists with preparation of electronic poll book equipment for each election cycle.

Other Duties as assigned. (1%)

Supervision

Received: This is a non-supervisory position.

Given:

Education

Required: High school graduation or its equivalent, plus at least six months of office experience, or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities.

Preferred:

Experience

Required: To perform this job successfully, and individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Preferred:


Certificates, Licenses, Registrations

Required: None

Preferred:

<i>Physical Demands</i>	
Typical:	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; bend and kneel; and talk and hear. The employee frequently is required to stand and walk. The employee must frequently lift and/or move objects weighing up to 25 pounds, such as books, stacks of records and poll book computer units. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.
<i>Knowledge, Skills, & Abilities</i>	
Typical:	Standard office practices and procedures, including handling cash and making change. Operate computers and standard office equipment; read and understand manuals, journals, policies and procedures, and office memos; write form letters, memos, and accurate telephone messages; perform basic mathematical calculations, including making change; communicate effectively, both orally and in writing; and maintain effective working relationships with co-workers and the general public.
<i>Work Environment</i>	
Typical:	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. The employee is constantly required to work closely with others as a part of a team; to perform tedious, exacting work, and to switch from one task to another. The employee is frequently required to perform multiple tasks simultaneously, and to work under time pressures to meet deadlines.

APPROVED



Duane Peters
County Judge

10/3/17
Date



Brazos County Job Description

Last Updated: September 2017

Template Revision 1.2 08/15/2012

Class Number:	0167	Title:	Clerk III – Election Admin
Pay Group:	15	Department:	Elections Administrator
FLSA Status:	Non Exempt	Reports To:	Election Administrator
Approved Date:	10/03/2017	EEOC Category:	Office and Clerical

General Summary:

Performs a variety of clerical duties for the Elections Administrator Office. Assist the Voter Registration Coordinator with supervising all personnel performing transactions related to voter registration, including assigning and reviewing work.

Essential Duties:

Other duties may be assigned. Assists the public in person, by telephone, and by mail concerning department information, researching records, filling out forms, and resolving relevant problems; Performs general clerical duties as required, including filing, scanning, indexing, recording information, and making copies. Assist the Voter Registration Coordinator with supervising the daily duties and work of voter registration staff.

Processes voter registration applications, including reviewing applications, entering valid applicants in computer, printing and mailing voter certificates and notices of incomplete applications and suspense notifications.

Provides voter registration applications and information to public.

Updates voter information including name and address changes, deletion of voters no longer eligible, and processes and tracks convicted felons for voting and jury wheel purposes.

Works to provide the most accurate information for election processes in Brazos County.

Assists with documentation of volunteer deputy voter registrars and tracks and documents assigned inventory.

Must maintain current knowledge of the Texas Election Code as it affects Voter Registration processes.

Assists with preparation of electronic poll book equipment for each election cycle.

Assists with training of volunteer deputy registrars.

Other Duties as assigned. (1%)


Supervision	
Received:	This is a non-supervisory position.
Given:	

Education	
Required:	High school graduation or its equivalent, plus at least six months of office experience, or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities.
Preferred:	Practical experience with the Secretary of State's TEAM computer system in voter registration and election preparation.

Experience	
Required:	To perform this job successfully, and individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
Preferred:	

Certificates, Licenses, Registrations	
Required:	None
Preferred:	

Physical Demands Typical:	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; bend and kneel; and talk and hear. The employee frequently is required to stand and walk. The employee must frequently lift and/or move objects weighing up to 25 pounds, such as books, stacks of records and poll book computer units. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.
Knowledge, Skills, & Abilities Typical:	Standard office practices and procedures, including handling cash and making change. Operate computers and standard office equipment; read and understand manuals, journals, policies and procedures, and office memos; write form letters, memos, and accurate telephone messages; perform basic mathematical calculations, including making change; communicate effectively, both orally and in writing; and maintain effective working relationships with co-workers and the general public.
Work Environment Typical:	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. The employee is constantly required to work closely with others as a part of a team; to perform tedious, exacting work, and to switch from one task to another. The employee is frequently required to perform multiple tasks simultaneously, and to work under time pressures to meet deadlines.

APPROVED

Duane Peters
County Judge

10/3/17
Date



Brazos County Job Description

Last Updated: May, 2017

Template Revision 1.2 08/15/2012

Class Number:	2523	Title:	Court Coordinator, 272 nd DC
Pay Group:	21	Department:	District Court
FLSA Status:	Non Exempt	Reports To:	District Judge
Approved Date:	10/03/2017	EEOC Category:	Paraprofessional

General Summary:

The primary duties of the 272nd Court Coordinator are to manage, direct, coordinate and plan the operations of the Court; coordinate and maintain the Court's calendar and docket; coordinate with the various county office staff, case-related attorneys and staff, and pro se litigants in setting hearings, case management, and timely disposition of cases; act as a liaison between the judge and other offices, county departments and the general public regarding cases and court calendar; and to assist the Judge in making certain decisions concerning case and court docket management.

Essential Duties:

DOCKET MANAGEMENT

- Maintains and controls the master docket for the 272nd Court, including the creating, setting and preparation of weekly and monthly dockets.
- Schedules court proceedings and maintains court calendar, including resolving calendar conflicts for judge, attorneys and litigants.
- Maintain close contact with the district attorney's office to allow sufficient docket control of criminal docket.
- Attend and assist court in calling dockets to get announcements and resetting cases for date and purpose certain.
- Prepare and/or supervise notification to attorneys on case settings.
- Prepare and/or supervise preparation, duplication and distribution of all dockets for use by court personnel.
- Work with the Judge to determine better and more efficient procedures on dockets and caseflow to enable fair and speedy disposition in all court cases.
- Supervise and evaluate data and records on caseflow 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 are being met.
- Implement, maintain and/or supervise tickler system to ensure timely caseflow.
- Coordinate, inform and/or supervise court bailiff of defendants in custody and their scheduled dates and times for appearances in court.
- Implement, maintain, and/or supervise a system to monitor the status of cases set for trial.
- Keep the court informed of any changes in status of weekly and monthly dockets.

TRIAL MANAGEMENT

- Set trial dockets.
- Plan, coordinate and supervise the mechanics of notice to all connected with trials.
- Coordinate the availability of attorneys, parties, court personnel, and courtroom space.
- Reset all cases not reached for trial.
- Determine and coordinate the availability of visiting judges through the Regional Presiding Judge.
- Make recommendations for improvements and procedures.

DUTIES SPECIFIC TO THE 272ND COURT COORDINATOR POSITION:

- Schedules court proceedings and maintains court calendar, including resolving calendar conflicts for judge, attorneys and litigants with approval of court in Juvenile cases referred to the 272nd Court;
- Liaison for Court and Informational Technology Department in computer software-related matters
- Prepares paperwork for Judge as needed
- Responsible for entry of criminal case disposition in county software program
- Responsible for entering the required CJIS reporting for adult criminal charges

- Performs general clerical duties when court is not in session;
- Performs duties of the Administrative Secretary in that person's absence
- May perform some duties of the Court Bailiff

JURY MANAGEMENT

- Plan and order at the proper time the summons of jurors adequate for the court trials, keeping in mind both economy and efficiency based on the court's schedule and docket.
- Make recommendations for the comfort and convenience of jurors awaiting assignment.
- Triage or direct inquiries from respective jurors to the appropriate person/department.
- Plan and coordinate juror security with the court bailiff and Sheriff's Office during regular hearings and/or the trial of major criminal cases.

PERSONNEL MANAGEMENT

- Assist the judge by screening, interviewing, and recommending persons for employment by the court.
- Plan and supervise the initial training for court employees
- Assist in the review of personnel policies when required by the Court.

RECORDS AND REPORTS

- Supervise record keeping of all court functions and dockets.
- Prepare periodic reports as requested by judges, the courts, and other departments.
- Prepare an annual report of court work and cases processed.
- Prepare and/or supervise the schedules, statistical reports, and other matters at the request of the judge, court, and general public.

PROFESSIONAL DEVELOPMENT

- Maintain awareness of developments in court administration.
- Participate in continuing professional education programs.

PUBLIC RELATIONS

- Reply to inquiries from the public on court business and/or direct to the appropriate person.
- Plan and arrange court tours for students and other groups.
- Represent the court at various functions.
- Make arrangements, as requested, for media representatives who attend court trials and conferences.
- Act as liaison by representing the court on various matters before the administrative judicial regions and courts of other jurisdictions.

RESEARCH AND RESOURCES

- Acquire and maintain materials and contact with related professional disciplines.
- Maintain special legal resource files.
- Obtain and organize legal materials as requested by judge.
- Research specialized topics as assigned by judge.

GENERAL ADMINISTRATION

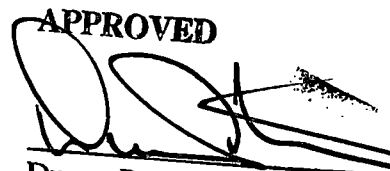
- Expedite all other non-routine administrative matters as they arise.
- Prepare and recommend rule changes.
- Evaluate and coordinate court schedules.
- Prepare non-routine correspondence for judge.
- Develop procedures to merge documents to expedite routine correspondence such as pretrial notices, transmittal letters, and juror correspondence.
- Assist with any administrative duties as requested or required by the judge.

FISCAL

- Assist in department budgeting.
- Control budget spending.

Other Duties as assigned. (1%)	
Supervision	
Received:	From District Judge
Given:	This is a non-supervisory position. However, provides direction to other court personnel.
Education	
Required:	High school graduation or its equivalent, plus at least two years of experience; or any equivalent combination of education and experience that provides the required knowledge, skills, and abilities.
Preferred:	
Experience	
Required:	To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
Preferred:	
Certificates, Licenses, Registrations	
Required:	Meet the annual requirement for continuing education hours for per Section 74.106 of the Texas Government Code and Rule 6 of the Rules of Judicial Education promulgated by the Court of Criminal Appeals
Preferred:	
Physical Demands	
Typical:	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; bend and kneel; and talk and hear. The employee frequently is required to stand and walk. The employee must frequently lift and/or move objects weighing up to 20 pounds, such as books and stacks of records. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, color vision, and ability to adjust focus.
Knowledge, Skills, & Abilities	
Typical:	Court rules, procedures, and regulations; trial proceedings and orders, standard office practices and procedures; and personal computers. Read and apply the law in preparing and organizing court's charges; operate computers, including word processing and spreadsheet software; type accurately; effectively manage case load; perform basic mathematical calculations; understand and follow instructions; write letters and memos; communicate effectively, both orally and in writing; and maintain effective working relationships with co-workers, judges, attorneys, and the general public.
Work Environment	
Typical:	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. The employee is constantly required to work closely with others as a part of a team to perform tedious, exacting work, and to work under time pressures to meet deadlines. The employee is frequently required to perform multiple tasks simultaneously, and to switch from one task to another.

APPROVED

 10/3/17

Duane Peters Date

County Judge



Brazos County Job Description

Last Updated: 9/25/17

Template Revision 1.2 08/15/2012

Class Number:	503	Title:	First Assistant County Attorney
Pay Group:	N/A	Department:	County Attorney
FLSA Status:	Exempt	Reports To:	County Attorney
Approved Date:	10/03/2017	EEOC Category:	Professionals

General Summary:

Manages the various divisions of the County Attorney's Office, and serves as County Attorney in that person's absence. Handles cases for County Attorney's office, including reviewing cases to determine their suitability for filing, conferring with defense attorneys regarding cases and pleas, investigating criminal cases, including discussing cases with various parties, preparing for and arguing civil cases involving Brazos County, including filing appropriate paper work, discussing cases, including filing proper documents, and preparing witnesses; provides legal advice to law enforcement agencies and county personnel; and maintains current knowledge of criminal law.

Essential Duties:

include the following. Other duties may be assigned.

Manages the various divisions of the County Attorney's Office and supervises Assistant County Attorneys, including assigning and reviewing work and making recommendations on personnel actions;

Reviews misdemeanor arrests and determines charges to be filed, including reviewing evidence, conferring with police officers, interviewing victims and witnesses, and conducting legal research;

Prepares charging reports for misdemeanor cases and reviews and signs related documents;

Reviews active criminal cases with police officers, including assisting with investigations and conducting legal research;

Reviews disposed criminal cases, including coordinating with probation department, judges, defendants, and attorneys;

Consults with Assistant County Attorneys on legal issues, plea bargains, and disposition of cases;

Prepares for and argues civil trials against the county, including filing pleadings, motions, and other documents, speaking with counsel for the plaintiff, and interviewing witnesses.

Attends and works arraignments, including changing pleas for defendants, discussing pleas with judge, and deciding appropriate sentences for those who plead guilty;

Performs trial work on criminal cases, including preparing for trials, filing appropriate paperwork, preparing witnesses, and arguing cases;

Provides legal advice to law enforcement agencies, commissioners, and other county departments and personnel; and

Maintains current knowledge of criminal and civil law and procedure as they relate to matters handled by the County Attorney's Office.

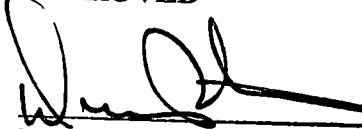
Other Duties as assigned. (1%)

Supervision	
Received:	County Attorney
Given:	Supervises Assistant County Attorneys, including assigning and reviewing work and making recommendations on personnel actions.

Education	
Required:	Juris Doctor degree plus at least five years of experience as an attorney, including at least two years of supervisory/management experience; or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities
Preferred:	

Experience	
Required:	Licensed attorney with at least five years prosecution experience, including at least two years of supervisory/management experience.
Preferred:	10 years prosecution experience including all attorney functions of a prosecutor's office
Certificates, Licenses, Registrations	
Required:	Licensed Attorney, member of State Bar of Texas
Preferred:	
Physical Demands	
Typical:	<p>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <p>While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; bend and kneel; and talk and hear. The employee frequently is required to stand and walk. The employee must frequently lift and/or move objects weighing up to 20 pounds, such as books, stacks of records, or other similar objects. Specific vision abilities required by this job include close vision, and ability to adjust focus</p>
Knowledge, Skills, & Abilities	
Typical:	<p>Criminal law and rules of criminal procedure; civil law and rules of civil procedure as they relates to civil suits against the county; civil, criminal, and appellate trial procedures and statutory deadlines; standard office practices and procedures; legal research tools and techniques; and effective management and supervisory practices.</p> <p>Supervise, train, motivate, and evaluate the performance of attorneys and support staff; operate computers especially for word processing; perform legal research and prepare legal briefs and other documents; organize many details of cases; analyze and formulate independent judgments based on facts of a case; operate office equipment, such as copy machine and facsimile machine; communicate effectively orally and in writing, both in person and over the phone; make persuasive oral presentations; and maintain effective working relationships with co-workers, defense attorneys, and judges.</p>
Work Environment	
Typical:	<p>The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <p>The noise level in the work environment is usually moderate. While performing the essential duties of this job, the employee is constantly required to work under time pressures to meet deadlines, to perform multiple tasks simultaneously, to perform tedious and exacting work; and to work closely with others as part of a team.</p>

APPROVED


 Duane Peters
 County Judge

10/3/17
 Date



Brazos County Job Description

Last Updated: September 2017

Template Revision 1.2 08/15/2012

Class Number:	601	Title:	Clerk I, JP Pct. 1
Pay Group:	13	Department:	Justice of the Peace
FLSA Status:	Non Exempt	Reports To:	Justice of the Peace
Approved Date:	10/03/2017	EEOC Category:	Office and Clerical

General Summary:

Performs receptionist duties, including answering phones and greeting the public; enters class C misdemeanors and traffic citations into the computer; receives payments, posts funds, and issues receipts for fines, court costs, and other documents; explains payment options and established installment plans for payment of ticket violations, fines, and court costs; sets up and maintains court docket and assures no schedules conflict with Judge's schedule; files cases; and issues failure to appear notices and warrants.

Essential Duties:

Performs receptionist duties, including greeting the public, answering the telephone, providing information, transferring calls, and taking messages; Receives payments for ticket violations, fines, and court costs, posts funds, and issues receipts; Explains payment options to customers and establishes installment plans for payment of ticket violations, fines, and court costs; Receives, sorts, and distributes department mail; Enters class C traffic citations into the computer; Schedules show cause and open hearings in accordance with Judge's schedule, including assuring that they are properly staffed; Maintains court docket; Schedules summons dates, and addresses and mails notices to affected defendants; Files current and disposed cases; and Issues Failure to Appear Notices and warrants. Prepares all the paperwork for the Judge during Magistration/Jail Run week.

Other Duties as assigned. (1%)

Supervision

Received: From Justice of the Peace

Given: This is a non-supervisory position.

Education

Required: High school graduation or its equivalent.

Preferred:

Experience

Required: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Preferred:

Certificates, Licenses, Registrations

Required: None.

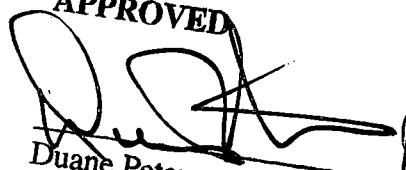
Preferred:

Physical Demands

Typical: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk and hear. The employee must frequently stand and walk. The employee must frequently lift and/or move objects weighing up to 20 pounds, such as files, stacks of records, or other similar objects. Specific vision abilities required by this job include close vision, and ability to adjust focus.

Knowledge, Skills, & Abilities	
Typical:	Computers; general bookkeeping practices and procedures; standard office practices and procedures; and principles of customer service. Operate computers, especially to perform basic word processing functions; read and understand manuals, codes, and statutes; perform basic mathematical functions; operate office equipment, such as copy machine and facsimile machine; communicate effectively, both orally and in writing; and maintain effective working relationships with co-workers and the public.

Work Environment	
Typical:	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. While performing the essential duties of this job, the employee is constantly required to work closely with others apart of a team. The employee is frequently required to work under time pressures to meet deadlines and to perform multiple tasks simultaneously.

APPROVED

 Duane Peters
 County Judge
 10/3/17
 Date



Brazos County Job Description

Last Updated: September 2017

Template Revision 1.2 08/15/2012

Class Number:	612	Title:	Court Coordinator, JP Pct.1
Pay Group:	17	Department:	Justice of the Peace
FLSA Status:	Non Exempt	Reports To:	Justice of the Peace
Approved Date:	10/03/2017	EEOC Category:	Paraprofessional

General Summary:

Directs court staff, including assigning and reviewing work; coordinates and maintains the court's calendar and docket for Justice of the Peace; acts as a liaison between the judge and general public regarding the court calendar, schedule of settings; balances books; prepares reports; records and files various documents; and assists county personnel and the general public.

Essential Duties:

Directs court staff, including assigning and reviewing work; Schedules court proceedings and maintains court calendar, including resolving calendar conflicts for judge, attorneys and litigants with approval of court; Acts as a liaison between the judge and general public regarding the court calendar and schedule of settings; Coordinates the availability of lawyers, parties, and court personnel in setting the docket; Sets and supervises movement of cases and various proceedings; Posts and distributes copies of dockets to appropriate offices; Maintains awareness of developments in court activities and reports all delays in case movement; Notifies parties to ensure their appearance at proceedings; Ensures that defendants appear in court; Types and prepares paperwork for setting of cases; Mails all appropriate paperwork to all parties; Runs daily credit card reports to insure payments are credited to the correct accounts. Prepares and balances daily books and deposits; Prepares monthly reports; Records and files all death certificates, inquests, and autopsy reports; Provides assistance to the public, including answering phones, assisting people at the front counter and directing people to the appropriate offices; Helps the Judge with purchase orders for supplies, work orders, etc. Works side by side with the Judge when office needs to order new equipment such as Printers, Computers, Fax/copier, scanners. Prepares Eviction Citations, Small Claims Citations and Debt Claims. Sets all Civil dockets. Prepares Abstract of Judgements, Civil and/or Small Claims/Eviction Appeals. Prepares all the paperwork for the Judge during Magistration/Jail Run week.

Other Duties as assigned. (1%)

Supervision	
Received:	Received from Justice of the Peace
Given:	This is a non-supervisory position. However, provides direction to other court personnel.

Education	
Required:	High school graduation or its equivalent; or any equivalent combination of education and experience that provides the required knowledge, skills, and abilities.
Preferred:	

Experience	
Required:	At least four years of experience.
Preferred:	

Certificates, Licenses, Registrations	
Required:	None.
Preferred:	

Physical Demands	
Typical:	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; bend and kneel; and talk and hear. The employee frequently is required to stand and walk. The employee must frequently lift and/or move objects weighing up to 20 pounds, such as books and stacks of records. The employee may occasionally be called upon to perform acts of intense physical exertion during emergency situations. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, color vision, and ability to adjust focus.

<i>Knowledge, Skills, & Abilities</i>	
Typical:	Court rules, procedures, and regulations; trial proceedings and orders; standard office practices and procedures; basic bookkeeping procedures; and computers. Read and apply the law in preparing and organizing court's charges; operate computers, including word processing and spreadsheet software; type accurately; effectively manage case load; perform basic mathematical calculations; understand and follow instructions; write letters and memos; identify problems and recommend solutions; communicate effectively, both orally and in writing; and maintain effective working relationships with co-workers, judges, attorneys, and the general public.
<i>Work Environment</i>	
Typical:	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. While performing the essential duties of this job, the employee is constantly required to work closely with others as a part of a team. The employee is frequently required to perform tedious, exacting work, to perform multiple tasks simultaneously, to work under time pressures to meet deadlines.

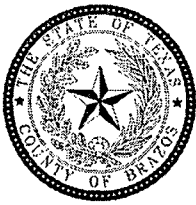
APPROVED



Duane Peters
County Judge

10/3/17

Date



Brazos County Job Description

Last Updated: September 2017

Template Revision 1.2 08/15/2012

Class Number:	621	Title:	Clerk III, JP Pct. 1
Pay Group:	15	Department:	Justice of the Peace
FLSA Status:	Non Exempt	Reports To:	Justice of the Peace
Approved Date:	10/03/2017	EEOC Category:	Paraprofessional

General Summary:

Coordinates and maintains the court's calendar and docket for Justice of the Peace; acts as a liaison between the judge and general public regarding the court calendar, schedule of settings; balances books; prepares reports; records and files various documents; and assists county personnel and the general public.

Essential Duties:

Schedules court proceedings and maintains court calendar, including resolving calendar conflicts for judge, attorneys and litigants with approval of court; Acts as a liaison between the judge and general public regarding the court calendar and schedule of settings; Coordinates the availability of lawyers, parties, and court personnel in setting the docket; Sets and supervises movement of cases and various proceedings; Posts and distributes copies of dockets to appropriate offices; Maintains awareness of developments in court activities and reports all delays in case movement; Notifies parties to ensure their appearance at proceedings; Ensures that defendants appear in court; Types and prepares paperwork for setting of cases; Mails all appropriate paperwork to all parties; Receives and posts payments for traffic violations, fines, and court costs; Maintains inventory of office supplies, including placing orders; Assists with jury trials, including checking in prospective jurors, preparing excuse letters, and collecting and tallying pay forms; Prepares and balances daily books and deposits; Prepares monthly reports; Records and files all death certificates, inquests, and autopsy reports; and Provides assistance to the public, including answering phones, assisting people at the front counter and directing people to the appropriate offices. Prepares all the paperwork for the Judge during Magistration/Jail-Run week.

Other Duties as assigned. (1%)

Supervision	
Received:	Received from Justice of the Peace
Given:	This is a non-supervisory position. However, provides direction to other court personnel.

Education	
Required:	High school graduation or its equivalent; or any equivalent combination of education and experience that provides the required knowledge, skills, and abilities.
Preferred:	

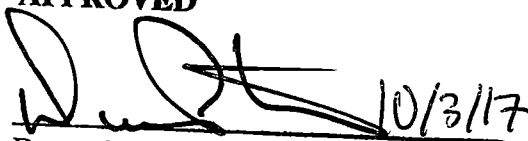
Experience	
Required:	At least two years of experience.
Preferred:	

Certificates, Licenses, Registrations	
Required:	None.
Preferred:	

Physical Demands	
Typical:	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; bend and kneel; and talk and hear. The employee frequently is required to stand and walk. The employee must frequently lift and/or move objects weighing up to 20 pounds, such as books and stacks of records. The employee may occasionally be called upon to perform acts of intense physical exertion during emergency situations. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, color vision, and ability to adjust focus.

<i>Knowledge, Skills, & Abilities</i>	
Typical:	Court rules, procedures, and regulations; trial proceedings and orders; standard office practices and procedures; basic bookkeeping procedures; and computers. Read and apply the law in preparing and organizing court's charges; operate computers, including word processing and spreadsheet software; type accurately; effectively manage case load; perform basic mathematical calculations; understand and follow instructions; write letters and memos; identify problems and recommend solutions; communicate effectively, both orally and in writing; and maintain effective working relationships with co-workers, judges, attorneys, and the general public.
<i>Work Environment</i>	
Typical:	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the essential duties of this job, the employee is constantly required to work closely with others as a part of a team. The employee is frequently required to perform multiple tasks simultaneously.

APPROVED



Duane Peters
County Judge

Date



Brazos County Job Description

Last Updated: September 2017

Template Revision 1.2 08/15/2012

Class Number:	630	Title:	Clerk II, JP Pct. 1
Pay Group:	14	Department:	Justice of the Peace
FLSA Status:	Non Exempt	Reports To:	Justice of the Peace
Approved Date:	10/03/2017	EEOC Category:	Office and Clerical

General Summary:

Performs receptionist duties, including answering phones and greeting the public; enters class C misdemeanors and traffic citations into the computer; receives payments, posts funds, and issues receipts for fines, court costs, and other documents; assists the public in person and by telephone; types correspondence, subpoenas, warrants, affidavits, citations, probable cause letters, and other documents; sets up and maintains court docket and assures no schedules conflict with Judge's schedule; and monitors cases in the computer system.

Essential Duties:

Performs receptionist duties, including greeting the public, answering the telephone, providing information, transferring calls, and taking messages; Enters class C traffic citations into the computer and/or docket book; Monitors docket books for past due citations and payments, probation expirations, and defensive driving course deadlines; Files small claims and forcible detainer suits, including entering information into computer system; Drafts and mails letters for show cause hearings; Prepares various court documents and mail notices. Issues, enters, and files misdemeanor and felony warrants; Handles, receives and posts payments for small claims and forcible detainer suits, traffic violations, fines and court costs. Receives and posts payments for justice civil suits; Establishes payment plans for traffic violations, fines, and court costs; Assists with jury trials, including checking in prospective jurors, preparing excuse letters, and collecting and tallying pay forms. Monitors cases in computer system, including dismissed cases; Answers phones and greets the public and provides assistance or directs to appropriate personnel; Discusses traffic tickets and class C misdemeanors with the public; Prepares paperwork for defendants on payment plans or deferred adjudication. In charge of mailing letter to defendants that have failed to make payments. In charge of issuing warrants/Capias Pro-Fines. Enters Omni Fees into Texas Web/FTA. Prepares the Omni Fee reports. Prepares all the paperwork for the Judge during Magistrations/Jail Run week.

Other Duties as assigned. (1%)

Supervision

Received: Received from Justice of the Peace

Given: This is a non-supervisory position.

Education

Required: High school graduation or its equivalent.

Preferred:

Experience

Required: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Preferred:

Certificates, Licenses, Registrations

Required: None.

Preferred:

<i>Physical Demands</i>	
Typical:	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk and hear. The employee must frequently stand and walk. The employee must frequently lift and/or move objects weighing up to 20 pounds, such as files, stacks of records, or other similar objects. Specific vision abilities required by this job include close vision, and ability to adjust focus.
<i>Knowledge, Skills, & Abilities</i>	
Typical:	Computers; general bookkeeping practices and procedures; standard office practices and procedures; and principles of customer service, court rules, procedures, and Texas law. Operate computers, especially to perform basic word processing functions; read and understand manuals, codes, and statutes; perform basic mathematical functions; operate office equipment, such as copy machine and facsimile machine; communicate effectively, both orally and in writing; and maintain effective working relationships with co-workers and the public.
<i>Work Environment</i>	
Typical:	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. While performing the essential duties of this job, the employee is constantly required to work closely with others as part of a team. The employee is frequently required to work under time pressures to meet deadlines and to perform multiple tasks simultaneously.

APPROVED



10/3/17

Duane Peters
County Judge

Date



Brazos County Job Description

Last Updated: September 2017

Template Revision 1.2 08/15/2012

Class Number:	0626	Title:	Clerk I, JP Pct. 2
Pay Group:	13	Department:	Justice of the Peace
FLSA Status:	Non Exempt	Reports To:	Justice of the Peace
Approved Date:	10/03/2017	EEOC Category:	Office and Clerical

General Summary:

Performs receptionist duties, including answering phones and greeting the public; enters class C misdemeanors and traffic citations into the computer; receives payments, posts funds, and issues receipts for fines, court costs, and other documents; explains payment options and established installment plans for payment of ticket violations, fines, and court costs; sets up and maintains court docket and assures no schedules conflict with Judge's schedule; files cases; and issues failure to appear notices and warrants.

Essential Duties:

Performs receptionist duties, including greeting the public, answering the telephone, providing information, transferring calls, and taking messages; Receives payments for ticket violations, fines, and court costs, posts funds, and issues receipts; Explains payment options to customers and establishes installment plans for payment of ticket violations, fines, and court costs; Receives, sorts, and distributes department mail; Enters class C traffic citations into the computer; Schedules show cause and open hearings in accordance with Judge's schedule, including assuring that they are properly staffed; Maintains court docket; Schedules summons dates, and addresses and mails notices to affected defendants; Files current and disposed cases; and Issues Failure to Appear Notices and warrants.

Other Duties as assigned. (1%)

Supervision

Received: Justice of the Peace

Given: This is a non-supervisory position.

Education

Required: High school graduation or its equivalent.

Preferred:

Experience

Required: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Preferred:

Certificates, Licenses, Registrations

Required: None.

Preferred:

Physical Demands

Typical: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk and hear. The employee must frequently stand and walk. The employee must frequently lift and/or move objects weighing up to 20 pounds, such as files, stacks of records, or other similar objects. Specific vision abilities required by this job include close vision, and ability to adjust focus.

<i>Knowledge, Skills, & Abilities</i>	
Typical:	Computers; general bookkeeping practices and procedures; standard office practices and procedures; and principles of customer service. Operate computers, especially to perform basic word processing functions; read and understand manuals, codes, and statutes; perform basic mathematical functions; operate office equipment, such as copy machine and facsimile machine; communicate effectively, both orally and in writing; and maintain effective working relationships with co-workers and the public.
<i>Work Environment</i>	
Typical:	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. While performing the essential duties of this job, the employee is constantly required to work closely with others apart of a team. The employee is frequently required to work under time pressures to meet deadlines and to perform multiple tasks simultaneously.

APPROVED



Duane Peters
County Judge

Date

10/3/17



Brazos County Job Description

Last Updated: September 2017

Template Revision 1.2 08/15/2012

Class Number:	0629	Title:	Clerk II, JP Pct. 2
Pay Group:	14	Department:	Justice of the Peace
FLSA Status:	Non Exempt	Reports To:	Justice of the Peace
Approved Date:	10/03/2017	EEOC Category:	Office and Clerical

General Summary:

Performs receptionist duties, including answering phones and greeting the public; enters class C misdemeanors and traffic citations into the computer; receives payments, posts funds, and issues receipts for fines, court costs, and other documents; assists the public in person and by telephone; types correspondence, subpoenas, warrants, affidavits, citations, probable cause letters, and other documents; sets up and maintains court docket and assures no schedules conflict with Judge's schedule; and monitors cases in the computer system.

Essential Duties:

Performs receptionist duties, including greeting the public, answering the telephone, providing information, transferring calls, and taking messages; Enters class C traffic citations into the computer and/or docket book; Monitors docket books for past due citations and payments, probation expirations, and defensive driving course deadlines; Files small claims and forcible detainer suits, including entering information into computer system; Drafts and mails letters for show cause hearings; Prepares various court documents, including abstract judgments and appeal letters; Issues citations, abstracts, and subpoenas; Prints and mails notices; Schedules court dates, including answering dates for small claims court; Provides administrative assistance to judge, including organizing court papers, and writing, printing, and mailing judgments; Issues, enters, and files misdemeanor and felony warrants; Handles, receives and posts payments for small claims and forcible detainer suits, traffic violations, fines and court costs; Files justice civil cases; Schedules court dates including answering dates for small claims and justice civil court; Schedules court dates for evictions; Receives and posts payments for justice civil suits; Establishes payment plans for traffic violations, fines, and court costs; Assists with jury trials, including checking in prospective jurors, preparing excuse letters, and collecting and tallying pay forms; Prepares orders of remittance; Performs ticket disposal; Monitors cases in computer system, including dismissed cases; Answers phones and greets the public and provides assistance or directs to appropriate personnel; Discusses traffic tickets and class C misdemeanors with the public; and Records cases going to trial on the computer and in the bond book, including issuing and posting receipts for deferred adjudication.

Other Duties as assigned. (1%)

Supervision

Received: From Justice of the Peace

Given: This is a non-supervisory position.

Education

Required: High school graduation or its equivalent.

Preferred:

Experience

Required: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Preferred:

Certificates, Licenses, Registrations

Required: None.

Preferred:

<i>Physical Demands</i>	
Typical:	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk and hear. The employee must frequently stand and walk. The employee must frequently lift and/or move objects weighing up to 20 pounds, such as files, stacks of records, or other similar objects. Specific vision abilities required by this job include close vision, and ability to adjust focus.
<i>Knowledge, Skills, & Abilities</i>	
Typical:	Computers; general bookkeeping practices and procedures; standard office practices and procedures; and principles of customer service, court rules, procedures, and Texas law. Operate computers, especially to perform basic word processing functions; read and understand manuals, codes, and statutes; perform basic mathematical functions; operate office equipment, such as copy machine and facsimile machine; communicate effectively, both orally and in writing; and maintain effective working relationships with co-workers and the public.
<i>Work Environment</i>	
Typical:	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. While performing the essential duties of this job, the employee is constantly required to work closely with others as part of a team. The employee is frequently required to work under time pressures to meet deadlines and to perform multiple tasks simultaneously.

APPROVED



Duane Peters
County Judge

Date



Brazos County Job Description

Last Updated: September 2017

Template Revision 1.2 08/15/2012

Class Number:	0633	Title:	Clerk III, JP Pct. 2
Pay Group:	15	Department:	Justice of the Peace
FLSA Status:	Non Exempt	Reports To:	Justice of the Peace
Approved Date:	10/03/2017	EEOC Category:	Paraprofessional

General Summary:

Coordinates and maintains the court's calendar and docket for Justice of the Peace; acts as a liaison between the judge and general public regarding the court calendar, schedule of settings; balances books; prepares reports; records and files various documents; and assists county personnel and the general public.

Essential Duties:

Schedules court proceedings and maintains court calendar, including resolving calendar conflicts for judge, attorneys and litigants with approval of court; Acts as a liaison between the judge and general public regarding the court calendar and schedule of settings; Coordinates the availability of lawyers, parties, and court personnel in setting the docket; Sets and supervises movement of cases and various proceedings; Posts and distributes copies of dockets to appropriate offices; Maintains awareness of developments in court activities and reports all delays in case movement; Notifies parties to ensure their appearance at proceedings; Ensures that defendants appear in court; Types and prepares paperwork for setting of cases; Mails all appropriate paperwork to all parties; Receives and posts payments for traffic violations, fines, and court costs; Maintains inventory of office supplies, including placing orders; Assists with jury trials, including checking in prospective jurors, preparing excuse letters, and collecting and tallying pay forms; Prepares and balances daily books and deposits; Prepares monthly reports; Records and files all death certificates, inquests, and autopsy reports; and Provides assistance to the public, including answering phones, assisting people at the front counter and directing people to the appropriate offices.

Other Duties as assigned. (1%)

Supervision

Received: From Justice of the Peace

Given: This is a non-supervisory position. However, provides direction to other court personnel.

Education

Required: High school graduation or its equivalent; or any equivalent combination of education and experience that provides the required knowledge, skills, and abilities.

Preferred:

Experience

Required: At least two years of experience.

Preferred:

Certificates, Licenses, Registrations

Required: None.


Preferred:

Physical Demands

Typical: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; bend and kneel; and talk and hear. The employee frequently is required to stand and walk. The employee must frequently lift and/or move objects weighing up to 20 pounds, such as books and stacks of records. The employee may occasionally be called upon to perform acts of intense physical exertion during emergency situations. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, color vision, and ability to adjust focus.

<i>Knowledge, Skills, & Abilities</i>	
Typical:	Court rules, procedures, and regulations; trial proceedings and orders; standard office practices and procedures; basic bookkeeping procedures; and computers. Read and apply the law in preparing and organizing court's charges; operate computers, including word processing and spreadsheet software; type accurately; effectively manage case load; perform basic mathematical calculations; understand and follow instructions; write letters and memos; identify problems and recommend solutions; communicate effectively, both orally and in writing; and maintain effective working relationships with co-workers, judges, attorneys, and the general public.
<i>Work Environment</i>	
Typical:	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the essential duties of this job, the employee is constantly required to work closely with others as a part of a team. The employee is frequently required to perform multiple tasks simultaneously.

APPROVED


 Duane Peters
 County Judge

10/3/17
 Date



Brazos County Job Description

Last Updated: September 2017

Template Revision 1.2 08/15/2012

Class Number:	0640	Title:	Court Coordinator, JP Pct. 2
Pay Group:	17	Department:	Justice of the Peace
FLSA Status:	Non Exempt	Reports To:	Justice of the Peace
Approved Date:	10/03/2017	EEOC Category:	Paraprofessional

General Summary:

Directs court staff, including assigning and reviewing work; coordinates and maintains the court's calendar and docket for Justice of the Peace; acts as a liaison between the judge and general public regarding the court calendar, schedule of settings; balances books; prepares reports; records and files various documents; and assists county personnel and the general public.

Essential Duties:

Directs court staff, including assigning and reviewing work; Schedules court proceedings and maintains court calendar, including resolving calendar conflicts for judge, attorneys and litigants with approval of court; Acts as a liaison between the judge and general public regarding the court calendar and schedule of settings; Coordinates the availability of lawyers, parties, and court personnel in setting the docket; Sets and supervises movement of cases and various proceedings; Posts and distributes copies of dockets to appropriate offices; Maintains awareness of developments in court activities and reports all delays in case movement; Notifies parties to ensure their appearance at proceedings; Ensures that defendants appear in court; Types and prepares paperwork for setting of cases; Mails all appropriate paperwork to all parties; Prepares and balances daily books and deposits; Prepares monthly reports; Records and files all death certificates, inquests, and autopsy reports; Provides assistance to the public, including answering phones, assisting people at the front counter and directing people to the appropriate offices;

Other Duties as assigned. (1%)

Supervision

Received: Justice of the Peace

Given: This is a non-supervisory position. However, provides direction to other court personnel.

Education

Required: High school graduation or its equivalent; or any equivalent combination of education and experience that provides the required knowledge, skills, and abilities.

Preferred:

Experience

Required: At least four years of experience.

Preferred:

Certificates, Licenses, Registrations

Required: None.


Preferred:

Physical Demands

Typical: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; bend and kneel; and talk and hear. The employee frequently is required to stand and walk. The employee must frequently lift and/or move objects weighing up to 20 pounds, such as books and stacks of records. The employee may occasionally be called upon to perform acts of intense physical exertion during emergency situations. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, color vision, and ability to adjust focus.

<i>Knowledge, Skills, & Abilities</i>	
Typical:	Court rules, procedures, and regulations; trial proceedings and orders; standard office practices and procedures; basic bookkeeping procedures; and computers. Read and apply the law in preparing and organizing court's charges; operate computers, including word processing and spreadsheet software; type accurately; effectively manage case load; perform basic mathematical calculations; understand and follow instructions; write letters and memos; identify problems and recommend solutions; communicate effectively, both orally and in writing; and maintain effective working relationships with co-workers, judges, attorneys, and the general public.
<i>Work Environment</i>	
Typical:	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. While performing the essential duties of this job, the employee is constantly required to work closely with others as a part of a team. The employee is frequently required to perform tedious, exacting work, to perform multiple tasks simultaneously, to work under time pressures to meet deadlines.

APPROVED



Duane Peters
County Judge

10/3/17
Date



Brazos County Job Description

Last Updated: September 2017

Template Revision 1.2 08/15/2012

Class Number:	604	Title:	Clerk I, JP Pct. 3
Pay Group:	13	Department:	Justice of the Peace
FLSA Status:	Non Exempt	Reports To:	Justice of the Peace
Approved Date:	10/03/2017	EEOC Category:	Office and Clerical

General Summary:

Performs receptionist duties, including answering phones and greeting the public; enters class C misdemeanors and traffic citations into the computer; receives payments, posts funds, and issues receipts for fines, court costs, and other documents; explains payment options and established installment plans for payment of ticket violations, fines, and court costs; sets up and maintains court docket and assures no schedules conflict with Judge's schedule; files cases; and issues failure to appear notices and warrants.

Essential Duties:

Performs receptionist duties, including greeting the public, answering the telephone, providing information, transferring calls, and taking messages; Receives payments for ticket violations, fines, and court costs, posts funds, and issues receipts; Explains payment options to customers and establishes installment plans for payment of ticket violations, fines, and court costs; Receives, sorts, and distributes department mail; Enters class C traffic citations into the computer; Schedules show cause and open hearings in accordance with Judge's schedule, including assuring that they are properly staffed; Maintains court docket; Schedules summons dates, and addresses and mails notices to affected defendants; Files current and disposed cases; and Issues Failure to Appear Notices and warrants.

Other Duties as assigned. (1%)

Supervision

Received: From Justice of the Peace

Given: This is a non-supervisory position.

Education

Required: High school graduation or its equivalent.

Preferred:

Experience

Required: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Preferred:

Certificates, Licenses, Registrations

Required: None.

Preferred:

Physical Demands

Typical: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk and hear. The employee must frequently stand and walk. The employee must frequently lift and/or move objects weighing up to 20 pounds, such as files, stacks of records, or other similar objects. Specific vision abilities required by this job include close vision, and ability to adjust focus.

<i>Knowledge, Skills, & Abilities</i>	
Typical:	Computers; general bookkeeping practices and procedures; standard office practices and procedures; and principles of customer service. Operate computers, especially to perform basic word processing functions; read and understand manuals, codes, and statutes; perform basic mathematical functions; operate office equipment, such as copy machine and facsimile machine; communicate effectively, both orally and in writing; and maintain effective working relationships with co-workers and the public.
<i>Work Environment</i>	
Typical:	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. While performing the essential duties of this job, the employee is constantly required to work closely with others apart of a team. The employee is frequently required to work under time pressures to meet deadlines and to perform multiple tasks simultaneously.

APPROVED



Duane Peters
County Judge

Date

10/3/17



Brazos County Job Description

Last Updated: September 2017

Template Revision 1.2 08/15/2012

Class Number:	606	Title:	Clerk II, JP Pct. 3
Pay Group:	14	Department:	Justice of the Peace
FLSA Status:	Non Exempt	Reports To:	Justice of the Peace
Approved Date:	10/03/2017	EEOC Category:	Office and Clerical

General Summary:

Performs receptionist duties, including answering phones and greeting the public; enters class C misdemeanors and traffic citations into the computer; receives payments, posts funds, and issues receipts for fines, court costs, and other documents; assists the public in person and by telephone; types correspondence, subpoenas, warrants, affidavits, citations, probable cause letters, and other documents; sets up and maintains court docket and assures no schedules conflict with Judge's schedule; and monitors cases in the computer system.

Essential Duties:

Performs receptionist duties, including greeting the public, answering the telephone, providing information, transferring calls, and taking messages; Enters class C traffic citations into the computer and/or docket book; Monitors docket books for past due citations and payments, probation expirations, and defensive driving course deadlines; Files small claims and forcible detainer suits, including entering information into computer system; Drafts and mails letters for show cause hearings; Prepares various court documents, including abstract judgments and appeal letters; Issues citations, abstracts, and subpoenas; Prints and mails notices; Schedules court dates, including answering dates for small claims court; Provides administrative assistance to judge, including organizing court papers, and writing, printing, and mailing judgments; Issues, enters, and files misdemeanor and felony warrants; Handles, receives and posts payments for small claims and forcible detainer suits, traffic violations, fines and court costs; Files justice civil cases; Schedules court dates including answering dates for small claims and justice civil court; Schedules court dates for evictions; Receives and posts payments for justice civil suits; Establishes payment plans for traffic violations, fines, and court costs; Assists with jury trials, including checking in prospective jurors, preparing excuse letters, and collecting and tallying pay forms; Prepares orders of remittance; Performs ticket disposal; Monitors cases in computer system, including dismissed cases; Answers phones and greets the public and provides assistance or directs to appropriate personnel; Discusses traffic tickets and class C misdemeanors with the public; and Records cases going to trial on the computer and in the bond book, including issuing and posting receipts for deferred adjudication.

Other Duties as assigned. (1%)

Supervision

Received: From Justice of the Peace

Given: This is a non-supervisory position.

Education

Required: High school graduation or its equivalent.

Preferred:

Experience

Required: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Preferred:

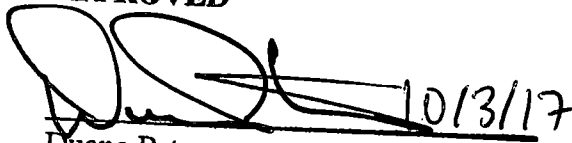
Certificates, Licenses, Registrations

Required: None.

Preferred:

<i>Physical Demands</i>	
Typical:	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk and hear. The employee must frequently stand and walk. The employee must frequently lift and/or move objects weighing up to 20 pounds, such as files, stacks of records, or other similar objects. Specific vision abilities required by this job include close vision, and ability to adjust focus.
<i>Knowledge, Skills, & Abilities</i>	
Typical:	Computers; general bookkeeping practices and procedures; standard office practices and procedures; and principles of customer service, court rules, procedures, and Texas law. Operate computers, especially to perform basic word processing functions; read and understand manuals, codes, and statutes; perform basic mathematical functions; operate office equipment, such as copy machine and facsimile machine; communicate effectively, both orally and in writing; and maintain effective working relationships with co-workers and the public.
<i>Work Environment</i>	
Typical:	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. While performing the essential duties of this job, the employee is constantly required to work closely with others as part of a team. The employee is frequently required to work under time pressures to meet deadlines and to perform multiple tasks simultaneously.

APPROVED


 Duane Peters
 County Judge

10/3/17
 Date



Brazos County Job Description

Last Updated: September 2017

Template Revision 1.2 08/15/2012

Class Number:	615	Title:	Clerk III, JP Pct. 3
Pay Group:	15	Department:	Justice of the Peace
FLSA Status:	Non Exempt	Reports To:	Justice of the Peace
Approved Date:	10/03/2017	EEOC Category:	Paraprofessional

General Summary:

Coordinates and maintains the court's calendar and docket for Justice of the Peace; acts as a liaison between the judge and general public regarding the court calendar, schedule of settings; balances books; prepares reports; records and files various documents; and assists county personnel and the general public.

Essential Duties:

Schedules court proceedings and maintains court calendar, including resolving calendar conflicts for judge, attorneys and litigants with approval of court; Acts as a liaison between the judge and general public regarding the court calendar and schedule of settings; Coordinates the availability of lawyers, parties, and court personnel in setting the docket; Sets and supervises movement of cases and various proceedings; Posts and distributes copies of dockets to appropriate offices; Maintains awareness of developments in court activities and reports all delays in case movement; Notifies parties to ensure their appearance at proceedings; Ensures that defendants appear in court; Types and prepares paperwork for setting of cases; Mails all appropriate paperwork to all parties; Receives and posts payments for traffic violations, fines, and court costs; Maintains inventory of office supplies, including placing orders; Assists with jury trials, including checking in prospective jurors, preparing excuse letters, and collecting and tallying pay forms; Prepares and balances daily books and deposits; Prepares monthly reports; Records and files all death certificates, inquests, and autopsy reports; and Provides assistance to the public, including answering phones, assisting people at the front counter and directing people to the appropriate offices.

Other Duties as assigned. (1%)

Supervision

Received: From Justice of the Peace

Given: This is a non-supervisory position. However, provides direction to other court personnel.

Education

Required: High school graduation or its equivalent; or any equivalent combination of education and experience that provides the required knowledge, skills, and abilities.

Preferred:

Experience

Required: At least two years of experience.

Preferred:

Certificates, Licenses, Registrations

Required: None.


Preferred:

Physical Demands

Typical: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; bend and kneel; and talk and hear. The employee frequently is required to stand and walk. The employee must frequently lift and/or move objects weighing up to 20 pounds, such as books and stacks of records. The employee may occasionally be called upon to perform acts of intense physical exertion during emergency situations. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, color vision, and ability to adjust focus.

<i>Knowledge, Skills, & Abilities</i>	
Typical:	Court rules, procedures, and regulations; trial proceedings and orders; standard office practices and procedures; basic bookkeeping procedures; and computers. Read and apply the law in preparing and organizing court's charges; operate computers, including word processing and spreadsheet software; type accurately; effectively manage case load; perform basic mathematical calculations; understand and follow instructions; write letters and memos; identify problems and recommend solutions; communicate effectively, both orally and in writing; and maintain effective working relationships with co-workers, judges, attorneys, and the general public.
<i>Work Environment</i>	
Typical:	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the essential duties of this job, the employee is constantly required to work closely with others as a part of a team. The employee is frequently required to perform multiple tasks simultaneously.

APPROVED



10/3/17
Date

Duane Peters
County Judge



Brazos County Job Description

Last Updated: September 2017

Template Revision 1.2 08/15/2012

Class Number:	608	Title:	Court Coordinator, JP Pct. 3
Pay Group:	17	Department:	Justice of the Peace
FLSA Status:	Non Exempt	Reports To:	Justice of the Peace
Approved Date:	10/03/2017	EEOC Category:	Paraprofessional

General Summary:

Directs court staff, including assigning and reviewing work; coordinates and maintains the court's calendar and docket for Justice of the Peace; acts as a liaison between the judge and general public regarding the court calendar, schedule of settings; balances books; prepares reports; records and files various documents; and assists county personnel and the general public.

Essential Duties:

Directs court staff, including assigning and reviewing work; Schedules court proceedings and maintains court calendar, including resolving calendar conflicts for judge, attorneys and litigants with approval of court; Acts as a liaison between the judge and general public regarding the court calendar and schedule of settings; Coordinates the availability of lawyers, parties, and court personnel in setting the docket; Sets and supervises movement of cases and various proceedings; Posts and distributes copies of dockets to appropriate offices; Maintains awareness of developments in court activities and reports all delays in case movement; Notifies parties to ensure their appearance at proceedings; Ensures that defendants appear in court; Types and prepares paperwork for setting of cases; Mails all appropriate paperwork to all parties; Prepares and balances daily books and deposits; Prepares monthly reports; Records and files all death certificates, inquests, and autopsy reports; Provides assistance to the public, including answering phones, assisting people at the front counter and directing people to the appropriate offices;

Other Duties as assigned. (1%)

Supervision

Received: From Justice of the Peace

Given: This is a non-supervisory position. However, provides direction to other court personnel.

Education

Required: High school graduation or its equivalent; or any equivalent combination of education and experience that provides the required knowledge, skills, and abilities.

Preferred:

Experience

Required: At least four years of experience.

Preferred:

Certificates, Licenses, Registrations

Required: None.

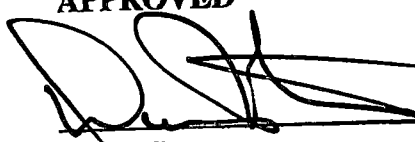
Preferred:

Physical Demands

Typical: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; bend and kneel; and talk and hear. The employee frequently is required to stand and walk. The employee must frequently lift and/or move objects weighing up to 20 pounds, such as books and stacks of records. The employee may occasionally be called upon to perform acts of intense physical exertion during emergency situations. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, color vision, and ability to adjust focus.

<i>Knowledge, Skills, & Abilities</i>	
Typical:	Court rules, procedures, and regulations; trial proceedings and orders; standard office practices and procedures; basic bookkeeping procedures; and computers. Read and apply the law in preparing and organizing court's charges; operate computers, including word processing and spreadsheet software; type accurately; effectively manage case load; perform basic mathematical calculations; understand and follow instructions; write letters and memos; identify problems and recommend solutions; communicate effectively, both orally and in writing; and maintain effective working relationships with co-workers, judges, attorneys, and the general public.
<i>Work Environment</i>	
Typical:	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. While performing the essential duties of this job, the employee is constantly required to work closely with others as a part of a team. The employee is frequently required to perform tedious, exacting work, to perform multiple tasks simultaneously, to work under time pressures to meet deadlines.

APPROVED


 Duane Peters
 County Judge

10/3/17
 Date



Brazos County Job Description

Last Updated: September 2017

Template Revision 1.2 08/15/2012

Class Number:	607	Title:	Clerk II, JP Pct. 4
Pay Group:	14	Department:	Justice of the Peace
FLSA Status:	Non Exempt	Reports To:	Justice of the Peace
Approved Date:	10/03/2017	EEOC Category:	Office and Clerical

General Summary:

Performs essential routine, organizational and supportive office tasks (with other Court staff) necessary toward the operation of the Precinct Court. (Each clerk is cross-trained in all areas of performance. There are no positions of specialization in this Court.)

Essential Duties:

POSTING(DATA ENTRY & SCHEDULING

Performs data entry of citations, (traffic, criminal and filing fees) for civil cases daily.

Prepares and balances daily books and deposits.

Schedules court proceedings and maintains court calendar, including resolving calendar conflicts for judge, attorneys and litigants with approval of court;

Sets and supervises movement of cases and various proceedings

Mails all appropriate paperwork to all parties;

Types and prepares paperwork for setting of cases;

Ensures that defendants appear in court by notifying parties of their appearance

Posts and distributes copies of dockets to appropriate offices;

SECONDARY DUTIES: SUPPORTIVE (BACK-UP) RESPONSIBILITIES

Acts as a liaison between the Court Coordinator and general public regarding the court calendar and schedule of settings; (when needed)

Assists with jury trials, including checking in prospective jurors, preparing excuse letters, and collecting and tallying pay forms;

Coordinates the availability of lawyers, parties, and court personnel in setting the docket;

Maintains awareness of developments in court activities and reports all delays in case movement;

OTHER : "AS ASSIGNED" DUTIES

Maintains inventory of office supplies, including placing orders;

Prepares monthly reports for Audit department.

Records and files all death certificates, inquests, and autopsy reports.

Other Duties as assigned. (1%)

Supervision

Received: Justice of the Peace

Given: This is a non-supervisory position. However demonstrates the ability to provide direction to other court personnel in the absence of the Court Coordinator.

Education

Required: High school graduation or its equivalent; or any equivalent combination of education and experience that provides the required knowledge, skills, and abilities.

Preferred:

Experience

Required: At least two years of experience.

Preferred:

Certificates, Licenses, Registrations

Required: None.

Preferred:

<i>Physical Demands</i>	
Typical:	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; bend and kneel; and talk and hear. The employee frequently is required to stand and walk. The employee must frequently lift and/or move objects weighing up to 20 pounds, such as books and stacks of records. The employee may occasionally be called upon to perform acts of intense physical exertion during emergency situations. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, color vision, and ability to adjust focus.
<i>Knowledge, Skills, & Abilities</i>	
Typical:	Court rules, procedures, and regulations; trial proceedings and orders; standard office practices and procedures; basic bookkeeping procedures; and computers. Read and apply the law in preparing and organizing court's charges; operate computers, including word processing and spreadsheet software; type accurately; effectively manage case load; perform basic mathematical calculations; understand and follow instructions; write letters and memos; identify problems and recommend solutions; communicate effectively, both orally and in writing; and maintain effective working relationships with co-workers, judges, attorneys, and the general public.
<i>Work Environment</i>	
Typical:	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

APPROVED



Duane Peters
County Judge

Date

10/3/17



Brazos County Job Description

Last Updated: September 2017

Template Revision 1.2 08/15/2012

Class Number:	616	Title:	Clerk III
Pay Group:	15	Department:	Justice of the Peace Precinct 4
FLSA Status:	Non-exempt	Reports To:	Justice of the Peace Precinct 4
Approved Date:	10/03/2017	EEOC Category:	Paraprofessional

General Summary:

Coordinates and maintains the court's calendar and docket for Justice of the Peace ; acts as a liaison between the judge and general public regarding the court calendar, schedule of settings; balances books; prepares reports; records and files various documents; and assists county personnel and the general public.

Essential Duties:

Other duties may be assigned. Schedules court proceedings and maintains court calendar, including resolving calendar conflicts for judge, attorneys and litigants with approval of court; acts as liaison between the judge and general public regarding the court calendar and schedule of settings; Coordinates the availability of lawyers, parties and court personnel in setting the docket; Sets and supervises movement of cases and various proceedings; Posts and distributes copies of dockets to appropriate offices; Maintains awareness of developments in court activates and reports all delays in case movement; Notifies parties to ensure their appearance at proceedings: Ensures that defendants appear in court; Types and prepares paperwork for setting of cases; Mails all appropriate paperwork to all parties: Receives and posts payment for traffic violations, fines, and court costs; Maintains inventory of office supplies, including placing orders; Assist with jury trials, including checking in prospective jurors, preparing excuse letters, and collecting and tallying pay forms: Prepares and balances daily books and deposits; Prepares monthly reports; Records and files all death certificates, inquest, and autopsy reports; and Provides assistance to the public, including answering phones, assisting people at the front counter and directing people to appropriate offices.

Other Duties as assigned. (1%)

Supervision	
Received:	This is a non-supervisory position. However, provides direction to other court personnel.
Given:	

Education	
Required:	High School Graduation or its equivalent, plus at least two years of experience;
Preferred:	

Experience	
Required:	Any equivalent combination of education and experience that provides that required knowledge, skills, and abilities.
Preferred:	

<i>Certificates, Licenses, Registrations</i>	
Required:	NONE
Preferred:	NONE

<i>Physical Demands</i>	
Typical:	<p>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; bend and kneel; and talk and hear. The employee frequently is required to stand and walk. The employee must frequently lift and /or move objects weighing up to 20 pounds, such as books and stacks of records. The employee may occasionally be called upon to perform acts of intense physical exertion during emergency situations. Specific vision abilities required by this job include close vision abilities required by this job include close vision, distance vision, peripheral vision, color vision, and ability to adjust focus.</p>

<i>Work Environment</i>	
Typical:	<p>The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <p>While performing the essential duties of this job, the employee is constantly required to work closely with others as a part of team. The employee is frequently required to perform multiple tasks simultaneously.</p>

APPROVED



Duane Peters
County Judge

Date



Brazos County Job Description

Last Updated: September 2017

Template Revision 1.2 08/15/2012

Class Number:	624	Title:	Court Coordinator, JP Pct. 4
Pay Group:	17	Department:	Justice of the Peace
FLSA Status:	Non Exempt	Reports To:	Justice of the Peace
Approved Date:	10/03/2017	EEOC Category:	Paraprofessional

General Summary:

Performs Administrative, essential and routine duties with organizational skills and the ability to coordinate with other Court staff all Court functions and procedures necessary toward the operation of the Precinct Court. *Must possess a thorough knowledge base of each Precinct office functions."

Essential Duties:

Administrative Duties: Performs Administrative functions of the Precinct Court and serves as liaison to the Judge. Works with little to no supervision.

Essential Duties: Provides assistance to the public, including answering telephones, front counter assistance and provides information and referral service where appropriate. Directs court staff including assigning and reviewing phases of work as completed. Records and files all death certificates, inquests and autopsy reports. Schedules Court proceedings and maintains court calendar including resolving calendar conflicts for Judge, attorneys and litigants with approval of the Court. Maintains office inventory. Coordinates PC orders with Purchasing Department reconciling all purchase orders, Prepares monthly reports for the Audit Department.

Routine Duties: Coordinates the availability of lawyers, parties and personnel in setting the docket. Sets and supervises movement of cases and proceedings. Maintains awareness of developments in court activities and reports all delays in case movement(s). Performs Magistrate function(s). Prepares and balances daily books and deposits. (backs-up when necessary) Performs data entry of citations, traffic, criminal and civil cases.

Other Duties: Posts and distributes copies of dockets to appropriate offices. Ensures that defendants appear in court by mailing all appropriate paperwork to parties about their appearances.

Other Duties as assigned. (1%)

Supervision

Received: Justice of the Peace

Given: This is a non-supervisory position. However, provides direction to other court personnel.

Education

Required: High school graduation or its equivalent; or any equivalent combination of education and experience that provides the required knowledge, skills, and abilities.

Preferred:

Experience

Required: At least four years of experience.

Preferred:


Certificates, Licenses, Registrations

Required: None.

Preferred:

<i>Physical Demands</i>	
Typical:	<p>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <p>While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; bend and kneel; and talk and hear. The employee frequently is required to stand and walk. The employee must frequently lift and/or move objects weighing up to 20 pounds, such as books and stacks of records. The employee may occasionally be called upon to perform acts of intense physical exertion during emergency situations. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, color vision, and ability to adjust focus.</p>
<i>Knowledge, Skills, & Abilities</i>	
Typical:	<p>Read and apply the law in preparing and organizing court's charges; operate computers, including word processing and spreadsheet software; type accurately; effectively manage case load; perform basic mathematical calculations; understand and follow instructions; write letters and memos; identify problems and recommend solutions; communicate effectively, both orally and in writing; and maintain effective working relationships with co-workers, judges, attorneys, and the general public.</p>
<i>Work Environment</i>	
Typical:	<p>The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. While performing the essential duties of this job, the employee is constantly required to work closely with others as a part of a team. The employee is frequently required to perform tedious, exacting work, to perform multiple tasks simultaneously, to work under time pressures to meet deadlines.</p>

APPROVED



10/3/17
Date

Duane Peters
County Judge



Brazos County Job Description

Last Updated: September 2017

Template Revision 1.2 08/15/2012

Class Number:	903	Title:	Court Reporter, CCL1
Pay Group:	27	Department:	County Court at Law
FLSA Status:	Non Exempt	Reports To:	County Court at Law Judge
Approved Date:	10/03/2017	EEOC Category:	Office and Clerical

General Summary:

Records and accurately transcribes all court proceedings. Assist with clerical office duties when not in court including, but not limited to, answering phones, assisting attorneys, parties and other members of the public who appear in the court office for help.

Essential Duties:

Attends all sessions of the assigned county court-at-law and makes full record of evidence, objections, rulings, voir dire of jury duty, and arguments;

Takes full shorthand notes by machine of closing arguments if requested to do so by the attorney of a party to the case, including objections to the arguments, court rulings and remarks on the objections, and exceptions to the rulings;

Takes full shorthand notes by machine of oral testimony offered before the court, including objections made to the admissibility of evidence, court rulings and remarks on the objections, and exceptions to the rulings;

Preserves the shorthand notes taken in court for three years from the date taken for future use and prepares accurate transcripts of court proceedings for appeals or future court use as instructed;

Marks and files with the court exhibits introduced into evidence during trials or hearings, and indexes and files notes taken in court;

Locates and reads testimony adduced in court for court or jury assistance;

May call court to order in absence of Bailiff;

May provide assistance to the public, by phone or in person, including directing people to the appropriate offices;

May perform office management functions, including maintaining inventory of supplies, preparing budget and equipment needs for the court;

May perform secretarial services which assist in the administrative functions of the court; and Performs such other duties as may be assigned.

Other Duties as assigned. (1%)

Supervision

Received: County Court at Law Judge

Given: This is a non-supervisory position.

Education

Required: High school graduation or its equivalent, plus graduation from court reporting school; or any equivalent combination of education and experience that provides the required knowledge, skills, and abilities.

Preferred:

Experience

Required: At least two years of experience; To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.


Preferred:

Certificates, Licenses, Registrations	
Required:	Certification as a Certified Shorthand Reporter by the Supreme Court of Texas (V.T.C.A., Government Code, Sec. 52.021).
Preferred:	

Physical Demands	
Typical:	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, often for one or more hours without interruption; use hands to finger, handle, or feel; reach with hands and arms; bend and kneel; and talk and hear. The employee frequently is required to stand and walk. The employee must frequently lift and/or move objects weighing up to 20 pounds, such as books and stacks of records. The employee may occasionally be called upon to perform acts of intense physical exertion during emergency situations. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, color vision, and ability to adjust focus.

Knowledge, Skills, & Abilities	
Typical:	Thorough knowledge of machine shorthand theory and ability to meet standards established for certification as a Certified Shorthand Reporter through the Supreme Court of Texas; knowledge of correct English and spelling, vocabulary, including legal and medical terminology, and general knowledge of Texas law, and Texas court policies and procedure. Meet standards established for certification as a Certified Shorthand Reporter through the Supreme Court of Texas (180-225 words per minute depending upon nature of dictation, scoring at least 95 percent accuracy on this portion of the certification exam); type accurately at a minimum speed of 55 minutes per minute; understand and follow instructions; work under pressure to meet deadlines; communicate effectively, both orally and in writing; and maintain effective working relationships with co-workers and the general public.

Work Environment	
Typical:	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. The employee is constantly required to work closely with others as a part of a team; required to perform tedious, exacting work, and required to work under time pressures to meet deadlines. The employee is frequently required to perform multiple tasks simultaneously. The employee is occasionally required to switch from one task to another.

APPROVED

 Date 10/3/17
 Duane Peters
 County Judge



Brazos County Job Description

Last Updated: September 2017

Template Revision 1.2 08/15/2012

Class Number:	905	Title:	Court Coordinator, CCL1
Pay Group:	21	Department:	County Court at Law
FLSA Status:	Non Exempt	Reports To:	County Court at Law Judge
Approved Date:	10/03/2017	EEOC Category:	Paraprofessional

General Summary:

Coordinates and maintains the court's calendar and docket for County Court-at-Law judge, and acts as a liaison between the judge and general public regarding the court calendar, schedule of settings.

Essential Duties:

Acts as liaison between judge and general public regarding court calendar, schedule of settings and jury management;

Schedules court proceedings and maintains court calendar, including resolving calendar conflicts for judge, attorneys and litigants with approval of court;

Coordinates the availability of lawyers, parties, and court personnel in setting the docket;

Sets and supervises movement of cases and various proceedings;

Posts and distributes copies of dockets to appropriate offices;

Maintains awareness of developments in court activities and reports all delays in case movement;

Notifies parties to ensure their appearance at proceedings; Ensures that defendants appear in court; Types and prepares paperwork for setting of cases;

Mails all appropriate paperwork to all parties;

Performs general clerical duties when court is not in session;

Secures appointment of visiting judges in absence of judge;

Provides assistance to the public, including directing people to the appropriate offices;

May perform some duties of the court Bailiff and Administrative Secretary;

And May assist with the maintenance of a variety of records on court activities.

Other Duties as assigned. (1%)

Supervision

Received: County Court at Law Judge

Given: This is a supervisory position, which includes some supervision of the part-time clerk, other court personnel, and student volunteers and interns.

Education

Required: High school graduation or its equivalent; or any equivalent combination of education and experience that provides the required knowledge, skills, and abilities.

Preferred:

Experience

Required: At least two years of experience.

Preferred:

<i>Certificates, Licenses, Registrations</i>	
Required:	Certification as Court Administrator.
Preferred:	

<i>Physical Demands</i>	
Typical:	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; bend and kneel; and talk and hear. The employee frequently is required to stand and walk. The employee must frequently lift and/or move objects weighing up to 20 pounds, such as books and stacks of records. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, color vision, and ability to adjust focus.

<i>Knowledge, Skills, & Abilities</i>	
Typical:	Court rules, procedures, and regulations; trial proceedings and orders, standard office practices and procedures; and personal computers. Operate computers, including word processing and spreadsheet software; type accurately; effectively manage case load; perform basic mathematical calculations; understand and follow instructions; write letters and memos; communicate effectively, both orally and in writing; and maintain effective working relationships with co-workers, judges, attorneys, and the general public.

<i>Work Environment</i>	
Typical:	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. The employee is constantly required to work closely with others as a part of a team to perform tedious, exacting work, and to work under time pressures to meet deadlines. The employee is frequently required to perform multiple tasks simultaneously, and to switch from one task to another.

APPROVED



Duane Peters
County Judge

Date



Brazos County Job Description

Last Updated: September 2017

Template Revision 1.2 08/15/2012

Class Number:	907	Title:	Bailiff, CCL1
Pay Group:	17	Department:	County Court at Law
FLSA Status:	Non Exempt	Reports To:	County Court at Law Judge
Approved Date:	10/03/2017	EEOC Category:	Protective Service Workers

General Summary:

Serves as the court's security officer; and assists the judge in administering courtroom procedure and in maintaining order in the courtroom.

Essential Duties:

Provides protection to the judge, jury, court staff, and people in the courtroom;

Summons deputies to search persons as needed;

Prepares the courtroom for various legal proceedings;

Assists judge in preparing for legal proceedings, including pulling case files, calling agencies to arrange for court appearances, and scheduling proceedings;

Returns files from courtroom to the district and/or county clerk's offices;

Maintains order in the courtroom, including instructing spectators, prospective jurors, and jurors regarding their conduct, and warning, removing, and/or restraining individuals whose behavior is disruptive to the proceedings;

Transports defendants to and from jail; Administers oaths to jurors;

Maintains proper refreshments for jurors;

Assists witnesses before, during, and after testimony is given, including informing witnesses about courtroom procedures, calling witnesses to give testimony, escorting witnesses in and out of the court, and assisting them with required paperwork;

Supervises jury in the course of a jury trial, providing security and escorts to jurors;

Secures courtroom and offices of the court at the end of the day;

Supervises the court in the absence of the judge, including maintaining order in the court, monitoring lawyer/client negotiations, and reporting the progress of the parties to the judge;

Performs clerical duties and legal research when the court is not in session;

Maintains knowledge of court policies and procedures and maintains knowledge of the procedures of other county courts-at-law and the three districts courts;

Substitutes and fills in as bailiff in the other courts when needed and as available; and Maintains daily log of court accomplishments.

Other Duties as assigned. (1%)

Supervision	
Received:	County Court at Law Judge
Given:	This is a non-supervisory position.
Education	
Required:	High school graduation or its equivalent; or any equivalent combination of education and experience that provides the required knowledge, skills, and abilities.
Preferred:	

Experience	
Required:	At least two years of experience.
Preferred:	
Certificates, Licenses, Registrations	
Required:	Basic certification as a jailer by the Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE).
Preferred:	
Physical Demands	
Typical:	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; bend and kneel; and talk and hear. The employee frequently is required to stand and walk. The employee must frequently lift and/or move objects weighing up to 20 pounds, such as books and stacks of records. The employee may occasionally be called upon to perform acts of intense physical exertion during emergency situations. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, color vision, and ability to adjust focus.
Knowledge, Skills, & Abilities	
Typical:	Court rules, procedures, and regulations; and trial proceedings and orders. Understand and follow instructions, rules, regulations, and laws; physically restrain other individuals; safely handle a firearm and other security devices; establish and maintain effective working relationships with judges, other law enforcement officers, attorneys, jurors, and the general public; and communicate effectively, both orally and in writing.
Work Environment	
Typical:	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. The employee is constantly required to work closely with others as a part of a team. The employee is frequently exposed to danger and/or physical abuse; required to perform tedious, exacting work, and required to work under time pressures to meet deadlines. The employee is occasionally required to perform multiple tasks simultaneously, and to switch from one task to another. The employee occasionally experiences varying periods of idle time interspersed with emergencies requiring intense concentration.

APPROVED

 10/3/17

Duane Peters
County Judge

Date



Brazos County Job Description

Last Updated: September 2017

Template Revision 1.2 08/15/2012

Class Number:	909	Title:	Administrative Secretary, CCL1
Pay Group:	16	Department:	County Court at Law #1
FLSA Status:	Non Exempt	Reports To:	County Court at Law Judge
Approved Date:	10/03/2017	EEOC Category:	Office and Clerical

General Summary:

Provides secretarial assistance to the County Court-at-Law, including assisting visitors and callers, typing various legal documents, maintaining a variety of records, and performing office management functions.

Essential Duties:

Assists with the preparation of legal documents and briefs;

Provides assistance to the public, including directing people to the appropriate offices;

Responds to routine inquiries about cases;

Performs office management functions, including maintaining inventory of supplies, preparing judge's travel expense reimbursements, preparing budget and equipment needs for the court, and maintaining records on salaries and leave time;

Prepares purchase orders and requisitions;

Monitors court expenditures and compares against budget; Reviews court budget and recommends changes to judge;

Supervises incoming mail and mail distribution activities;

Types and prepares paperwork for setting of cases;

Mails all appropriate paperwork to all parties;

Types a variety of documents including letters, statements, memoranda, reports, and legal forms;

Maintains a variety of records on court activities;

Reviews probate case accounts and reports, and screens for accuracy and completeness prior to review and approval by the judge;

Makes court arrangements for visiting judges as needed;

Assists with maintaining time reports of court personnel and preparing payroll;

Assists with the preparation of the court budget; and Assists the Court Coordinator and Bailiff when requested.

Other Duties as assigned. (1%)

Supervision	
Received:	County Court at Law Judge
Given:	This is a non-supervisory position; however, the job does supervise student volunteers and interns.

Education	
Required:	High school graduation or its equivalent; or any equivalent combination of education and experience that provides the required knowledge, skills, and abilities.
Preferred:	

Experience	
Required:	At least two years of experience.
Preferred:	

<i>Certificates, Licenses, Registrations</i>	
Required:	None.
Preferred:	

<i>Physical Demands</i>	
Typical:	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; bend and kneel; and talk and hear. The employee frequently is required to stand and walk. The employee must frequently lift and/or move objects weighing up to 20 pounds, such as books and stacks of records. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, color vision, and ability to adjust focus.

<i>Knowledge, Skills, & Abilities</i>	
Typical:	Legal terminology; standard office practices and procedures; and personal computers. Operate computers, including word processing and spreadsheet software; type accurately; perform basic mathematical calculations; understand and follow instructions; write letters and memos; operate standard office equipment, such as copy machine and facsimile machine; communicate effectively, both orally and in writing; and maintain effective working relationships with co-workers and the general public.

<i>Work Environment</i>	
Typical:	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. The employee is constantly required to work closely with others as a part of a team to perform tedious, exacting work, and to work under time pressures to meet deadlines. The employee is frequently required to perform multiple tasks simultaneously, and to switch from one task to another.

APPROVED



Duane Peters
County Judge

10/3/17
Date



Brazos County Job Description

Last Updated: September 2017

Template Revision 1.2 08/15/2012

Class Number:	913	Title:	Court Reporter, CCL2
Pay Group:	27	Department:	County Court at Law #2
FLSA Status:	Non Exempt	Reports To:	County Court at Law Judge
Approved Date:	10/03/2017	EEOC Category:	Office and Clerical

General Summary:

Records and accurately transcribes all court proceedings.

Essential Duties:

Attends all sessions of the assigned county court-at-law and makes full record of evidence, objections, rulings, voir dire of jury duty, and arguments;

Takes full shorthand notes (by hand or by machine) of closing arguments, if requested to do so by the attorney of a party to the case, including objections to the arguments, court rulings and remarks on the objections, and exceptions to the rulings;

Takes full shorthand notes (by hand or by machine) of oral testimony offered before the court, including objections made to the admissibility of evidence, court rulings and remarks on the objections, and exceptions to the rulings;

Preserves all shorthand or machine notes taken in court for three years from the date taken for future use and prepares accurate transcripts of court proceedings for appeals or future court use as instructed;

Marks and files with the court exhibits introduced into evidence during trials or hearings, and indexes and files notes taken in court;

Locates and reads testimony adduced in court for court or jury assistance;

May call court to order in absence of Bailiff;

May provide assistance to the public, including directing people to the appropriate offices;

May perform office management functions, including maintaining inventory of supplies, preparing budget and equipment needs for the court;

May perform secretarial services which assist in the administrative functions of the court; and Performs such other duties as may be assigned.

Other Duties as assigned. (1%)

Supervision

Received: From County Court at Law Judge

Given: This is a non-supervisory position.

Education

Required: High school graduation or its equivalent, plus graduation from court reporting school; or any equivalent combination of education and experience that provides the required knowledge, skills, and abilities.

Preferred:

Experience

Required: At least two years of experience.

Preferred:

Certificates, Licenses, Registrations

Required: Certification as a Certified Shorthand Reporter by the Supreme Court of Texas (V.T.C.A., Government Code, Sec. 52023).

Preferred:

Physical Demands	
Typical:	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, often for one or more hours without interruption; use hands to finger, handle, or feel; reach with hands and arms; bend and kneel; and talk and hear. The employee frequently is required to stand and walk. The employee must frequently lift and/or move objects weighing up to 20 pounds, such as books and stacks of records. The employee may occasionally be called upon to perform acts of intense physical exertion during emergency situations. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, color vision, and ability to adjust focus.
Knowledge, Skills, & Abilities	
Typical:	Thorough knowledge of hand or machine shorthand theory and ability to meet standards established for certification as a Certified Shorthand Reporter through the Supreme Court of Texas; knowledge of correct English and spelling, vocabulary, including legal and medical terminology, and general knowledge of Texas law, and Texas court policies and procedure. Meet standards established for certification as a Certified Shorthand Reporter through the Supreme Court of Texas (180-225 words per minute depending upon nature of dictation, scoring at least 95 percent accuracy on this portion of the certification exam); type accurately at a minimum speed of 55 minutes per minute; understand and follow instructions; work under pressure to meet deadlines; communicate effectively, both orally and in writing; and maintain effective working relationships with co-workers and the general public.
Work Environment	
Typical:	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. The employee is constantly required to work closely with others as a part of a team; required to perform tedious, exacting work, and required to work under time pressures to meet deadlines. The employee is frequently required to perform multiple tasks simultaneously. The employee is occasionally required to switch from one task to another.

APPROVED



Duane Peters
County Judge

Date

10/3/17



Brazos County Job Description

Last Updated: September 2017

Template Revision 1.2 08/15/2012

Class Number:	915	Title:	Court Coordinator, CCL2
Pay Group:	21	Department:	County Court at Law #2
FLSA Status:	Non Exempt	Reports To:	County Court at Law Judge
Approved Date:	10/03/2017	EEOC Category:	Paraprofessional

General Summary:

Coordinates and maintains the court's calendar and docket for County Court-at-Law judge, and acts as a liaison between the judge and general public regarding the court calendar, schedule of settings.

Essential Duties:

Acts as liaison between judge and general public regarding court calendar, schedule of settings and jury management;

Schedules court proceedings and maintains court calendar, including resolving calendar conflicts for judge, attorneys and litigants with approval of court;

Coordinates the availability of lawyers, parties, and court personnel in setting the docket;

Sets and supervises movement of cases and various proceedings;

Posts and distributes copies of dockets to appropriate offices;

Maintains awareness of developments in court activities and reports all delays in case movement; Notifies parties to ensure their appearance at proceedings;

Ensures that defendants appear in court;

Types and prepares paperwork for setting of cases;

Mails all appropriate paperwork to all parties;

Performs general clerical duties when court is not in session;

Secures appointment of visiting judges in absence of judge;

Provides assistance to the public, including directing people to the appropriate offices;

May perform some duties of the court Bailiff and Administrative Secretary;

And May assist with the maintenance of a variety of records on court activities.

Other Duties as assigned. (1%)

Supervision	
Received:	From County Court at Law Judge
Given:	This is a supervisory position, which includes some supervision of the part-time clerk, other court personnel, and student volunteers and interns.

Education	
Required:	High school graduation or its equivalent or any equivalent combination of education and experience that provides the required knowledge, skills, and abilities.
Preferred:	

Experience	
Required:	At least two years of experience.
Preferred:	


<i>Certificates, Licenses, Registrations</i>	
Required:	Certification as Court Administrator.
Preferred:	

<i>Physical Demands</i>	
Typical:	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; bend and kneel; and talk and hear. The employee frequently is required to stand and walk. The employee must frequently lift and/or move objects weighing up to 20 pounds, such as books and stacks of records. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, color vision, and ability to adjust focus.

<i>Knowledge, Skills, & Abilities</i>	
Typical:	Court rules, procedures, and regulations; trial proceedings and orders, standard office practices and procedures; and personal computers. Operate computers, including word processing and spreadsheet software; type accurately; effectively manage case load; perform basic mathematical calculations; understand and follow instructions; write letters and memos; communicate effectively, both orally and in writing; and maintain effective working relationships with co-workers, judges, attorneys, and the general public.

<i>Work Environment</i>	
Typical:	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. The employee is constantly required to work closely with others as a part of a team to perform tedious, exacting work, and to work under time pressures to meet deadlines. The employee is frequently required to perform multiple tasks simultaneously, and to switch from one task to another.

APPROVED


 Duane Peters
 County Judge

Date

10/31/17



Brazos County Job Description

Last Updated: September 2017

Template Revision 1.2 08/15/2012

Class Number:	917	Title:	Bailiff, CCL2
Pay Group:	17	Department:	County Court at Law #2
FLSA Status:	Non Exempt	Reports To:	County Court at Law Judge
Approved Date:	10/03/2017	EEOC Category:	Protective Service Workers

General Summary:

Serves as the court's security officer; and assists the judge in administering courtroom procedure and in maintaining order in the courtroom.

Essential Duties:

Provides protection to the judge, jury, court staff, and people in the courtroom;

Summons deputies to search persons as needed; Prepares the courtroom for various legal proceedings;

Assists judge in preparing for legal proceedings, including pulling case files, calling agencies to arrange for court appearances, and scheduling proceedings;

Returns files from courtroom to the district and/or county clerk's offices;

Maintains order in the courtroom, including instructing spectators, prospective jurors, and jurors regarding their conduct, and warning, removing, and/or restraining individuals whose behavior is disruptive to the proceedings;

Transports defendants to and from jail; Administers oaths to jurors;

Maintains proper refreshments for jurors;

Assists witnesses before, during, and after testimony is given, including informing witnesses about courtroom procedures, calling witnesses to give testimony, escorting witnesses in and out of the court, and assisting them with required paperwork;

Supervises jury in the course of a jury trial, providing security and escorts to jurors;

Secures courtroom and offices of the court at the end of the day;

Supervises the court in the absence of the judge, including maintaining order in the court, monitoring lawyer/client negotiations, and reporting the progress of the parties to the judge;

Performs clerical duties and legal research when the court is not in session;

Maintains knowledge of court policies and procedures and maintains knowledge of the procedures of other county courts-at-law and the three districts courts;

Substitutes and fills in as bailiff in the other courts when needed and as available; and Maintains daily log of court accomplishments.

Other Duties as assigned. (1%)

Supervision	
Received:	From County Court at Law Judge
Given:	This is a non-supervisory position.

Education	
Required:	High school graduation or its equivalent; or any equivalent combination of education and experience that provides the required knowledge, skills, and abilities.
Preferred:	

Experience	
Required:	At least two years of experience.
Preferred:	

Certificates, Licenses, Registrations	
Required:	Basic certification as a jailer by the Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE).
Preferred:	
Physical Demands	
Typical:	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; bend and kneel; and talk and hear. The employee frequently is required to stand and walk. The employee must frequently lift and/or move objects weighing up to 20 pounds, such as books and stacks of records. The employee may occasionally be called upon to perform acts of intense physical exertion during emergency situations. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, color vision, and ability to adjust focus.
Knowledge, Skills, & Abilities	
Typical:	Court rules, procedures, and regulations; and trial proceedings and orders. Understand and follow instructions, rules, regulations, and laws; physically restrain other individuals; safely handle a firearm and other security devices; establish and maintain effective working relationships with judges, other law enforcement officers, attorneys, jurors, and the general public; and communicate effectively, both orally and in writing.
Work Environment	
Typical:	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. The employee is constantly required to work closely with others as a part of a team. The employee is frequently exposed to danger and/or physical abuse; required to perform tedious, exacting work, and required to work under time pressures to meet deadlines. The employee is occasionally required to perform multiple tasks simultaneously, and to switch from one task to another. The employee occasionally experiences varying periods of idle time interspersed with emergencies requiring intense concentration.

APPROVED



Duane Peters
County Judge

Date

11/3/17



Brazos County Job Description

Last Updated: September 2017

Template Revision 1.2 08/15/2012

Class Number:	919	Title:	Administrative Secretary/Civil Court Coordinator, CCL2
Pay Group:	16	Department:	County Court at Law #2
FLSA Status:	Non Exempt	Reports To:	County Court at Law Judge
Approved Date:	10/03/2017	EEOC Category:	Office and Clerical

General Summary:

Provides secretarial assistance to the County Court-at-Law, including assisting visitors and callers, typing various legal documents, maintaining a variety of records, performing office management functions and maintaining the integrity of all civil and family cases, from start to finish, that are assigned to the Court.

Essential Duties:

Assists with the preparation of legal documents and briefs; Provides assistance to the public, including directing people to the appropriate offices;

Responds to routine inquiries about cases;

Performs office management functions, including maintaining inventory of supplies, preparing judge's travel expense reimbursements, preparing budget and equipment needs for the court, and maintaining records on salaries and leave time;

Prepares purchase orders and requisitions;

Monitors court expenditures and compares against budget;

Reviews court budget and recommends changes to judge;

Supervises incoming mail and mail distribution activities;

Sets, calendars, and prepares paperwork for setting of civil and family cases; Mails all appropriate paperwork to all parties;

Types a variety of documents including letters, statements, memoranda, reports, and legal forms;

Maintains a variety of records on court activities;

Reviews all civil and family cases and accounts and reports, and screens for accuracy and completeness prior to review and approval by the judge;

Makes court arrangements for visiting judges as needed;

Assists with maintaining time reports of court personnel and preparing payroll;

Assists with the preparation of the court budget; and Assists the Criminal Court Coordinator and Bailiff when requested.

Other Duties as assigned. (1%)

Supervision

Received: From County Court at Law Judge

Given: This is a non-supervisory position; however, the job does supervise student volunteers and interns.

Education

Required: High school graduation or its equivalent; or any equivalent combination of education and experience that provides the required knowledge, skills, and abilities.

Preferred:

Experience

Required: At least two years of experience.

Preferred:

<i>Certificates, Licenses, Registrations</i>	
Required:	None.
Preferred:	

<i>Physical Demands</i>	
Typical:	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; bend and kneel; and talk and hear. The employee frequently is required to stand and walk. The employee must frequently lift and/or move objects weighing up to 20 pounds, such as books and stacks of records. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, color vision, and ability to adjust focus.

<i>Knowledge, Skills, & Abilities</i>	
Typical:	Legal terminology; standard office practices and procedures; and personal computers. Operate computers, including word processing and spreadsheet software; type accurately; perform basic mathematical calculations; understand and follow instructions; write letters and memos; operate standard office equipment, such as copy machine and facsimile machine; communicate effectively, both orally and in writing; and maintain effective working relationships with co-workers and the general public.

<i>Work Environment</i>	
Typical:	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. The employee is constantly required to work closely with others as a part of a team to perform tedious, exacting work, and to work under time pressures to meet deadlines. The employee is frequently required to perform multiple tasks simultaneously, and to switch from one task to another.

APPROVED



Duane Peters
County Judge

Date

10/3/17



Brazos County Job Description

Last Updated: September 2017

Template Revision 1.2 08/15/2012

Class Number:	1005	Title:	Payroll Manager
Pay Group:	18	Department:	County Treasurer
FLSA Status:	Non Exempt	Reports To:	County Treasurer
Approved Date:	10/03/2017	EEOC Category:	Office and Clerical

General Summary:

Prepares and distributes biweekly payroll and all related reports; insures payroll-related county funds are disbursed to proper accounts; monitors employee leave balances, retirement and authorized deductions, and garnishments; processes and reviews employee timesheets; and prepares all payroll-related monthly, quarterly, and yearly reports.

Essential Duties:

Prepares biweekly county payroll, including processing appropriate paperwork, entering all county timesheet data into the computer, creating labels for payroll distribution, distributing checks, and coordinating with departments for payroll error resolution; Assists county employees and departments with questions related to payroll and leave time policies and procedures, including conducting orientation sessions, answering mail and telephone requests, and conducting research; Receives county payroll documentation and prepares and distributes all paperwork necessary to transfer funds between payroll related accounts, including AFLAC flexible benefit claims; Ensures the inclusion of all appropriate employee payroll deductions, including retirement contributions, child support garnishments, 941 tax deposits, United Way contributions, deferred compensation, IRS garnishments, and employee health insurance premiums; Monitors and updates leave balances for all county employees; Performs all tasks associated with W-2 reporting, including reconciling data and preparing, processing, and distributing paperwork; Prepares, reconciles, prints, and disburses payroll-related monthly, quarterly, and yearly reports; Prepares and executes direct deposit transmissions and obtains verification documents; Schedules yearly payroll timetable, including preparing and distributing payroll calendars for all county departments; Maintains computerized payroll system and related software applications, and closes year-end payroll system; Monitors yearly retirement contributions and related statements; Assists Personnel Department as requested; Answers telephone and assists the general public or transfers call to appropriate department; and Conducts research on payroll-related matters and disbursements as needed.

Other Duties as assigned. (1%)

Supervision	
Received:	From County Treasurer
Given:	Supervises Assistant County Treasurers when they are working on payroll.

Education	
Required:	Associate's degree in a business related field or high school graduation, or equivalent.
Preferred:	

Experience	
Required:	At least five years of experience; or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities.
Preferred:	

Certificates, Licenses, Registrations	
Required:	None.
Preferred:	

Physical Demands	
Typical:	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge, Skills, & Abilities	
Typical:	<p>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <p>Governmental accounting rules and procedures, especially as they apply to counties; supervisory management practices and procedures; payroll practices and procedures, personnel policies and procedures; and standard office practices and procedures</p> <p>Use computer applications such as spreadsheets, word processors, and databases; read, analyze, and interpret financial statements and payroll related policies and procedures; communicate effectively in person or over the phone; write letters, reports, and other documents; perform basic arithmetic calculations and bookkeeping tasks; and maintain effective working relationships with coworkers, county employees, and the public.</p>

Work Environment	
Typical:	<p>The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <p>While performing the essential duties of this job, the employee is constantly required to work under time pressures to meet deadlines; the employee is frequently required perform multiple tasks simultaneously and to perform tedious and exacting work. The noise level in the work environment is usually moderate.</p>

APPROVED



Duane Peters
County Judge

Date

10/3/17



Brazos County Job Description

Last Updated: September 2017

Template Revision 1.2 08/15/2012

Class Number:	1006	Title:	County Treasury Support/Special Projects
Pay Group:	15	Department:	County Treasurer
FLSA Status:	Non Exempt	Reports To:	County Treasurer
Approved Date:	10/03/2017	EEOC Category:	Office and Clerical

General Summary:

Responsible for Hotel Occupancy Tax records, receipts & correspondence. Will also be required to be back up for Payroll, handle Surety Bond information and perform various cash receiving functions.

Essential Duties:

Maintain spreadsheet on Hotel Taxes and report to Budget Officer or Commissioner's Court as requested. Keep track of Hotels, Bed & Breakfast & guest houses that are in the area to ensure payment. Other related accounting duties may be needed.

Will maintain accurate accounting of used and refunded Bail Bond Surety Coupons. Gathers information to process payment authorization for refunds. Report and coordinates with the Chief Deputy with matters related to State reporting.

Serves as the back-up for the Payroll Manager with all matters related to processing of payroll. This will require learning all aspects of the payroll process and monthly reports.

Performs various accounts receivable functions, including accepting payments from county departments, individuals and issuing receipts.

Will assist with setting up new vendors as needed.

Will perform receptionist duties as needed such as answering the telephone, including providing information about the office as well as taking messages.

Other Duties as assigned. (1%)

Supervision

Received: From County Treasurer

Given: This is a non-supervisory position.

Education

Required: High school graduation or its equivalent.

Preferred:

Experience

Required: Plus at least two years of experience; or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities.

Preferred:


Certificates, Licenses, Registrations

Required: None.

Preferred:

Physical Demands Typical:	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk and hear. The employee occasionally is required to stand and walk; and lift and/or move objects weighing up to 25 pounds, such as large books. Specific vision abilities required by this job include close vision, and ability to adjust focus.
Knowledge, Skills, & Abilities Typical:	Basic bookkeeping practices; computers; and standard office practices and procedures. Use computer applications such as spreadsheets, word processors, and databases; read, analyze, and interpret financial statements and payroll related policies and procedures; communicate effectively in person or over the phone; write letters, reports, and other documents; perform basic arithmetic calculations and bookkeeping tasks; and maintain effective working relationships with coworkers, county employees, and the public.
Work Environment Typical:	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the essential duties of this job, the employee is constantly required to work under time pressures to meet deadlines; the employee is frequently required perform multiple tasks simultaneously and to perform tedious and exacting work. The noise level in the work environment is usually moderate.

APPROVED


Duane Peters
County Judge

10/3/17
Date



Brazos County Job Description

Last Updated: September 2012

Template Revision 1.2 08/15/2012

Class Number:	1010	Title:	Clerk II
Pay Group:	14	Department:	County Treasurer
FLSA Status:	Non Exempt	Reports To:	County Treasurer
Approved Date:	10/03/2017	EEOC Category:	Office and Clerical

General Summary:

Receives money coming into the county, records transactions and makes receipts; prepares reports; processes vendor information; ensures that vendors are paid in a timely manner; and maintains inventory of departmental office supplies.

Essential Duties:

Receives and processes payment authorizations and purchase orders, including date stamping all documents, issuing vendor numbers, scanning originals and copies of the documents, and entering data into the computer; Checks the data entries of other Accounts payable Clerks to verify that vendor information is accurate in the computer system; Posts payments on computer system, and prints, stuffs, and mails vendor checks; Prepares and runs various reports related to accounts payable transactions; Matches remittance information to vendor checks; Performs various accounts receivable functions, including accepting payments from county departments and the public, issuing receipts, and preparing and making daily deposits; Makes copies of checks received, and maintains records; Maintains and updates database of vendor records; Researches vendor & department questions about payment history; Verifies and processes 1099s and other tax information; Record Management. Processes mail. Handles setting up Community Service Workers. Makes sure CD's for collateral from Bail Bondsmen are made out correctly and processes paperwork for Auditors to update collateral in system. Maintains inventory of office supplies, including generating requisitions and purchase orders, verifying receipt of ordered goods, and finalizing purchase order for vendor payment ;Maintains Unclaimed Funds, and Answers the telephone as needed, provides information, and takes messages.

Other Duties as assigned. (1%)

Supervision

Received:	County Treasurer
Given:	This is a non-supervisory position.

Education

Required:	High school graduation or its equivalent.
Preferred:	

Experience

Required:	At least two year of experience; or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities.
Preferred:	

Certificates, Licenses, Registrations

Required:	None.
Preferred:	

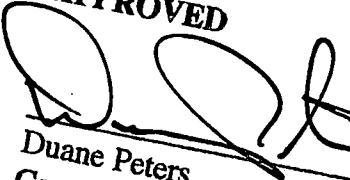
Physical Demands

Typical:	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
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Knowledge, Skills, & Abilities	
Typical:	<p>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <p>Basic bookkeeping practices; computers; and standard office practices and procedures.</p> <p>Use computer applications such as spreadsheets, word processors, and databases; operate standard office equipment, including copy and fax machines and 10-key calculators; read, analyze, and interpret payroll related policies and personnel policies and procedures; communicate effectively, both orally and in writing; and perform basic arithmetic calculations.</p>

Work Environment	
Typical:	<p>The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <p>While performing the essential duties of this job, the employee is constantly required to work under time pressures to meet deadlines; the employee must frequently change tasks, perform multiple tasks simultaneously, and work closely with others as part of a team. The noise level in the work environment is usually moderate.</p>

APPROVED



Duane Peters
County Judge

10/3/17
Date



Brazos County Job Description

Last Updated: 09/26/2017

Template Revision 1.2 08/15/2012

Class Number:	1226	Title:	Systems Analyst
Pay Group:	24	Department:	Information Technology
FLSA Status:	Exempt	Reports To:	Senior Systems Analyst
Approved Date:	10/03/2017	EEOC Category:	Professionals

General Summary:

Conducts system analysis and addresses business requirements for software applications, with limited support and direction, to keep the County's systems current with changing technologies. Must possess numerous advanced technical skills, including knowledge of multiple programming languages and computing platforms. As new technologies emerge and impact our systems, the Systems Analyst is expected to learn these technologies very quickly and resolve any problems involved in integrating new technologies with our systems. This position is a key technical resource for other staff, providing advice, training and technical support for various projects and will assist in evaluating current systems and making decisions on future direction.

Essential Duties:

Other duties may be assigned. Performs systems analysis and uses design techniques to solve business problems, develops program specifications and design documents for various projects. Implements solutions to provide requested information to appropriate personnel as needed/required, including analyzing problems, assessing resources needed, determining schedules, implementing solutions including programming; Installs, configures, and tests new applications; Troubleshoots problems with existing applications and takes corrective action, including reprogramming applications; Supports various county departments, including assisting with data, program, and user problems; Maintains current documentation of County owned software; Performs database maintenance as necessary; Provides training and support to county personnel on new and existing applications; Performs back-ups and restores files as needed; Prepares user and programming documentation; Attends meetings and seminars as necessary; Prepares memos and status reports of ongoing projects; Maintains up-to-date knowledge of computer hardware and software, and May be on-call and some overtime and/or weekend/holiday work may be required.

Other Duties as assigned. (1%)

Supervision

Received: General instruction, task assignment and prioritization, and periodic employee performance evaluations.

Given: none

Education

Required: Bachelor's degree in Computer Science, or a related field

Preferred: MS in Computer Science, Computer Engineering, MIS, or related field.

Experience

Required: Two years (2) of systems analysis and integration experience, or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities.

Preferred: Five (5) years of systems analysis and integration experience. Experience programming with any of the following languages: Java, C#, PHP. Experience with HTML and XML a plus. Experience with MS SQL Server Database Administration, reporting, and query tools; in-depth technical knowledge of Unix/Linux operating system, bash scripting, and PowerShell scripting; working knowledge of standard development tools such as Eclipse, Subversion, Nexus, and Jenkins CI; familiarity with Apache HTTP Server and/or IIS; familiarity with basic networking concepts; working knowledge of SSL protocol and certificates; experience maintaining and debugging live software systems and ability to determine whether a problem is caused by hardware, operating system, application, and/or network failure; experience writing technical documentation;

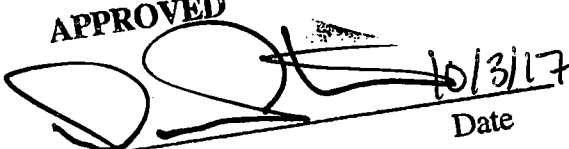
<i>Certificates, Licenses, Registrations</i>	
Required:	None required.
Preferred:	

<i>Physical Demands</i>	
Typical:	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to type; reach with hands and arms; and talk and hear. The employee frequently is required to stand and walk. The employee must occasionally lift and/or move objects weighing up to 40 pounds, such as computers, printers, stacks of records, or other similar objects. Specific vision abilities required by this job include close vision, and ability to adjust focus.

<i>Knowledge, Skills, & Abilities</i>	
Typical:	To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

<i>Work Environment</i>	
Typical:	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate, but may be noisy or distracting. The employee is required to perform multiple tasks simultaneously and to perform tedious and exacting work. The employee may be required to work closely with others as part of a team or perform required job functions remotely, to work under time pressures to meet deadlines, and to work in emergency situations.

APPROVED

 10/3/17
 Date

Duane Peters
 County Judge



Brazos County Job Description

Last Updated: September 6, 2012

Template Revision 1.2 08/15/2012

Class Number:	1234	Title:	Structured Cabling Technician
Pay Group:	17	Department:	Information Technology
FLSA Status:	Non Exempt	Reports To:	Services Manager
Approved Date:	10/03/2017	EEOC Category:	Technicians

General Summary:

At the direction of the Services Manager, installs, tests, and troubleshoots communication network cabling, surveillance cameras, and other equipment as required. Assists Network Administrators in network maintenance and equipment deployment.

Essential Duties:

Correctly install, terminate, test, and troubleshoot Category 3, 6, and 6a copper cables; single-mode fiber optic cable; and multi-mode fiber optic cable while coordinating with various departments to complete tasks in a timely and efficient manner. (50%)

Install, test, and configure IP-based surveillance cameras, overhead projectors and other equipment as required. (30%)

Attend training seminars, read on-line news releases and professional periodicals, and meet with vendors to keep up with technological advancements in the industry, current standards. (7%)

Work with outside contractors to install and terminate aerial and underground cable installations. (5%)

Assist Network Administrators with network maintenance and with configuration/deployment of equipment. (5%)

May be on-call and some overtime and/or weekend/holiday work may be required. (2%)

Other Duties as assigned. (1%)

Supervision

Received: General instruction and periodic review

Given: None.

Education

Required: High school diploma or its equivalent

Preferred: courses in computer and typing preferred

Experience

Required: 2 plus previous public and office experience, 2 years of collection experience, Microsoft Word, Cash Handling and balancing all money being collected.

Preferred:

Certificates, Licenses, Registrations

Required: None.

Preferred:

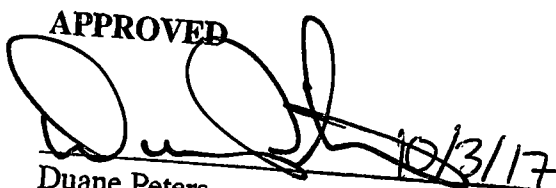
Physical Demands

Typical:	<p>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <p>While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; bend and kneel; and talk and hear. The employee frequently is required to stand and walk. The employee must frequently lift and/or move objects weighing up to 20 pounds, such as books and stacks of records. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.</p>
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Knowledge, Skills, & Abilities	
Typical:	<p>Excellent knowledge of business English, office practices and procedures, departmental rules and regulations and basic computer information; ability to understand and carry out oral and written instructions; ability to maintain established records and files; ability to manage multiple priorities; ability to work with the public well and deal effectively with their questions or problems and maintain composure with difficult people; ability to establish and maintain effective working relationships with co-workers and employees and officials in other departments; ability to work as a team player; ability to communicate effectively orally and in writing; accurate typing skills.</p>

Work Environment	
Typical:	<p>Continuous indoor activity in air controlled office, contact with persons accused and/ or convicted of crimes; contact with emotional, temperamental parties to court costs, fines, attorney and restitution.</p>

APPROVED



Duane Peters
County Judge

10/3/17
Date



Brazos County Job Description

Last Updated: September 2017

Template Revision 1.2 08/15/2012

Class Number:	1305	Title:	Sr. Bookkeeper
Pay Group:	16	Department:	County Clerk
FLSA Status:	Non Exempt	Reports To:	Chief Deputy
Approved Date:	10/03/2017	EEOC Category:	Office and Clerical

General Summary:

Performs a variety of clerical, bookkeeping, cashier, and other customer services activities related to the processing of probate and other legal documents.

Essential Duties:

Prepares daily deposit of all checks and currency received by department; Balances bank statements;

Maintains multiple county accounts, including examining expenditures, issuing checks, and updating and reconciling accounts;

Prepares weekly and monthly reports of business transactions, and mails copies to appropriate entities;

Assists the public in person, by telephone, and by mail concerning department information, researching records, filling out forms, and resolving relevant problems;

Assists public in conducting research;

Assists public in locating records, explains various terms and documents, and refers the public to legal counsel when appropriate;

Receives payments, issues receipts for funds received for licenses, permits, certifications, bonds, fines, and restitution;

Maintains various case files and confidential indexes to mental health causes and judgments and civil condemnation records and judgments; and

Performs general clerical duties as required, including filing, scanning, indexing, and recording information, making copies (including certified copies), and sorting and distributing mail.

Other Duties as assigned. (1%)

Supervision

Received: From Chief Deputy

Given: This is a non-supervisory position.

Education

Required: High school graduation or its equivalent; or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities.

Preferred:

Experience

Required: At least three years of experience

Preferred:


Certificates, Licenses, Registrations

Required: None.

Preferred:

<i>Physical Demands</i>	
Typical:	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; bend and kneel; and talk and hear. The employee frequently is required to stand and walk. The employee must frequently lift and/or move objects weighing up to 20 pounds, such as books and stacks of records. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.
<i>Knowledge, Skills, & Abilities</i>	
Typical:	Bookkeeping procedures and standard office practices and procedures. Operate computers and standard office equipment; read manuals, journals, and office memos, write letters, memos, and telephone messages; perform basic mathematical calculations; perform basic bookkeeping; balance statements and accounts; reason and interpret laws, policies, and procedures; communicate effectively, both orally and in writing; and maintain effective working relationships with co-workers and the general public.
<i>Work Environment</i>	
Typical:	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. The employee is constantly required to work closely with others as a part of a team; to perform multiple tasks simultaneously; to switch from one task to another, and to work under time pressures to meet deadlines. The employee is occasionally required to perform tedious, exacting work.

APPROVED



Duane Peters
County Judge

10/3/17
Date



Brazos County Job Description

Last Updated: September 2017

Template Revision 1.2 08/15/2012

Class Number:	1308	Title:	Office Supervisor
Pay Group:	18	Department:	County Clerk
FLSA Status:	Exempt	Reports To:	County Clerk
Approved Date:	10/03/2017	EEOC Category:	Officials and Administrators

General Summary:

Supervises the Deputy Clerks, including assigning and reviewing work, conducting performance reviews and recommending personnel actions. Assists customers, received payments and issues licenses and permits.

Essential Duties:

Supervises the Deputy Clerks, including assigning and reviewing work, conducting performance reviews and recommending personnel action.

Performs duties of the County Clerk in that person's absence.

Maintains current knowledge of required material. Keeps inventory of all supplies in the office.

Maintains timesheet for the department. Prepare daily deposit of all checks and currency received by the County Clerk's Office in the absence of the senior bookkeeper.

Responsible for the opening and closing of the daily cash register.

Balances the daily cash register twice daily and making trips to the bank for County business in the absence of the senior bookkeeper.

Prepares monthly reports of all transactions in the department, makes copies and distributes to appropriate offices.

Prepares daily and monthly reports of business transactions, including, printing and mailing of monthly statement of accounts in the absence of the senior bookkeeper.

Assists the public in person, by telephone and by mail concerning department information, researching records, filling out form, resolving relevant problems, issuing vital records and recording documents.

Assists public in conducting research. Assists public in locating records, explaining various terms and documents and refers the public to legal counsel when appropriate.

Receives payments, issues receipts for funds received for licenses, vital records, permits, certifications, bonds and filings.

Performs general clerical duties as required, including filing, scanning, indexing, recording information, making copies (including certified copies), and sorting and distributing mail.

Assist with scheduling of Room 108 and Courtroom in the absence of the County Clerk. Assists other office staff as needed.

Assists in the operation of the election process for the county, mailing ballots, directing customers, working at election day polling places and early voting sites when needed, help prepare supplies going to the polls, counting ballots, manual recounts and clean up after each election.

Attends school for information regarding vital statistics, probate law, and other changes of law seminars regarding the County Clerk's Office.

Other Duties as assigned. (1%)

Supervision

Received:

From County Clerk

Given:

This job requires the supervision of department personnel

Education

Required:

High school graduation or its equivalent; or any equivalent combination of education and experience which provides the required knowledge, skills and abilities.

Preferred:

<i>Experience</i>	
Required:	At least five years of experience
Preferred:	

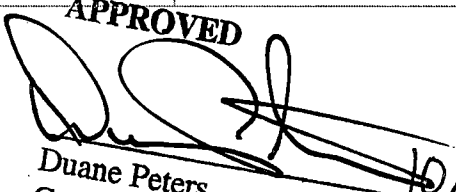
<i>Certificates, Licenses, Registrations</i>	
Required:	None
Preferred:	

<i>Physical Demands</i>	
Typical:	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger or feel; reach with hands and arms; bend and kneel; and talk and hear. The employee frequently is required to stand and walk. The employee must frequently lift and/or move objects weighing up to 20 pounds, such as books and stacks of records. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus.

<i>Knowledge, Skills, & Abilities</i>	
Typical:	Standard office practices and procedures, rules and regulations relating to responsibilities, basic bookkeeping procedures and supervisory management. Organize and prioritize tasks to be assigned and completed; supervise, train, evaluates, and motivate employees; read and interpret policy, manuals, and written instructions; perform basic mathematical calculations; prepare concise and accurate reports; communicate effectively, orally and in writing; and work effectively and cooperatively with co-workers and the general public. Operate computers and standard office equipment; read manuals, journals and office memos, write letters, memo, and telephone messages; perform basic bookkeeping; balance statements and accounts. Reason and interpret laws, policies and procedures.

<i>Work Environment</i>	
Typical:	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. The employee is constantly required to work closely with others as a part of a team; to perform multiple talks simultaneously; to switch occasionally from tasks to another and to work under time pressures to meet deadlines. The employee is occasionally required to perform tedious exacting work.

APPROVED



Duane Peters
County Judge

10/3/17
Date



Brazos County Job Description

Last Updated: September 2017

Template Revision 1.2 08/15/2012

Class Number:	1311	Title:	Deputy County Clerk I
Pay Group:	13	Department:	County Clerk
FLSA Status:	Non Exempt	Reports To:	Chief Deputy County Clerk
Approved Date:	10/03/2017	EEOC Category:	Office and Clerical

General Summary:

Performs a variety of clerical, cashier, and customer service activities related to the processing of county licenses, permits, certifications, bonds, fines, restitution, and other documents.

Essential Duties:

Receives, sorts, and files all official documents to be posted in the Brazos County register;

Checks incoming documents for record-ability to statutory requirements, processes documents for recording and makes regular or certified copies as necessary;

Issues receipts for funds received for licenses, permits, certifications, bonds, fines, and restitution;

Performs general clerical duties as required, including filing, scanning, indexing, and recording information, making copies (including certified copies), and sorting and distributing mail, enters information into computer and paper files;

Assists the public in person, by telephone, and by mail concerning department information, researching records, filling out forms, and resolving relevant problems; and Assists with the administration of county elections.

Other Duties as assigned. (1%)

Supervision

Received: From Chief Deputy County Clerk

Given: This is a non-supervisory position.

Education

Required: High school graduation or its equivalent; or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities.

Preferred:

Experience

Required: At least one year of experience

Preferred:

Certificates, Licenses, Registrations

Required: None.

Preferred:

Physical Demands

Typical: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; bend and kneel; and talk and hear. The employee frequently is required to stand and walk. The employee must frequently lift and/or move objects weighing up to 20 pounds, such as books and stacks of records. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

<i>Knowledge, Skills, & Abilities</i>	
Typical:	Standard office practices and procedures and handling cash and making change. Operate computers, including word processing software; write letters, memos, and telephone messages; manage time effectively; understand and follow instructions; operate standard office equipment, such as copy machine and facsimile machine; communicate effectively, both orally and in writing; and maintain effective working relationships with co-workers and the general public.
<i>Work Environment</i>	
Typical:	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. The employee is constantly required to perform multiple tasks simultaneously; to switch from one task to another, and work under time pressures to meet deadlines. The employee is frequently required to work closely with others as a part of a team, and to perform tedious, exacting work.

APPROVED



10/3/17

Duane Peters
County Judge

Date



Brazos County Job Description

Last Updated: September 2017

Template Revision 1.2 08/15/2012

Class Number:	1313	Title:	Deputy County Clerk II
Pay Group:	14	Department:	County Clerk
FLSA Status:	Non Exempt	Reports To:	Chief Deputy County Clerk
Approved Date:	10/03/2017	EEOC Category:	Office and Clerical

General Summary:

Performs a variety of clerical, cashier, and customer service activities related to the processing of county licenses, permits, certifications, bonds, fines, restitution, and other legal documents.

Essential Duties:

Receives, sorts, and files all official documents to be posted in the Brazos County register; Checks incoming documents for record-ability to statutory requirements, processes documents for recording, and makes regular or certified copies as necessary;

Issues licenses and receipts for funds received for licenses, permits, certifications, bonds, fines, and restitution;

Performs general clerical duties as required, including filing, scanning, indexing, and recording information, making copies (including certified copies), and sorting and distributing mail;

Enters information into computer and paper files;

Types reports, bills, vouchers, receipts, schedules, minutes, requisitions, notices statistical data, and other documents;

Maintains and performs microfilm operation for department records;

Assists the public in person, by telephone, and by mail concerning department information, researching records, filling out forms, and resolving relevant problems; and Assists with the administration of county elections;

Responsible for the filing of civil, civil condemnation and class c misdemeanor cases appealed from the Justice of the Peace, City of Bryan and City of College Station courts;

Prepare civil citations and subpoenas; Enter all case events into TSG system;

Scan class c misdemeanor documents into TSG system; Dispose of class c misdemeanor cases after court appearance by defendant;

Dispose of civil, civil condemnation and mental files;

Track payment of fine & court cost and preparing capias profines when needed; Create monthly Office of Court Administration reports for the State of Texas; Prepare and send cases to the Court of Appeals.

Other Duties as assigned. (1%)

Supervision	
Received:	From Chief Deputy County Clerk
Given:	This is a non-supervisory position.

Education	
Required:	High school graduation or its equivalent; or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities.
Preferred:	


Experience	
Required:	At least two years of experience.
Preferred:	

<i>Certificates, Licenses, Registrations</i>	
Required:	None.
Preferred:	

<i>Physical Demands</i>	
Typical:	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; bend and kneel; and talk and hear. The employee frequently is required to stand and walk. The employee must frequently lift and/or move objects weighing up to 20 pounds, such as books and stacks of records. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

<i>Knowledge, Skills, & Abilities</i>	
Typical:	Standard office practices and procedures and handling cash and making change. Operate computers, including word processing software; write letters, memos, and telephone messages; manage time effectively; understand and follow instructions; operate standard office equipment, such as copy machine, microfilm equipment, and facsimile machine; communicate effectively, both orally and in writing; and maintain effective working relationships with co-workers and the general public.

<i>Work Environment</i>	
Typical:	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. The employee is constantly required to perform multiple tasks simultaneously; to switch from one task to another, and work under time pressures to meet deadlines. The employee is frequently required to work closely with others as a part of a team, and to perform tedious, exacting work.


APPROVED
 Date 10/3/17
 Duane Peters
 County Judge



Brazos County Job Description

Last Updated: September 2017

Template Revision 1.2 08/15/2012

Class Number:	1314	Title:	Deputy County Clerk III
Pay Group:	15	Department:	County Clerk
FLSA Status:	Non Exempt	Reports To:	Chief Deputy County Clerk
Approved Date:	10/03/2017	EEOC Category:	Office and Clerical

General Summary:

Performs a variety of clerical, cashier and customer service activities related to the processing of County licenses, permits, certifications, bonds and other legal documents.

Essential Duties:

Accepts and processes new civil causes, new probate causes, small estate and guardianship causes, including entering complete case on computer.

Enters all case events into the TSG system. Accepts motions, letters, affidavits, and other legal documents, and files and distributes copies to appropriate parties.

Coordinates court dates between the attorneys of records and the courts.

Prepares and sends notice of hearing to attorneys (if applicable). Prepares and posts citations for new probate cases, applications of sale and guardianship cases.

Prepares forms required by customers from files.

Required to attend probate, guardianship, civil and other miscellaneous hearings. Dispose of probate and civil cases at time set by court. Create monthly Office of Court Administration reports for the State of Texas.

Prepare and send case to Court of Appeals.

Receives sorts and files all official documents in the Official Records or other records in the Brazos County register.

Checks all incoming legal documents for strutory requirements before accepting documents for filing.

Processes legal documents for filing into the Brazos County recording system.

Scans documents into scanning systems. Prints Official Records book, produces mailing labels and mails legal documents to owners as needed.

Issues receipts for funds received for licenses, permits, certifications, bonds and filings.

Performs general clerical duties as required, including filing, scanning, indexing, and recording information, researching records, filling out forms, making copies(including certified copies), sorting and distributing mail and resolving relevant problems.

Assists the public in person, and by telephone concerning department information, researching records, filling out forms and resolving relevant problems.

Conducts mail searches of public records such as marriage licenses, vital records, real property record, and court records. Assist customers in the preparation of Acknowledgement of Paternity.

Assists other staff as needed. Assists in the operation of the election process for the county, mailing ballots, directing customers, working at election day polling places and early voting sites when needed, help prepare supplies going to the polls, counting ballots, manual recounts and clean up after each election.

Other Duties as assigned. (1%)

Supervision

Received: From Chief Deputy County Clerk

Given: This is a non-supervisory position


Education

Required: High school graduation or its equivalent; or any equivalent combination of education and experience which provides the required knowledge, skills and abilities.

Preferred:

Experience	
Required:	At least three years of experience.
Preferred:	
Certificates, Licenses, Registrations	
Required:	None.
Preferred:	
Physical Demands	
Typical:	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger or feel; reach with hands and arms; bend and kneel; and talk and hear. The employee frequently is required to stand and walk. The employee must frequently lift and/or move objects weighing up to 20 pounds, such as books and stacks of records. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus.
Knowledge, Skills, & Abilities	
Typical:	Standard office practices and procedures and handling cash and making change. Knowledge of probate and guardianship statuses. Operate computers and standard office equipment; read manuals, journals and office memos, write letters, memo and telephone messages; perform basic mathematical calculations; perform basic bookkeeping; balance statements and accounts reason and maintaining effective working relationships with co-workers and the general public.
Work Environment	
Typical:	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. The employee is constantly required to work closely with others as a part of a team; to perform multiple talks simultaneously; to switch occasionally from tasks to another and to work under time pressures to meet deadlines. The employee is occasionally required to perform tedious exacting work.

APPROVED


 Duane Peters
 County Judge

10/3/17
 Date



Brazos County Job Description

Last Updated: September 2017

Template Revision 1.2 08/15/2012

Class Number:	1325	Title:	Clerk, 1040hrs
Pay Group:	13	Department:	County Clerk
FLSA Status:	Non Exempt	Reports To:	Office Supervisor
Approved Date:	10/03/2017	EEOC Category:	Office and Clerical

General Summary:

Performs a variety of clerical, cashier, and customer service activities related to the processing of county licenses, permits, certifications, bonds and other legal documents.

Essential Duties:

Manages vital statistics records, including Birth Certificates, Death Certificates, Marriage Licenses, Informal Licenses and other documents pertaining to vital statistics.

Acts as local registrar of vital records for birth/deaths occurring outside of the city limits. Scans vital records into scanning systems, prints birth/death license books.

Receives, sorts, and files all official documents in the Official Records or other records in the Brazos County register. Checks all incoming legal documents for statutory requirements before accepting documents for filing.

Processes legal documents for filing into the Brazos County recording system. Issues receipts for funds received for licenses, permits, certifications, bonds and filings.

Performs general clerical duties as required, including filing, scanning, indexing, and recording information, researching records, filling out forms, making copies (including certified copies), sorting and distributing mail, and resolving relevant problems.

Conducts mail searches of public records such as marriage licenses, vital records, real property record and court records.

Oversees the Texas Department of State Health Services remote birth website, issuing out of county births.

Assist customers in the preparation of Acknowledgement of Paternity;

Assists other office staff as needed.

Assists in the operation of the election process for the county, mailing ballots, directing customers, working at election day polling places and early voting sites when needed, help prepare supplies going to the polls, counting ballots, manual recounts and clean up after each election. Assists the switchboard operator with the day to day operations of the county switchboard.

Other Duties as assigned. (1%)

Supervision

Received: From Office Supervisor

Given: This is a non-supervisory position

Education

Required: High school graduation or its equivalent; or any equivalent combination of education and experience which provides the required knowledge, skills and abilities.

Preferred:

Experience

Required: At least three years of experience

Preferred:

<i>Certificates, Licenses, Registrations</i>	
Required:	None
Preferred:	

<i>Physical Demands</i>	
Typical:	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger or feel; reach with hands and arms; bend and kneel; and talk and hear. The employee frequently is required to stand and walk. The employee must frequently lift and/or move objects weighing up to 20 pounds, such as books and stacks of records. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus.

<i>Knowledge, Skills, & Abilities</i>	
Typical:	Standard office practices and procedures and handling cash and making change. Operate computers and standard office equipment; read manuals, journals, and office memos, write letters, memo and telephone messages; perform basic mathematical calculations; perform basic bookkeeping; balance statements and accounts reason and interpret laws, policies and procedures; communicate effectively, both orally and in writing; and maintain effective working relationships with co-workers and the general public.

<i>Work Environment</i>	
Typical:	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. The employee is constantly required to work closely with others as a part of a team; to perform multiple tasks simultaneously; to switch occasionally from tasks to another and to work under time pressures to meet deadlines. The employee is occasionally required to perform tedious exacting work.

APPROVED

Duane Peters
County Judge

Date



Brazos County Job Description

Last Updated: September 2017

Template Revision 1.2 08/15/2012

Class Number:	1334	Title:	Records Retention Clerk
Pay Group:	14	Department:	County Clerk, Records Mgmt.
FLSA Status:	Non Exempt	Reports To:	Chief Deputy County Clerk
Approved Date:	10/03/2017	EEOC Category:	Office and Clerical

General Summary:

Performs a variety of clerical and records retention activities related to the processing of county licenses, permits, certifications, bonds and other legal documents.

Essential Duties:

Responsible for the monitoring of the County Clerk's records retention schedule.

Updates the records retention schedule through the Texas State Library and Archives Commission. Maintaining list of records belonging to the County Clerk's Office.

Maintains list of records destroyed according to the County Clerk's records retention schedule. Acting liaisons between County Clerk's office and the Texas State Library and Archives Commission.

Maintains files for Probate, Civil, Civil Condemnation, Mentally Ill, Criminal and others.

Other Duties as assigned. (1%)

Supervision

Received: From Chief Deputy County Clerk

Given: This is a non-supervisory position.

Education

Required: High School diploma or its equivalent; or any equivalent combination of education and experience which provides the required skill and abilities.

Preferred:

Experience

Required: At least three years of experience.

Preferred:

Certificates, Licenses, Registrations

Required: None.

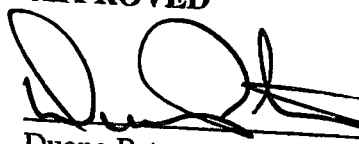
Preferred:

Physical Demands

Typical: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; bend and kneel; and talk and hear. The employee frequently is required to stand and walk. The employee must frequently lift and/or move objects weighing up to 20 pounds, such as books and stacks of records. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

<i>Knowledge, Skills, & Abilities</i>	
Typical:	Standard office practices and procedures and handling cash and making change. Knowledge of records management requirements and records retention schedule. Operate computers and standard office equipment; read manuals, journals, and office memos, write letters, memo, and telephone messages; perform basic mathematical calculations; perform basic bookkeeping; balance statements and accounts reason and interpret laws, policies and procedures; communicate effectively, both orally and in writing; and maintain effective working relationships with co-workers and the general public.
<i>Work Environment</i>	
Typical:	The work environment characteristics describe here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. The employee is constantly required to work closely with others as a part of a team; to perform multiple tasks simultaneously; to switch from one task to another, and to work under time pressures to meet deadlines. The employee is occasionally required to perform tedious, exacting work.

APPROVED

 10/3/17
 Duane Peters Date
 County Judge



Brazos County Job Description

Last Updated: September 2017

Template Revision 1.2 08/15/2012

Class Number:	3013	Title:	Records Management Clerk II
Pay Group:	14	Department:	County Clerk, Records Mgmt.
FLSA Status:	Non Exempt	Reports To:	Chief Deputy County Clerk
Approved Date:	10/03/2017	EEOC Category:	Office and Clerical

General Summary:

Performs a variety of clerical, cashier, and customer service activities related to the processing of county licenses, permits, certifications, bonds and other legal documents.

Essential Duties:

Responsible for the opening and closing of the daily cashier station and search stations;

Responsible for the repairs, upgrades, or replacement of cashier stations;

Responsible for daily and monthly back-up of cashier/indexing stations and delivery of the back up tapes to ACS/GRS;

Liaisons between the County Clerk's Office and ACS/GRS;

Receives, sorts, and files all official documents in the Official Records or other records in the Brazos County register;

Checks all incoming legal documents for statutory requirements before accepting documents for filing; Processes legal documents for filing into the Brazos County recording system;

Responsible for the filing and redaction of Military Discharges from Brazos County records;

Scans documents into scanning systems, produces mailing labels and mails legal documents to owners as needed;

Prints and checks all Official Records books, Probate books, Commissioner's Court record books before documents are returned to owner; Issues receipts for funds received for licenses, permits, certifications, bonds and filings;

Performs general clerical duties as required, including filing scanning, indexing, and recording information, researching records, filling out forms, making copies (including certified copies), sorting and distributing mail, and resolving relevant problems;

Responsible for the burning of CDs on a weekly basis for title companies;

Archives Official Records, Probate records, Guardianship records, Small Estate records, Vital Statistic records, Commissioner's Court records and Bond/Oath records; Responsible for printing of daily and monthly reports, statements of accounts and yearly reports;

Assists the public in person, and by telephone concerning department information, researching records, filling out forms and resolving relevant problems;

Conducts mail searches of public records such as marriage licenses, vital records, real property record, and court records;

Assist customers in the preparation of Acknowledgement of Paternity;

Assists other office staff as needed;

Assists in the operation of the election process for the county, mailing ballots, directing customers, working at election day polling places and early voting sites when needed, help prepare supplies going to the polls, counting ballots, manual recounts and clean up after each election;

And Other duties as assigned by the County Clerk.

Other Duties as assigned. (1%)


Supervision

Received: From Chief Deputy County Clerk

Given: This is a non-supervisory position.

Education	
Required:	High school graduation or its equivalent; or any equivalent combination of education and experience which provides the required knowledge, skills and abilities.
Preferred:	
Experience	
Required:	At least three years of experience.
Preferred:	
Certificates, Licenses, Registrations	
Required:	None.
Preferred:	
Physical Demands	
Typical:	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; bend and kneel; and talk and hear. The employee frequently is required to stand and walk. The employee must frequently lift and/or move objects weighing up to 20 pounds, such as books and stacks of records. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.
Knowledge, Skills, & Abilities	
Typical:	Standard office practices and procedures and handling cash and making change. Knowledge of records management requirements. Operate computers and standard office equipment; read manuals, journals, and office memos, write letters, memo, and telephone messages; perform basic mathematical calculations; perform basic bookkeeping ; balance statements and accounts reason and interpret laws, policies, and procedures; communicate effectively, both orally and in writing; and maintain effective working relationships with co-workers and the general public.
Work Environment	
Typical:	The work environment characteristics describe here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. The employee is constantly required to work closely with others as a part of a team; to perform multiple tasks simultaneously; to switch from one task to another, and to work under time pressures to meet deadlines. The employee is occasionally required to perform tedious, exacting work.

APPROVED


 Duane Peters
 County Judge

10/3/17
 Date



Brazos County Job Description

Last Updated: September 2017

Template Revision 1.2 08/15/2012

Class Number:	1435	Title:	Clerk I, Evidence
Pay Group:	13	Department:	Sheriff's Office
FLSA Status:	Non Exempt	Reports To:	Chief Deputy Sheriff
Approved Date:	10/03/2017	EEOC Category:	Office and Clerical

General Summary:

Perform receptionist duties, maintain conference room schedule, order supplies, and maintain fleet of vehicles to include: processing repair requests, maintaining tire inventory, mileage and maintenance logs, generating requisitions, maintaining purchase orders, and processing invoices.

Essential Duties:

Other duties may be assigned. Answers Sheriff's Office Administration telephones, insuring to take accurate, detailed messages and directing callers to the appropriate personnel; Strong customer services skills on the phone and welcoming visitors; Prepares daily and monthly vehicle reports, including tire inventory, mileage and maintenance logs; Process vehicle repair requests; including filing, copying, and distribution; Generate requisitions, maintain purchase orders, invoices, and other documents related to departmental expenditures; Maintains spreadsheets for various vehicle reports; Reconcile purchase orders with vendor invoices and payments; Order office supplies, paper, toner cartridges; Maintain conference room schedule; provide beverage setup/cleanup as required.

Other Duties as assigned. (1%)

Supervision

Received: From Chief Deputy Sheriff

Given: This is a non-supervisory position.

Education

Required: High school graduation or its equivalent, plus at least one year of experience; or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities.

Preferred:

Experience

Required: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Preferred:

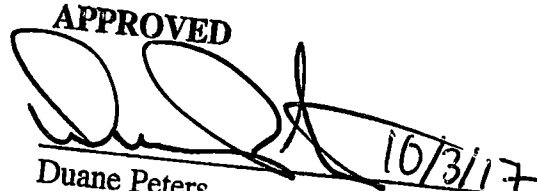
Certificates, Licenses, Registrations

Required: None.

Preferred:

<i>Physical Demands</i>	
Typical:	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; bend and kneel; and talk and hear. The employee frequently is required to stand and walk. The employee must frequently lift and/or move objects weighing up to 20 pounds, such as books, stacks of records, or other similar objects. Specific vision abilities required by this job include close vision, and ability to adjust focus.
<i>Knowledge, Skills, & Abilities</i>	
Typical:	Standard office practices and procedures; basic accounting principles and practices; standard purchasing policies and procedures; basic bookkeeping practices and procedures. Operate computers, including word processing and spreadsheet software; write memos and detailed telephone messages; keep accurate records; understand and follow instructions; operate standard office equipment, such as copy machine, facsimile, and calculator; communicate effectively, both orally and in writing; and maintain effective working relationships with co-workers and the general public.
<i>Work Environment</i>	
Typical:	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate, but may be noisy or distracting. The employee is constantly required to perform multiple tasks simultaneously and to work closely with others as part of a team. The employee is frequently required to work under time pressures to meet deadlines.

APPROVED



Duane Peters
County Judge

10/3/17
Date



Brazos County Job Description

Last Updated: September 2017

Template Revision 1.2 08/15/2012

Class Number:	1442	Title:	Records Clerk
Pay Group:	13	Department:	Sheriff's Office
FLSA Status:	Non Exempt	Reports To:	County Sheriff
Approved Date:	10/03/2017	EEOC Category:	Office/Clerical

General Summary:

Acts as Record Clerk and Custodian of Records to insure accurate clerical and/or record keeping within the specifications of Brazos County and Texas State Library Archives Commission. Has frequent contact with other departmental employees and the general public. May have contact with other county departments with other local agencies or with state or federal agencies. Work is performed under general to no supervision with latitude for the exercise of independent judgment. Duties include performing clerical work requiring application of various complex work methods and procedures, familiarity with laws and regulations controlling the employing department and with departmental functions, policies and procedures.

Essential Duties:

Performs any combination of the following duties according to specific departmental and legislative guidelines:

Proficient in: personal computer operation with software systems for word processing, data base, and spreadsheet applications. Generally accepted office procedures and practices including pertinent record-retention and record-keeping systems; generally accepted format/style/standards for correspondence, reports, forms, memoranda, etc. Adept at performing different tasks or projects concurrently communicate verbally and in writing, in a clear, concise, and informative manner maintaining high confidentiality of sensitive information operating a personal computer with multiple software systems and other standard office equipment organizes own work and performing work independently with little or no supervision. Develop and maintain up to date status of hard copy and computer files and provide readily accessible documents and data.

Performs complex technical and administrative and analytical functions in the acquisition and evaluation of investigative information contained in criminal investigative reports. Analyzes, evaluates, and researches information utilized in criminal law enforcement reporting information systems. Performs discretionary functions to access changes made within investigative reports; Prepares and types correspondence and reports, maintains logs, manual and automated files. Responds to general inquiries and performs all other general office support work.

Analyzes existing processes and procedures for efficiency and effectiveness with relationship to statutory requirements. Creates rational databases as needed to analyze, create queries and reports from data imported from various systems in The Software Group (TSG), and Uniform Crime Reporting (UCR). Designs and implements new or revised methodologies that effectively meet the needs of TSG and UCR. Performs related duties as assigned.

Prepares monthly reports for Federal and State Agencies as well as for local entities. Responsible for keeping and maintaining files within accordance with local government records control schedules. Responsible for maintaining up to date information pertaining to the rules and regulations of records within the records management systems.

Greet visitors and refer them to appropriate agency personnel, services, and/or resources of other organizations. Responds to routine inquiries and provides general information regarding rules, policies, and procedures to obtain open records request for incident/offense reports, and police records.

Checks, analyzes and classifies or alphabetizes records, conducting limited research when necessary. Receives and issues receipts for payment for record checks, open records requests, certified letters, etc. and indexes records and information.

Responsible for filing information in established files, remove files upon request and match with reports, correspondence, etc.

Responsible for the filing and scanning of records into appropriate imaging programs TSG, Laserfiche, and other applicable computer database systems.

Other Duties as assigned. (1%)

Supervision	
Received:	From County Sheriff
Given:	This is a non-supervisory position

Education	
Required:	High School graduate or its equivalent.
Preferred:	

<i>Experience</i>	
Required:	At least six months experience in clerical work or any equivalent combination of experience and training which provide the required knowledge, skills, and abilities.
Preferred:	
<i>Certificates, Licenses, Registrations</i>	
Required:	May be required to be bondable.
Preferred:	
<i>Physical Demands</i>	
Typical:	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; bend and kneel; and talk and hear. The employee frequently is required to stand and walk. The employee must frequently lift and/or move objects weighing up to 20 pounds, such as books, stacks of records, or other similar objects. Specific vision abilities required by this job include close vision, and ability to adjust focus.
<i>Knowledge, Skills, & Abilities</i>	
Typical:	<p>Working knowledge of Microsoft Word and Excel. Working knowledge of business English, spelling and basic math; office practices and procedures and departmental rules and regulation. Ability to understand and carry out oral and written instructions and to request clarification when needed. Ability to meet the public well and to deal effectively with their questions or problems and seeking assistance when needed. Ability to establish and maintain effective working relationships with co-workers and employees and officials in other departments. Act as receptionist or telephone switchboard operator or as a back up.</p> <p>Knowledge of applicable agency services, policies, procedures, and operational units. Proficient with telephone switchboard console and of record retention and records keeping systems. Ability to schedule/prioritize tasks to provide effective and accurate processing of information under conditions involving considerable telephone and public interruptions and distractions, and to address the public professionally with tact, diplomacy and courtesy.</p>
<i>Work Environment</i>	
Typical:	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate, but may be noisy or distracting. The employee is constantly required to perform multiple tasks simultaneously and to work closely with others a part of a team. The employee is frequently required to work under time pressures to meet deadlines.

APPROVED



Duane Peters
County Judge

Date

10/3/17



Brazos County Job Description

Last Updated: September 2017

Template Revision 1.2 08/15/2012

Class Number:	1443	Title:	Clerk III
Pay Group:	15	Department:	Sheriff's Office
FLSA Status:	Non Exempt	Reports To:	Lieutenant Special Services
Approved Date:	10/03/2017	EEOC Category:	Admin. Support

General Summary:

Performs receptionist duties, including answering phones and greeting the public; receives and processes incoming civil papers; receives, prepares correspondence; prepares reports; and performs data entry.

Essential Duties:

Performs receptionist duties, including greeting the public, answering the telephone, providing information, transferring calls, and taking messages.

Receives and processes incoming civil papers;

Maintains all civil division files including criminal and civil case files;

Receives and records monies in payment for all civil service fees;

Prepares various correspondence, including letters, memos, and other papers;

Prepares papers for service, including stuffing and addressing envelopes;

Prepares monthly reports, (Attorney General Report, Monthly Deposit);

Performs data entry functions, and prepares and mail invoices for documents or services;

Performs fingerprinting for civilians;

Prepares Deeds for Sheriff's signature every three months, and letters for processing funds from Sheriff's sale.

Assists evidence technician with all duties;

Back up front counter staff when needed

Other Duties as assigned. (1%)

Supervision

Received: From lieutenant Special Services

Given: This is a non-supervisory position.

Education

Required: High school diploma or its equivalent

Preferred:

Experience

Required: At least two years of experience; or any equivalent combination of education and experience that provides the required knowledge, skills, and abilities.

Preferred:


<i>Certificates, Licenses, Registrations</i>	
Required:	None.
Preferred:	

<i>Physical Demands</i>	
Typical:	<p>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <p>While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk and hear. The employee must frequently stand and walk. The employee must frequently lift and /or move objects weighing up to 20 pounds, such as files, stacks of records, or other similar objects. Specific vision abilities required by this job include close vision, and ability to adjust focus.</p>

<i>Knowledge, Skills, & Abilities</i>	
Typical:	<p>Computers; general bookkeeping practices and procedures; standard office practices and procedures; civil process, principles of customer service.</p> <p>Operate computers, including, word processing software; read and understand manuals, perform basic mathematical functions; operate office equipment, such as copy machine and facsimile machine; communicate effectively, both orally and in writing; and maintain effective working relationships with co-workers and the public.</p>

<i>Work Environment</i>	
Typical:	<p>The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <p>While performing the essential duties of this job, the employee is constantly required to work closely with others as part of a team, work under time pressures to meet deadlines, and perform multiple tasks simultaneously. The noise level in the work environment is usually moderate.</p>

APPROVED

 10/3/17

 Duane Peters
 County Judge

Date



Brazos County Job Description

Last Updated: September 2017

Template Revision 1.2 08/15/2012

Class Number:	1445	Title:	Clerk II-Warrant Clerk
Pay Group:	14	Department:	Sheriff's Office
FLSA Status:	Non Exempt	Reports To:	Lieutenant Special Services
Approved Date:	10/03/2017	EEOC Category:	Clerical

General Summary:

Perform duties related to warrant retention and service. Make certain all felony and misdemeanor warrants have been executed properly. Correspond with and maintain liaison with all courts and other jurisdictions in regards to warrant service matters. Assist the receptionist and Dispatch as needed. Complete all other duties and responsibilities as assigned.

Essential Duties:

Pick up warrants and civil paper from the Courthouse daily;

Retrieve recalls/executed warrants that have been served out of county from dispatch;

Answer and fix any problems that dispatch has regarding warrants;

Assist county offices, other agencies and the public with general questions;

Enter warrants into the computer issued by various courts; assign and photocopy warrant jackets for Warrants Sergeant;

Check warrants that have been served to make sure that they have been executed properly and if not, contact the agency to notify them of findings so they may be corrected;

Sort all warrants such as felony/misdemeanor and out of county warrants. Mail or inter office the warrants to the perspective locations;

Process incoming mail for bonds/warrants form out of county to be updated in Able Term software as served and assign to Warrant Sergeant for warrant service. Also send bonding information to the bonding clerk;

Fax/send letters to various agencies to have detainers placed against inmates that are wanted by this agency;

Answer any inmate's correspondence;

File all correspondence as needed, such as warrant recalls, forms and documents for the various courts;

Contact court for list of wanted individuals for the Crime Stoppers Wanted ads;

Back up dispatch answering phones when needed;

Assist the public, process documents from various offices, perform record checks regarding warrant service and provide notary services when needed.

Other Duties as assigned. (1%)

Supervision

Received: Form Lieutenant Special Services

Given: This is a non-supervisory position.

Education

Required: High school diploma or its equivalent; or any equivalent combination of education and experience that provides the required knowledge, skills, and abilities.

Preferred:

Experience

Required: At least two years of experience.

Preferred:



Brazos County Job Description

Last Updated: September 2017

Template Revision 1.2 08/15/2012

Class Number:	1446	Title:	Evidence Clerk
Pay Group:	14	Department:	Sheriff's Administration
FLSA Status:	Non-Exempt	Reports To:	Lt. CID Division
Approved Date:	10/03/2017	EEOC Category:	Administrative Support

General Summary:

This person will be responsible for obtaining, storing, editing and disseminating digital or computer-based evidence in criminal cases. Requires a good working knowledge of computer operation and the ability to learn various computer systems and work with various types of computer programs.

Essential Duties:

This person will primarily operate a computer to obtain evidence from the various law enforcement agencies. They must familiarize themselves with the various programs of those agencies as well as the County, in order to retrieve information or evidence, store it properly, edit it when necessary, and disseminate it to the prosecutors or defense attorneys as necessary.

Timeliness and organization are essential. The person must be familiar enough with the various systems so that they are able to meet the time constraints and associated pressures of getting evidence when needed by attorneys for trials.

Other Duties as assigned. (1%)

Supervision

Received: Sheriff, Chief Deputy, Lt. CID

Given:

Education

Required: Must have High School Diploma

Preferred:

Experience

Required: Extensive knowledge of computer and software operations.

Preferred:

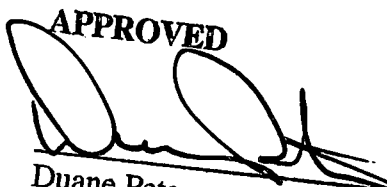
Certificates, Licenses, Registrations

Required: None required.

Preferred:

Physical Demands	
Typical:	Bending over. Lifting and/or stacking file boxes weighing up to 40lbs.
Knowledge, Skills, & Abilities	
Typical:	<p>The person must have an</p> <ul style="list-style-type: none"> • Extensive knowledge of computers systems • Ability to use multiple types of computer software. • Ability to read and write at a level appropriate to the duties of the position. • Perform a variety of general and specific office functions of a responsible and complex nature centering on activities of the Prosecutor's Offices. • Ability to quickly gain knowledge of all aspects of the Prosecutor's Offices. • Good knowledge of correct English grammar, spelling and punctuation. • Fundamental understanding of office methods, procedures and practices. • Ability to read, learn, understand, interpret and apply a variety of complex policies and procedures with minimal guidance. The ability to share ideas and convey them in an efficient manner is mandatory. • Ability to work with minimal guidance to identify appropriate applications of a wide variety of written policies and procedures. • Computer literacy is highly important. Knowledge of a wide variety of software is of significant importance. • Ability to organize and sometimes train other staff. • Ability to perform basic clerical work involving judgment, accuracy and speed with minimal supervision. • Ability to maintain records and files, including the ability to maintain and protect the confidential nature of those files. • Ability to operate the telephone system and communicate with the public. • Ability to handle various special projects on an ongoing basis while addressing daily needs for the office.
Work Environment	
Typical:	

APPROVED

 10/31/17

Duane Peters
County Judge

Date



Brazos County Job Description

Last Updated: September 2017

Template Revision 1.2 08/15/2012

Class Number:	1452	Title:	Courthouse Security Officer
Pay Group:	22	Department:	Sheriff's
FLSA Status:	Non Exempt	Reports To:	Courthouse Security Supervisor
Approved Date:	10/03/2017	EEOC Category:	Protective Service Workers

General Summary:

To Perform the duties of Courthouse Security Deputy as set forth below in a courteous, equal and professional manners.

Essential Duties:

Include, but are not limited to, the following, and other duties that may be assigned. Operates the x-ray machine and monitors the walk through metal detector and operates the handheld metal detector as the need arises. Makes arrests of persons found to be in violation of State and Federal statutes. Responds to calls for assistance from courthouse personnel and maintains order in the Brazos County Courthouse. Prepares paperwork required for record keeping and offense reports required for prosecution of offenders. Submits all reports to supervisor for approval. Assists other divisions of the Sheriff's Department and other law enforcement agencies as needed. Maintains all screening equipment in good working order. Patrols inside the courthouse on foot, paying special attention to activity in public hallways, hallways not commonly used by the public, court rooms, stairways, offices and jury rooms, taking proper action to insure safety of all workers and visitors in the courthouse. Patrols outside perimeter of the courthouse observing security of outer doors, suspicious vehicles and or person taking proper action to insure safety of all persons on county property. Insure the courthouse is secure prior to leaving work for the day.

Other Duties as assigned. (1%)

Supervision	
Received:	From Courthouse Security Supervisor
Given:	This is a non-supervisory position.

Education	
Required:	
Preferred:	Prefer Basic Peace Officer certifications (not on probations) or any equivalent combination of educations and experience which provides the required knowledge, skills and abilities.

Experience	
Required:	To successfully perform this job an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.
Preferred:	Prefer two years longevity with the department.

Certificates, Licenses, Registrations	
Required:	Basic certification from the Texas Commission of Law Enforcement Officer Standards and Educations (TCLEOSE).
Preferred:	



Brazos County Job Description

Last Updated: September 2017

Template Revision 1.2 08/15/2012

Class Number:	1516	Title:	Intern, Detention Officer (Intake Release)
Pay Group:	10	Department:	Sheriff-Jail Admin.
FLSA Status:	Non Exempt	Reports To:	Intake Sergeant
Approved Date:	10/03/2017	EEOC Category:	Office and Clerical
Position End Date:	09/30/2018	Temporary Employee Signature:	

General Summary:

Performs duties assisting Intake/Release Officers related to the intake and booking of inmates, answering the telephone and routing calls and taking messages; and serves as public/inmate liaison, including appropriately responding to letters and telephone calls regarding incarcerated inmates, assisting the public in the Release Lobby. Assisting any other subdivision of the Intake/Release department.

Essential Duties:

Other duties may be assigned. Assisting the Intake/Release staff; Assisting the Court Clerks; Answers the telephone, including routing calls and taking messages; Performs duties of Public/Inmate liaison, including appropriately responding to telephone calls regarding incarcerated inmates; Performs miscellaneous duties, including writing memos; May assist with transporting inmates within and outside of facility; May fingerprint and photograph prisoners; May assist Serve Time Coordinator as necessary.

Other Duties as assigned. (1%)

Supervision

Received: From Intake Sergeant

Given: This is a non-supervisory position.

Education

Required: High school graduation or its equivalent, and be enrolled in the internship class at a university.

Preferred:

Experience

Required: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Preferred:

Certificates, Licenses, Registrations

Required: Valid Texas Motor Vehicle operator's license.


Preferred:	
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Physical Demands	
Typical:	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; bend and kneel; and talk and hear. The employee frequently is required to stand and walk. The employee must frequently lift and/or move objects weighing up to 20 pounds, such as books and stacks of records, and occasionally must lift and/or move objects weighing 100 pounds or more. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, color vision, and ability to adjust focus.

Knowledge, Skills, & Abilities	
Typical:	Procedures and laws relating to intake of inmates, standard office practices and procedures, and use of computer software. Operate computers, including word processing software; read and understand legal documents, letters, and memos; operate office equipment, communicate effectively, both orally and in writing; and maintain effective working relationships with co-workers, county employees, and the general public.

Work Environment	
Typical:	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually high. While performing the essential duties of this job, the employee is constantly required to perform tedious and exacting tasks. The employee is frequently required to perform multiple tasks simultaneously and to work closely with others a part of a team. The employee may experience the threat of danger or physical abuse and may be required to respond to emergency situations.

APPROVED



 Duane Peters Date
 County Judge



Brazos County Job Description

Last Updated: September 2017

Template Revision 1.2 08/15/2012

Class Number:	1517	Title:	Clerk, Booking
Pay Group:	13	Department:	Sheriff-Jail Admin.
FLSA Status:	Non Exempt	Reports To:	Sergeant
Approved Date:	10/03/2017	EEOC Category:	Office and Clerical

General Summary:

Performs duties related to the intake and booking of inmates, including preparing initial arrest paper work, maintaining inmate files, processing pen packets, answering the telephone and routing calls and taking messages, and serves as public/inmate liaison, including appropriately responding to letters and telephone calls regarding incarcerated inmates.

Essential Duties:

Other duties may be assigned. Prepares initial arrest paperwork on inmates in the jail; Maintains files on inmates, including receiving and filing records from DPS; Processes pen packets; Answers the telephone, including routing calls and taking messages; Sends paperwork to appropriate agencies; Performs duties of Public/Inmate liaison, including appropriately responding to letters and telephone calls regarding incarcerated inmates; Performs miscellaneous duties, including writing memos, assisting with TDC reports, ordering office supplies, and conducting background investigations; May transports inmates within and outside of facility; May intake prisoners; May unclothe inmates while performing searches; May fingerprint and photograph prisoners; May provide assistance with security in courtroom when necessary; May assist Serve Time Coordinator as necessary; and May assist with compiling statistics for (IDTDCJ).

Other Duties as assigned. (1%)

Supervision	
Received:	From Sergeant
Given:	This is a non-supervisory position.

Education	
Required:	High school graduation or its equivalent.
Preferred:	

Experience	
Required:	To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
Preferred:	

Certificates, Licenses, Registrations	
Required:	Valid Texas Motor Vehicle operator's license.
Preferred:	

<i>Physical Demands</i>	
Typical:	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; bend and kneel; and talk and hear. The employee frequently is required to stand and walk. The employee must frequently lift and/or move objects weighing up to 20 pounds, such as books and stacks of records, and occasionally must lift and/or move objects weighing 100 pounds or more. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, color vision, and ability to adjust focus.
<i>Knowledge, Skills, & Abilities</i>	
Typical:	Procedures and laws relating to intake of inmates; standard office practices and procedures. Operate computers, including word processing software; read and understand legal documents, letters, and memos; write letters and memos; operate office equipment including typewriter; communicate effectively, both orally and in writing; and maintain effective working relationships with co-workers, county employees, and the general public.
<i>Work Environment</i>	
Typical:	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually high. While performing the essential duties of this job, the employee is constantly required to perform tedious and exacting tasks. The employee is frequently required to perform multiple tasks simultaneously and to work closely with others a part of a team. The employee may experience the threat of danger or physical abuse and may be required to respond to emergency situations.

APPROVED



Duane Peters
County Judge

Date



Brazos County Job Description

Last Updated: September 2017

Template Revision 1.2 08/15/2012

Class Number:	1619	Title:	Clerk III, Constable, Pct. 1
Pay Group:	15	Department:	Constable
FLSA Status:	Non Exempt	Reports To:	Constable
Approved Date:	10/03/2017	EEOC Category:	Office and Clerical

General Summary:

Performs receptionist duties, including answering phones and greeting the public; receives and processes incoming civil papers; receives, sorts, and distributes mail; performs accounts payable and accounts receivable functions; prepares correspondence; prepares reports; assists with budget preparation; and performs data entry.

Essential Duties:

Performs receptionist duties, including greeting the public, answering the telephone, providing information, transferring calls, and taking messages;

Receives and processes incoming civil papers, including entering information into the computer system;

Establishes and maintains department filing system;

Maintains all department files including criminal and civil case files;

Performs accounts payable and accounts receivable functions for the department, including ordering and paying for supplies;

Prepares requisitions, purchase orders and payment authorizations for payment of departmental bills;

Receives and records monies in payment for constable service fees and collections on writs;

Maintains supply inventory and orders supplies for the department;

Maintains records of prepared purchase orders;

Calculates totals on department accounts;

Performs personnel functions, including preparing timesheets for payroll and coordinating department schedules;

Prepares various correspondence, including letters, memos, and other papers;

Prepares papers for service, including stuffing and addressing envelopes;

Receives, sorts, and distributes department mail; Prepares monthly reports;

Performs dispatch duties for office;

Assists with preparation of departmental budget;

Performs data entry functions; and May calculate, prepare, and mail invoices for documents or services.

Other Duties as assigned. (1%)

Supervision	
Received:	From Constable
Given:	This is a non-supervisory position.

Education	
Required:	High school graduation, or its equivalent; or any equivalent combination of education and experience that provides the required knowledge, skills, and abilities.
Preferred:	

Experience	
Required:	At least two years of experience.
Preferred:	

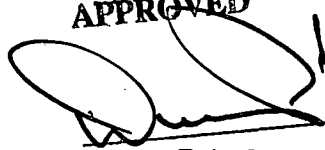
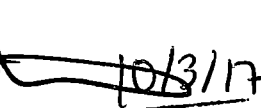
Certificates, Licenses, Registrations	
Required:	None.
Preferred:	

Physical Demands	
Typical:	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk and hear. The employee must frequently stand and walk. The employee must frequently lift and/or move objects weighing up to 20 pounds, such as files, stacks of records, or other similar objects. Specific vision abilities required by this job include close vision, and ability to adjust focus.

Knowledge, Skills, & Abilities	
Typical:	Computers; general bookkeeping practices and procedures; standard office practices and procedures; civil process; principles of customer service; and familiarity with two-way radio unit preferred, but not required. Operate computers, including word processing software; read and understand manuals, codes, and statutes; perform basic mathematical functions; operate office equipment, such as copy machine and facsimile machine; operate radio base and hand-held radio units; communicate effectively, both orally and in writing; and maintain effective working relationships with co-workers and the public.

Work Environment	
Typical:	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the essential duties of this job, the employee is constantly required to work closely with others apart of a team, to work under time pressures to meet deadlines, and to perform multiple tasks simultaneously. The noise level in the work environment is usually moderate.

APPROVED

Duane Peters
 County Judge

Date



Brazos County Job Description

Template Revision 1.2 08/15/2012

Class Number:	1605	Title:	Clerk III, Pct. 2
Pay Group:	15	Department:	Constable
FLSA Status:	Non Exempt	Reports To:	Constable
Approved Date:	10/03/2017	EEOC Category:	Office and Clerical

General Summary:

Performs receptionist duties, including answering phones and greeting the public, serving as first point of contact for persons entering the BC Administration Building; receives and processes incoming civil papers; maintains evidence for department; receives, sorts, and distributes mail; performs accounts payable and accounts receivable functions; prepares correspondence; prepares reports; assists with budget preparation; and performs data entry.

Essential Duties:

Assists in daily clerical staff operations;

Performs administrative and secretarial duties for the Constable and deputies;

Performs receptionist duties including telephone calls to department, and walk-in contacts for entire BC Administration Building;

Maintains all department files including criminal and civil case files;

Monitors inventory of all office supplies and reorders as necessary;

Prepares requisitions for all department furniture, equipment, and supplies;

Monitors department's administrative budget, including paying monthly bills and authorizing all expenditures from the accounts.

Prepares and submits payroll records, including gathering timesheets and calculating hours worked and leave time.

Coordinates maintenance of office equipment, including scheduling repairs;

Assists in submitting forms to TCOLE for new/current deputies;

Coordinates computer training for new and current employees;

Coordinates travel arrangements for Constable Pct. 2 office;

Performs file retention duties/quality control, including destruction of files when expunction orders are signed by the judge;

Coordinates with Human Resource department to ensure the department has current health insurance and retirement plan information;

Assist local agencies and public with questions regarding warrants and civil paper information;

Mails out warrant cards for Justice of the Peace Pct. 2;

Performs various administrative duties, making copies, sending faxes, and filing;

Performs duties of Notary Public;

Supervises interns when assigned to the department;

Serves as Evidence technician, responsible for evidence brought in by constable and deputies once they label the evidence, including logging in the evidence, sending the evidence to the DPS lab, receiving the evidence from the DPS lab, keeping accurate records of evidence, forwarding the evidence to the District or County Attorney's office, and disposing of the evidence once the case is disposed;

Receives and processes all incoming civil papers, including entering information into the computer system, and preparing papers for service;

Receives and records monies received in payment for constable service fees and collections on citations, writs, and various other civil papers;

Prepares various correspondence, including letters, memos, and other papers;

Receives, sorts, and distributes department mail;

Prepares monthly reports;

May utilize radio to contact department personnel;

Assists with preparation of departmental budget;


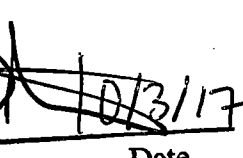
Other Duties as assigned. (1%)

Supervision

Received: Constable

Given:	This is a non-supervisory position.
Education	
Required:	High school graduation, or its equivalent; or any equivalent combination of education and experience that provides the required knowledge, skills, and abilities.
Preferred:	
Experience	
Required:	At least two years of experience.
Preferred:	
Certificates, Licenses, Registrations	
Required:	None.
Preferred:	
Physical Demands	
Typical:	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to manipulate, or feel; reach with hands and arms; and talk and hear. The employee must frequently stand and walk. The employee must frequently lift and/or move objects weighing up to 20 pounds, such as files, stacks of records, or other similar objects. Specific vision abilities required by this job include close vision, and ability to adjust focus.
Knowledge, Skills, & Abilities	
Typical:	Computers; general bookkeeping practices and procedures; standard office practices and procedures; civil process; principles of customer service; and familiarity with two-way radio unit preferred, but not required. Operate computers, including word processing software; read and understand manuals, codes, and statutes; perform basic mathematical functions; operate office equipment, such as copy machine and facsimile machine; operate radio base and hand-held radio units; communicate effectively, both orally and in writing; and maintain effective working relationships with co-workers and the public.
Work Environment	
Typical:	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the essential duties of this job, the employee is constantly required to work closely with others apart of a team, to work under time pressures to meet deadlines, and to perform multiple tasks simultaneously. The noise level in the work environment is usually moderate.

APPROVED

Duane Peters
County Judge

Date 10/3/17



Brazos County Job Description

Last Updated: April 25, 2017

Template Revision 1.2 08/15/2012

Class Number:	1606	Title:	Clerk III, Constable, Pct. 3
Pay Group:	15	Department:	Constable
FLSA Status:	Non Exempt	Reports To:	Constable
Approved Date:	10/03/2017	EEOC Category:	Administrative Support/Office

General Summary:

Provides administrative assistance to the Constable; coordinates the Constable's schedule. Maintains all TCOLE training records and state audits for all officers employed by this office. Receives and processes incoming civil papers; receives, sorts, and distributes mail; performs accounts payable and accounts receivable functions; prepares correspondence; prepares reports; assists with budget preparation and entry.

Essential Duties:

Performs receptionist duties, including greeting the public, answering the telephone, providing information, transferring calls, and taking messages;

Receives and processes incoming civil papers, including entering information into Odyssey;

Establishes and maintains department filing system;

Maintains all department files including criminal and civil case files;

Performs accounts payable and accounts receivable functions for the department, including ordering and paying for supplies;

Prepares requisitions, purchase orders and payment authorizations for payment of departmental bills;

Receives and records monies in payment for constable service fees and collections on writs;

Maintains supply inventory and orders supplies for the department;

Maintains records of prepared purchase orders;

Calculates totals on department accounts;

Performs personnel functions, including preparing timesheets for payroll and coordinating department schedules;

Prepares various correspondence, including letters, memos, and other papers for the Constable;

Prepares papers for service, including stuffing and addressing envelopes;

Receives, sorts, and distributes department mail; Prepares monthly reports for the office;

Performs dispatch duties for office as needed;

Assists with preparation of departmental budget;

Performs data entry functions; and calculate, prepare, and mail invoices for documents or services.

Other Duties as assigned. (1%)

Supervision

Received: From Constable

Given: This is a non-supervisory position.


Education

Required: High school graduation, or its equivalent; or any equivalent combination of education and experience that provides the required knowledge, skills, and abilities.

Preferred:

Experience	
Required:	At least two years of experience.
Preferred:	
Certificates, Licenses, Registrations	
Required:	None.
Preferred:	
Physical Demands	
Typical:	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk and hear. The employee must frequently stand and walk. The employee must frequently lift and/or move objects weighing up to 20 pounds, such as files, stacks of records, or other similar objects. Specific vision abilities required by this job include close vision, and ability to adjust focus.
Knowledge, Skills, & Abilities	
Typical:	Computers; general bookkeeping practices and procedures; standard office practices and procedures; civil process; principles of customer service; and familiarity with two-way radio unit preferred, but not required. Operate computers, including word processing software; read and understand manuals, codes, and statutes; perform basic mathematical functions; operate office equipment, such as copy machine and facsimile machine; operate radio base and hand-held radio units; communicate effectively, both orally and in writing; and maintain effective working relationships with co-workers and the public.
Work Environment	
Typical:	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the essential duties of this job, the employee is constantly required to work closely with others apart of a team, to work under time pressures to meet deadlines, and to perform multiple tasks simultaneously. The noise level in the work environment is usually moderate.

APPROVED

 10/3/17

Date

Duane Peters
County Judge



Brazos County Job Description

Last Updated: September 2017

Template Revision 1.2 08/15/2012

Class Number:	1608	Title:	Clerk III, Constable, Pct. 4
Pay Group:	15	Department:	Constable
FLSA Status:	Non Exempt	Reports To:	Constable
Approved Date:	10/03/2017	EEOC Category:	Office and Clerical

General Summary:

Performs managerial duties, including receives and processes incoming civil and criminal papers; bailiff coordinator for all departmental courts; performs accounts payable and accounts receivable functions; prepares correspondence; prepares reports; assists with budget preparation; performs payroll duties; performs data entry; answering phones and processes mail.

Essential Duties:

Receives and processes incoming civil papers, including entering information into the computer system;

bailiff coordinator for all departmental courts;

Establishes and maintains department filing system;

Maintains all department files including criminal and civil case files;

Performs accounts payable and accounts receivable functions for the department, including ordering and paying for supplies;

Prepares requisitions, purchase orders and payment authorizations for payment of departmental bills;

Receives and records monies in payment for constable service fees and collections on writs;

Maintains supply inventory and orders supplies for the department;

Maintains records of prepared purchase orders; Calculates totals on department accounts;

Performs personnel functions, including preparing timesheets for payroll and coordinating department schedules;

Prepares various correspondence, including letters, memos, and other papers;

Prepares papers for service, Receives, sorts, and distributes department mail;

Prepares monthly reports; Performs dispatch duties for office;

Assists with preparation of departmental budget;

Performs data entry functions; and calculate, prepare, and mail invoices for documents or services.

Other Duties as assigned. (1%)

Supervision	
Received:	From Constable
Given:	This is a non-supervisory position.

Education	
Required:	High school graduation, or its equivalent; or any equivalent combination of education and experience that provides the required knowledge, skills, and abilities.
Preferred:	Associates Degree


Experience	
Required:	At least two years of experience.
Preferred:	

<i>Certificates, Licenses, Registrations</i>	
Required:	None.
Preferred:	

<i>Physical Demands</i>	
Typical:	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk and hear. The employee must frequently stand and walk. The employee must frequently lift and/or move objects weighing up to 20 pounds, such as files, stacks of records, or other similar objects. Specific vision abilities required by this job include close vision, and ability to adjust focus.

<i>Knowledge, Skills, & Abilities</i>	
Typical:	Computers; general bookkeeping practices and procedures; standard office practices and procedures; civil process; principles of customer service; and familiarity with two-way radio unit preferred, but not required. Operate computers, including word processing software; read and understand manuals, codes, and statutes; perform basic mathematical functions; operate office equipment, such as copy machine and facsimile machine; operate radio base and hand-held radio units; communicate effectively, both orally and in writing; and maintain effective working relationships with co-workers and the public.

<i>Work Environment</i>	
Typical:	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the essential duties of this job, the employee is constantly required to work closely with others apart of a team, to work under time pressures to meet deadlines, and to perform multiple tasks simultaneously. The noise level in the work environment is usually moderate.


APPROVED
 Duane Peters
 County Judge

10/3/17
 Date



Brazos County Job Description

Last Updated: September 2017

Template Revision 1.2 08/15/2012

Class Number:	1705	Title:	Clerk I
Pay Group:	13	Department:	District Clerk
FLSA Status:	Non Exempt	Reports To:	Supervisor & District Clerk
Approved Date:	10/03/2017	EEOC Category:	Office and Clerical

General Summary:

Scans documents into the imaging system. Processes Copies and Search Requests for the District Clerk's Office.

Essential Duties:

Scan both active and disposed paperwork and files.

File documents and files after scanning.

Assist the public and other employees, as needed or requested, with records search which may include microfilm search and making of copies.

Assist other employees, as needed or requested, with answering telephone calls, answering questions, and directing to proper person according to office procedures.

Perform all other duties assigned with fall within the general scope and ability level of the job.

Assists the public in person, by telephone, and by mail concerning department information, researching records, filling out forms, and resolving relevant problems.

Assists public in conducting research.

Assists public in locating records, explains various terms and documents, and refers the public to legal counsel when appropriate;

Performs general clerical duties as required, including filing, scanning, indexing, and recording information, making copies (including certified copies), and sorting and distributing mail;

Processes requests for passports when needed.

Other Duties as assigned. (1%)

Supervision

Received: From Supervisor & District Clerk

Given: This is a non-supervisory position.

Education

Required: High school graduation or its equivalent.

Preferred:

Experience

Required: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Preferred:

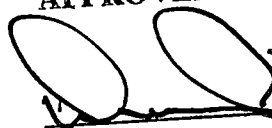
<i>Certificates, Licenses, Registrations</i>	
Required:	None.
Preferred:	

<i>Physical Demands</i>	
Typical:	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel; reach with hands and arms; bend and kneel; and talk and hear. The employee frequently is required to stand and walk. The employee must frequently lift and/or move objects weighing up to 20 pounds, such as books and stacks of records. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

<i>Knowledge, Skills, & Abilities</i>	
Typical:	Operate computers, including spreadsheet and word processing software; read and interpret manuals and memos; perform basic mathematical calculations; write letters, memos, and telephone messages; manage time effectively; understand and follow instructions; operate standard office equipment, such as copy machine and facsimile machine; communicate effectively, both orally and in writing; and maintain effective working relationships with co-workers and the general public.

<i>Work Environment</i>	
Typical:	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. The employee is constantly required to work closely with other as a part of a team. The employee is frequently required to perform tedious and exacting work; to perform multiple tasks simultaneously; to switch from one task to another, and to work under time pressures to meet deadlines.

APPROVED


 Duane Peters
 County Judge

Date

10/3/17



Brazos County Job Description

Last Updated: September 2017

Template Revision 1.2 08/15/2012

Class Number:	1707-1	Title:	Clerk II
Pay Group:	14	Department:	District Clerk
FLSA Status:	Non Exempt	Reports To:	Supervisor & District Clerk
Approved Date:	10/03/2017	EEOC Category:	Office and Clerical

General Summary:

To serve the public, work closely with the judges and the court administrators to obtain timely disposition of all court cases and ensure accurate clerical record keeping for the District Clerk's office in accordance with applicable departmental procedures, regulations, laws, and statutes.

Essential Duties:

Processes pleadings and other legal documents that require attention from the District Court and County Courts at Law, including filing pleadings and entering data into the computer;

Scan both active and disposed paperwork and files;

Assists the public in person, by telephone, and by mail concerning department information, researching records, filling out forms, and resolving relevant problems;

Assists public in conducting research;

Assists the public in locating records, explains various terms and documents, and refers the public to legal counsel when appropriate;

Performs general clerical duties as required, including filing, scanning, indexing, and recording information, making copies (including certified copies), and sorting and distributing mail; Issues citations, subpoenas, writs, abstracts, notices, and other legal documents.

Other Duties as assigned. (1%)

Supervision

Received: From Supervisor & District Clerk

Given: This is a non-supervisory position.

Education

Required: High school graduation or its equivalent.

Preferred:

Experience

Required: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Preferred:


Certificates, Licenses, Registrations

Required: None.

Preferred:

Physical Demands Typical:	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel; reach with hands and arms; bend and kneel; and talk and hear. The employee frequently is required to stand and walk. The employee must frequently lift and/or move objects weighing up to 20 pounds, such as books and stacks of records. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.
Knowledge, Skills, & Abilities Typical:	Operate computers, including spreadsheet and word processing software; read and interpret manuals and memos; perform basic mathematical calculations; write letters, memos, and telephone messages; manage time effectively; understand and follow instructions; operate standard office equipment, such as copy machine and facsimile machine; communicate effectively, both orally and in writing; and maintain effective working relationships with co-workers and the general public.
Work Environment Typical:	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. The employee is constantly required to work closely with other as a part of a team. The employee is frequently required to perform tedious and exacting work; to perform multiple tasks simultaneously; to switch from one task to another, and to work under time pressures to meet deadlines.

APPROVED



Duane Peters
County Judge

Date

10/3/17



Brazos County Job Description

Last Updated: September 2017

Template Revision 1.2 08/15/2012

Class Number:	1707-3	Title:	Clerk II
Pay Group:	14	Department:	District Clerk
FLSA Status:	Non Exempt	Reports To:	Supervisor & District Clerk
Approved Date:	10/03/2017	EEOC Category:	Office and Clerical

General Summary:

To serve the public, work closely with the judges and the court administrators to obtain timely disposition of all court cases and ensure accurate clerical record keeping for the District Clerk's office in accordance with applicable departmental procedures, regulations, laws, and statutes.

Essential Duties:

Process documents and new cases filed by the Attorney General's office;

Enters judgments, orders, motions, and fees into the computer;

Process pleadings and other documents that require attention from the District Courts, County Courts at Law, and the Associate Judge;

Verifies court costs on disposed cases and sends appropriate invoices;

Assists the public in person, by telephone, and by mail concerning department information, researching records, filling out forms, and resolving relevant problems;

Assists public in conducting research;

Assists the public in locating records, explains various terms and documents, and refers the public to legal counsel when appropriate;

Performs general clerical duties as required, including filing, scanning, indexing, and recording information, making copies (including certified copies), and sorting and distributing mail; Issues citations, subpoenas, writs, abstracts, notices, and other legal documents;

Other Duties as assigned. (1%)


Supervision	
Received:	From Supervisor and & District Clerk
Given:	This is a non-supervisory position.

Education	
Required:	High school graduation or its equivalent
Preferred:	

Experience	
Required:	To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
Preferred:	

Certificates, Licenses, Registrations	
Required:	None.
Preferred:	

<i>Physical Demands</i>	
Typical:	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel; reach with hands and arms; bend and kneel; and talk and hear. The employee frequently is required to stand and walk. The employee must frequently lift and/or move objects weighing up to 20 pounds, such as books and stacks of records. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.
<i>Knowledge, Skills, & Abilities</i>	
Typical:	Operate computers, including spreadsheet and word processing software; read and interpret manuals and memos; perform basic mathematical calculations; write letters, memos, and telephone messages; manage time effectively; understand and follow instructions; operate standard office equipment, such as copy machine and facsimile machine; communicate effectively, both orally and in writing; and maintain effective working relationships with co-workers and the general public.
<i>Work Environment</i>	
Typical:	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. The employee is constantly required to work closely with other as a part of a team. The employee is frequently required to perform tedious and exacting work; to perform multiple tasks simultaneously; to switch from one task to another, and to work under time pressures to meet deadlines.

APPROVED


 Duane Peters
 County Judge

10/3/17

 Date



Brazos County Job Description

Last Updated: September 2017

Template Revision 1.2 08/15/2012

Class Number:	1709-1, 1709-3	Title:	Clerk III
Pay Group:	15	Department:	District Clerk
FLSA Status:	Non Exempt	Reports To:	Supervisor & District Clerk
Approved Date:	10/03/2017	EEOC Category:	Office and Clerical

General Summary:

To serve the public, work closely with the judges and the court administrators to obtain timely disposition of all court cases and ensure accurate clerical record keeping for the District Clerk's office in accordance with applicable departmental procedures, regulations, laws, and statutes.

Essential Duties:

Enters judgments, orders, and motions into the computer; File cases, process documents, and issue warrants on Misdemeanor cases heard in the District Court and County Courts at law;

File, process, and issue warrants on all Juvenile Cases;

Assists the public in person, by telephone, and by mail concerning department information, researching records, filling out forms, and resolving relevant problems;

Assists public in conducting research;

Assists the public in locating records, explains various terms and documents, and refers the public to legal counsel when appropriate;

Performs general clerical duties as required, including filing, scanning, indexing, and recording information, making copies (including certified copies), and sorting and distributing mail.

Other Duties as assigned. (1%)

Supervision

Received: From District Clerk & Supervisor

Given: This is a non-supervisory position.

Education

Required: High school graduation or its equivalent.

Preferred:

Experience

Required: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Preferred:

Certificates, Licenses, Registrations

Required: None.

Preferred:

Physical Demands Typical:	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel; reach with hands and arms; bend and kneel; and talk and hear. The employee frequently is required to stand and walk. The employee must frequently lift and/or move objects weighing up to 20 pounds, such as books and stacks of records. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.
Knowledge, Skills, & Abilities Typical:	Operate computers, including spreadsheet and word processing software; read and interpret manuals and memos; perform basic mathematical calculations; write letters, memos, and telephone messages; manage time effectively; understand and follow instructions; operate standard office equipment, such as copy machine and facsimile machine; communicate effectively, both orally and in writing; and maintain effective working relationships with co-workers and the general public.
Work Environment Typical:	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. The employee is constantly required to work closely with other as a part of a team. The employee is frequently required to perform tedious and exacting work; to perform multiple tasks simultaneously; to switch from one task to another, and to work under time pressures to meet deadlines.

APPROVED



Duane Peters
County Judge

10/31/17
Date



Brazos County Job Description

Last Updated: September 2017

Template Revision 1.2 08/15/2012

Class Number:	1709-2	Title:	Clerk III
Pay Group:	15	Department:	District Clerk
FLSA Status:	Non Exempt	Reports To:	Supervisor & District Clerk
Approved Date:	10/01/2017	EEOC Category:	Office and Clerical

General Summary:

To serve the public, work closely with the judges and the court administrators to obtain timely disposition of all court cases and ensure accurate clerical record keeping for the District Clerk's office in accordance with applicable departmental procedures, regulations, laws, and statutes.

Essential Duties:

Enters judgments, orders, and motions into the computer;

File cases, process documents, and issue warrants on Felony cases heard in the District Courts;

Process paperwork and dispose all Nondisclosure cases; Creates and reports all OCA reports; Handles Grand Jury including filing new indictments;

Prepares TDC packets, including required documents;

Processes passport applications including mailing passport packages to passport agency;

Assists the public in person, by telephone, and by mail concerning department information, researching records, filling out forms, and resolving relevant problems;

Assists public in conducting research;

Assists the public in locating records, explains various terms and documents, and refers the public to legal counsel when appropriate;

Performs general clerical duties as required, including filing, scanning, indexing, and recording information, making copies (including certified copies), and sorting and distributing mail.

Other Duties as assigned. (1%)

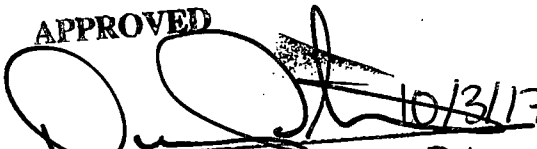
Supervision	
Received:	From Supervisor & District Clerk
Given:	This is a non-supervisory position.

Education	
Required:	High school graduation or its equivalent.
Preferred:	

Experience	
Required:	To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
Preferred:	

Certificates, Licenses, Registrations	
Required:	None.
Preferred:	

Physical Demands Typical:	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel; reach with hands and arms; bend and kneel; and talk and hear. The employee frequently is required to stand and walk. The employee must frequently lift and/or move objects weighing up to 20 pounds, such as books and stacks of records. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.
Knowledge, Skills, & Abilities Typical:	Operate computers, including spreadsheet and word processing software; read and interpret manuals and memos; perform basic mathematical calculations; write letters, memos, and telephone messages; manage time effectively; understand and follow instructions; operate standard office equipment, such as copy machine and facsimile machine; communicate effectively, both orally and in writing; and maintain effective working relationships with co-workers and the general public.
Work Environment Typical:	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. The employee is constantly required to work closely with other as a part of a team. The employee is frequently required to perform tedious and exacting work; to perform multiple tasks simultaneously; to switch from one task to another, and to work under time pressures to meet deadlines.

APPROVED

 Duane Peters
 County Judge

10/3/17
 Date



Brazos County Job Description

Last Updated: September 2017

Template Revision 1.2 08/15/2012

Class Number:	1709-4, 1709-8	Title:	Clerk III
Pay Group:	15	Department:	District Clerk
FLSA Status:	Non Exempt	Reports To:	Supervisor & District Clerk
Approved Date:	10/03/2017	EEOC Category:	Office and Clerical

General Summary:

To serve the public, work closely with the judges and the court administrators to obtain timely disposition of all court cases and ensure accurate clerical record keeping for the District Clerk's office in accordance with applicable departmental procedures, regulations, laws, and statutes.

Essential Duties:

Assist customers at the front counter; Process new petitions and documents received at the front counter;

File and process requests and pleadings received through the mail;

Process pleadings and other documents that require attention from the District Courts and County Courts at Law;

Verifies court costs on disposed cases and send bill of costs as required;

Assists the public in person, by telephone, and by mail concerning department information, researching records, filling out forms, and resolving relevant problems;

Assists public in conducting research;

Assists the public in locating records, explains various terms and documents, and refers the public to legal counsel when appropriate;

Performs general clerical duties as required, including filing, scanning, indexing, and recording information, making copies (including certified copies), and sorting and distributing mail; Issues citations, subpoenas, writs, abstracts, notices, and other legal documents.

Other Duties as assigned. (1%)

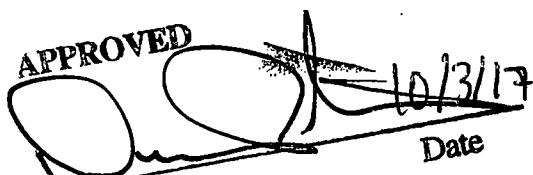
Supervision	
Received:	From Supervisor and District Clerk
Given:	This is a non-supervisory position.

Education	
Required:	High school graduation or its equivalent.
Preferred:	

Experience	
Required:	To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
Preferred:	

Certificates, Licenses, Registrations	
Required:	None.
Preferred:	

Physical Demands Typical:	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel; reach with hands and arms; bend and kneel; and talk and hear. The employee frequently is required to stand and walk. The employee must frequently lift and/or move objects weighing up to 20 pounds, such as books and stacks of records. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.
Knowledge, Skills, & Abilities Typical:	Operate computers, including spreadsheet and word processing software; read and interpret manuals and memos; perform basic mathematical calculations; write letters, memos, and telephone messages; manage time effectively; understand and follow instructions; operate standard office equipment, such as copy machine and facsimile machine; communicate effectively, both orally and in writing; and maintain effective working relationships with co-workers and the general public.
Work Environment Typical:	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. The employee is constantly required to work closely with other as a part of a team. The employee is frequently required to perform tedious and exacting work; to perform multiple tasks simultaneously; to switch from one task to another, and to work under time pressures to meet deadlines.

APPROVED

 Duane Peters
 County Judge

10/3/17
 Date



Brazos County Job Description

Last Updated: September 2017

Template Revision 1.2 08/15/2012

Class Number:	1709-5 1709-7	Title:	Clerk III
Pay Group:	15	Department:	District Clerk
FLSA Status:	Non Exempt	Reports To:	Supervisor & District Clerk
Approved Date:	10/03/2017	EEOC Category:	Office and Clerical

General Summary:

To serve the public, work closely with the judges and the court administrators to obtain timely disposition of all court cases and ensure accurate clerical record keeping for the District Clerk's office in accordance with applicable departmental procedures, regulations, laws, and statutes.

Essential Duties:

Process all civil and criminal appeals;

Process all expunction cases;

File cases, process documents, and issue warrants on felony cases heard in the District Court;

Receives trial exhibits from court reporter after completion of trial, verifies that all exhibits are documented properly, stores exhibits, and handles exhibits retention;

Assists the public in person, by telephone, and by mail concerning department information, researching records, filling out forms, and resolving relevant problems;

Assists public in conducting research;

Assists the public in locating records, explains various terms and documents, and refers the public to legal counsel when appropriate;

Performs general clerical duties as required, including filing, scanning, indexing, and recording information, making copies (including certified copies), and sorting and distributing mail;

Other Duties as assigned. (1%)

Supervision

Received: From Supervisor and District Clerk

Given: This is a non-supervisory position.

Education

Required: High school graduation or its equivalent.

Preferred:

Experience

Required: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Preferred:


Certificates, Licenses, Registrations

Required: None.

Preferred:

<i>Physical Demands</i>	
Typical:	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel; reach with hands and arms; bend and kneel; and talk and hear. The employee frequently is required to stand and walk. The employee must frequently lift and/or move objects weighing up to 20 pounds, such as books and stacks of records. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.
<i>Knowledge, Skills, & Abilities</i>	
Typical:	Operate computers, including spreadsheet and word processing software; read and interpret manuals and memos; perform basic mathematical calculations; write letters, memos, and telephone messages; manage time effectively; understand and follow instructions; operate standard office equipment, such as copy machine and facsimile machine; communicate effectively, both orally and in writing; and maintain effective working relationships with co-workers and the general public.
<i>Work Environment</i>	
Typical:	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. The employee is constantly required to work closely with other as a part of a team. The employee is frequently required to perform tedious and exacting work; to perform multiple tasks simultaneously; to switch from one task to another, and to work under time pressures to meet deadlines.

APPROVED



10/3/17

Date

Duane Peters
County Judge



Brazos County Job Description

Last Updated: September 2017

Template Revision 1.2 08/15/2012

Class Number:	1719	Title:	Clk, Temp. 1040hrs
Pay Group:	07	Department:	District Clerk, Archival Fund
FLSA Status:	Non Exempt	Reports To:	Supervisor & District Clerk
Approved Date:	10/01/2017	EEOC Category:	Office and Clerical
Position End Date:	09/30/2018	Temporary Employee Signature:	

General Summary:

Scans documents into the imaging system.

Essential Duties:

Scan both active and disposed paperwork and files.

File documents and files after scanning.

Assist the public and other employees, as needed or requested, with records search which may include microfilm search and making of copies.

Assist other employees, as needed or requested, with answering telephone calls, answering questions, and directing to proper person according to office procedures.

Perform all other duties assigned with fall within the general scope and ability level of the job.

Other Duties as assigned. (1%)

Supervision

Received: From Supervisor and District Clerk

Given: This is a non-supervisory position.

Education

Required: High school graduation or its equivalent.

Preferred:

Experience

Required: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Preferred:

Certificates, Licenses, Registrations


Required: None.

Preferred:

Physical Demands

Typical:	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel; reach with hands and arms; bend and kneel; and talk and hear. The employee frequently is required to stand and walk. The employee must frequently lift and/or move objects weighing up to 20 pounds, such as books and stacks of records. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.
Knowledge, Skills, & Abilities	
Typical:	Operate computers, including spreadsheet and word processing software; read and interpret manuals and memos; perform basic mathematical calculations; write letters, memos, and telephone messages; manage time effectively; understand and follow instructions; operate standard office equipment, such as copy machine and facsimile machine; communicate effectively, both orally and in writing; and maintain effective working relationships with co-workers and the general public.
Work Environment	
Typical:	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. The employee is constantly required to work closely with other as a part of a team. The employee is frequently required to perform tedious and exacting work; to perform multiple tasks simultaneously; to switch from one task to another, and to work under time pressures to meet deadlines.

APPROVED


 Duane Peters
 County Judge

10/3/17
 Date



Brazos County Job Description

Last Updated: September 2017

Template Revision 1.2 08/15/2012

Class Number:	1721	Title:	Jury Coordinator I
Pay Group:	15	Department:	District Clerk/Jury Services
FLSA Status:	Non Exempt	Reports To:	Jury Coordinator II
Approved Date:	10/03/2017	EEOC Category:	Office and Clerical

General Summary:

Impanels and coordinates accommodations for jurors and maintains database of potential jurors.

Essential Duties:

Consults with District Courts, County Courts, and Justice of Peace Courts to determine number of jurors required for each court;

Maintains database of potential jurors; Mails court summons cards to prospective jurors;

Explains juror exemptions and qualification criteria to prospective jurors;

Maintains all documentation related to jury selection; Assists jurors with questions regarding duty and court appearances;

Administers oaths and affirmations to prospective jurors;

Prepares seating order and provides lists to attorneys and court staff;

Prepares final list of jurors and provides to attorneys and court staff; Monitors and maintains jurors' service time; Monitors payment of jurors;

Documents and delivers telephone messages to jurors; Acts as a liaison among the Court, attorneys, and jurors; Coordinates the provision of meals for jurors;

Assists courthouse personnel to locate required forms; and May act as Court Bailiff in that person's absence.

Other Duties as assigned. (1%)

Supervision	
Received:	From Jury Coordinator II
Given:	This is a non-supervisory position.

Education	
Required:	High school graduation or its equivalent; or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities.
Preferred:	

Experience	
Required:	At least one year of experience
Preferred:	

Certificates, Licenses, Registrations	
Required:	None.
Preferred:	

<i>Physical Demands</i>	
Typical:	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; bend and kneel; and talk and hear. The employee frequently is required to stand and walk. The employee must frequently lift and/or move objects weighing up to 20 pounds, such as books and stacks of records. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.
<i>Knowledge, Skills, & Abilities</i>	
Typical:	Court procedures and terminology; legal terminology; legal procedures and practices; standard office practices and procedures, and bookkeeping procedures. Operate computers, including spreadsheet and word processing software; read and interpret legal documents, manuals, memos; perform basic mathematical calculations; write letters, memos, and telephone messages; manage time effectively; understand and follow instructions; operate standard office equipment, such as copy machine and facsimile machine; communicate effectively, both orally and in writing; and maintain effective working relationships with co-workers and the general public.
<i>Work Environment</i>	
Typical:	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. The employee is constantly required to work closely with others as a part of a team. The employee is frequently required to perform tedious and exacting work; to perform multiple tasks simultaneously; to switch from one task to another, and to work under time pressures to meet deadlines.

APPROVED

 10/3/17

Date

Duane Peters
County Judge



Brazos County Job Description

Last Updated: September 2017

Template Revision 1.2 08/15/2012

Class Number:	1723	Title:	Jury Coordinator II
Pay Group:	17	Department:	District Clerk / Jury Services
FLSA Status:	Non Exempt	Reports To:	District and County Judges, District Clerk
Approved Date:	10/03/2017	EEOC Category:	Office and Clerical

General Summary:

Impanels and coordinates accommodations for jurors and maintains database of potential jurors.

Essential Duties:

Supervises Jury Coordinator I, including assigning and reviewing work;

Consults with District Courts, County Courts, and Justice of Peace Courts to determine number of jurors required for each court;

Maintains database of potential jurors;

Mails court summons cards to prospective jurors; Pulls juries for jury trials;

Explains juror exemptions and qualification criteria to prospective jurors;

Maintains all documentation related to jury selection;

Assists jurors with questions regarding duty and court appearances; Administers oaths and affirmations to prospective jurors;

Prepares seating order and provides lists to attorneys and court staff;

Prepares final list of jurors and provides to attorneys and court staff;

Monitors and maintains jurors' service time; Monitors payment of jurors; Documents and delivers telephone messages to jurors;

Verification for employers;

Acts as a liaison among the Court, attorneys, and jurors; Coordinates the provision of meals for jurors;

Assists courthouse personnel to locate required forms;

Updates forms used by courts according to law; and May act as Jury Administrator, Court Bailiff, Deputy Clerk for County Clerk and District Clerk offices.

Other Duties as assigned. (1%)

Supervision	
Received:	From District Clerk
Given:	Supervises Jury Coordinator I, including assigning and reviewing work.

Education	
Required:	High school graduation or its equivalent; or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities.
Preferred:	

Experience	
Required:	At least two years of experience
Preferred:	



Brazos County Job Description

Last Updated: September 2017

Template Revision 1.2 08/15/2012

Class Number:	1727	Title:	Assistant Director of Collections
Pay Group:	18	Department:	Collections
FLSA Status:	Exempt	Reports To:	Director of Collections
Approved Date:	10/03/2017	EEOC Category:	Non-Professional

General Summary:

To ensure collection court costs, fines and attorney fees, as ordered by the courts. To work closely with all personal within the judicial system to facilitate the timely collection of such fees, maintain accurate record keeping in accordance with applicable departmental procedures, regulations, laws and statutes. Maintain all reports to the Office of Court Administration.

Essential Duties:

Step in and process the daily office duties when the Director is not available
Process all payments for fees received by the Collections Department,
Research all disposed causes for each defendant to ensure he/she does not owe any outstanding fees on previous causes,
Ensure defendants complete the application in its entirety,
Interview defendants and establish payment agreements,
Perform follow up and monitor defendants currently on payment plans,
Initiate due diligence on past due accounts,
Initiate capias pro fine warrant process when necessary
Maintain all records with capias pro fines warrants,
Stay in close contact with Sheriff's office,
Update department database-input fees assessed by the courts, initiate no show letters, update contact information every time contact is made on account, process adjustments to financial system to reflect required adjustments and update address and phone information as needed,
Prepare and work all courts if needs with dockets, payment plans,
Perform daily cash reconciliation, when needed by the director,
Ensure and evaluate all applications for the Justice of the Peace courts of Brazos County,
Friendly, courteous communication, either in person or by telephone, to the public, the courts and all others in all matters.
Assist other employees, as needed or requested, with answering incoming telephone calls, answering questions and or directing to proper personal according to the office procedures,
Assist the public and other employees, as needed or requested, with records research which may include Laser Fiche searches and making copies,
Perform all other duties assigned which fall within the general scope and ability level of the job,
Testify when called upon by the courts for the collection records of the defendants,
Supervise the collections clerks when the Director is out of the office.

Implement departmental policies and procedures. Duties include serving the public performing clerical and filing techniques in accordance with the laws and departmental policies and procedures. Regular and punctual attendance is required.

Other Duties as assigned. (1%)

Supervision	
Received:	Director of Collections
Given:	This is a partial supervisory position that involves independent judgment.

Education	
Required:	High school diploma or its equivalent
Preferred:	

Experience	
Required:	
Preferred:	Courses in computer and typing preferred, 4 plus years in supervisory experience, 4 plus previous public and office experience, 4 years of collection experience Microsoft Word Cash Handling and balancing all money being collected

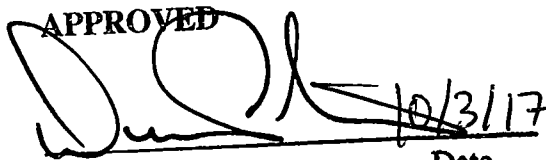
<i>Certificates, Licenses, Registrations</i>	
Required:	None.
Preferred:	

<i>Physical Demands</i>	
Typical:	<p>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <p>While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; bend and kneel; and talk and hear. The employee frequently is required to stand and walk. The employee must frequently lift and/or move objects weighing up to 20 pounds, such as books and stacks of records. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.</p>

<i>Knowledge, Skills, & Abilities</i>	
Typical:	<p>Excellent knowledge of business English, office practices and procedures, departmental rules and regulations and basic computer information; ability to understand and carry out oral and written instructions; ability to maintain established records and files; ability to manage multiple priorities; ability to work with the public well and deal effectively with their questions or problems and maintain composure with difficult people; ability to establish and maintain effective working relationships with coworkers and employees and officials in other departments; ability to work as a team player; ability to communicate effectively orally and in writing; accurate typing skills</p>

<i>Work Environment</i>	
Typical:	<p>Continuous indoor activity in air controlled office, contact with persons accused and/or convicted of crimes; contact with emotional, temperamental parties to court costs, fines, attorney and restitution</p>

APPROVED



 Duane Peters Date
 County Judge



Brazos County Job Description

Last Updated: September 6, 2017

Template Revision 1.2 08/15/2012

Class Number:	1729	Title:	Collections Clerk I
Pay Group:	13	Department:	Collections
FLSA Status:	Non Exempt	Reports To:	Director of Collections
Approved Date:	10/03/2017	EEOC Category:	Non-Professional

General Summary:

To ensure collection court costs, fines and attorney fees, as ordered by the courts. To work closely with all personal within the judicial system to facilitate the timely collection of such fees, maintain accurate record keeping in accordance with applicable departmental procedures, regulations, laws and statutes.

Essential Duties:

Implement departmental policies and procedures
Duties include serving the public performing clerical and filing techniques in accordance with the laws and departmental policies and procedures
Regular and punctual attendance is required
Process all payments for fees received by the Collections Department,
Balance the intake of all monies for Justice of the Peace, County and District Courts,
Front counter position to greet, help with payments and setting up in collections,
Ensure defendants complete the application in its entirety,
Interview defendants and establish payment agreements,
Perform follow up and monitor defendants currently on payment plans,
Initiate due diligence on past due accounts,
Process postcards and last chance letters required by the Office of Court Administration and perform past due telephone calls,
Update department database-input fees assessed by the courts, initiate no show letters, update contact information every time contact is made on account, process adjustments to financial system to reflect required adjustments and update address and phone information as needed,
Perform daily cash reconciliation and balance personal drawers every day,
Ensure and evaluate all applications for the Justice of the Peace courts of Brazos County,
Friendly, courteous communication, either in person or by telephone, to the public, the courts and all others in all matters.
Checks with the Director or Assistant Director when a problem may arise to help make the right decision for the defendant.
Assist other employees, as needed or requested, with answering incoming telephone calls, answering questions and or directing to proper personal according to the office procedures,
Assist the public and other employees, as needed or requested, with records research and making copies,
Perform all other duties assigned which fall within the general scope and ability level of the job,
Perform duties in Court to testify on behalf of collections payment plans.
Monitor community service hours performed by the defendants in lieu of payments when so ordered by the Judge.
Process and input all traffic appeals for the County Clerk's office in collecting the court cost, special expenses and fines,
Perform all duties with the new computer system for Collections.

Other Duties as assigned. (1%)

Supervision	
Received:	Director of Collections
Given:	This is a non-supervisory position that involves independent judgment

Education	
Required:	High school diploma or its equivalent
Preferred:	

Experience	
Required:	
Preferred:	Courses in computer and typing preferred, 2 plus previous public and office experience, 2 plus years of collection experience Microsoft Word Cash Handling and balancing all money being collected

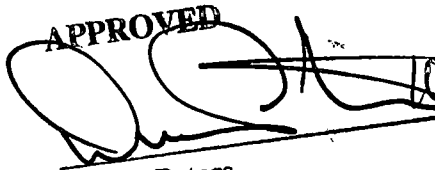
Certificates, Licenses, Registrations	
Required:	None.
Preferred:	

Physical Demands	
Typical:	<p>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <p>While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; bend and kneel; and talk and hear. The employee frequently is required to stand and walk. The employee must frequently lift and/or move objects weighing up to 20 pounds, such as books and stacks of records. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.</p>

Knowledge, Skills, & Abilities	
Typical:	<p>Excellent knowledge of business English, office practices and procedures, departmental rules and regulations and basic computer information; ability to understand and carry out oral and written instructions; ability to maintain established records and files; ability to manage multiple priorities; ability to work with the public well and deal effectively with their questions or problems and maintain composure with difficult people; ability to establish and maintain effective working relationships with coworkers and employees and officials in other departments; ability to work as a team player; ability to communicate effectively orally and in writing; accurate typing skills.</p>

Work Environment	
Typical:	<p>Continuous indoor activity in air controlled office , contact with persons accused and/or convicted of crimes; contact with emotional, temperamental parties to court costs, fines, attorney and restitution</p>

APPROVED

 10/13/17

 Duane Peters
 County Judge

Date



Brazos County Job Description

Last Updated: September 6, 2017

Template Revision 1.2 08/15/2012

Class Number:	1730	Title:	Collections Clerk II
Pay Group:	14	Department:	Collections
FLSA Status:	Non Exempt	Reports To:	Director of Collections
Approved Date:	10/03/2017	EEOC Category:	Office and Clerical

General Summary:

To ensure collection court costs, fines and attorney fees, as ordered by the courts. To work closely with all personnel within the judicial system to facilitate the timely collection of such fees, maintain accurate record keeping in accordance with applicable departmental procedures, regulations, laws and statutes. Prepare all daily dockets for the courts with proper court cost and print out bill of cost for the defendant and file.

Essential Duties:

This is a non-supervisory position that involves independent judgment. Implement departmental policies and procedures. Duties include serving the public performing clerical and filing techniques in accordance with the laws and departmental policies and procedures. Regular and punctual attendance is required.

Primary Job Duties:

Process all payments for fees received by the Collections Department,
Ensure defendants complete the application in its entirety required by the state statutes,
Interview defendants and establish payment agreements,
Perform follow up and monitor defendants currently on payment plans,
Initiate due diligence on past due accounts,
Process postcards and last chance letters required by the Office of Court Administration and perform past due telephone calls,
Initiate capias pro fine process when necessary,
Maintain all records with capias pro fines and issuing warrants,
Update department database-input fees assessed by the courts, initiate no show letters, update contact information every time contact is made on account, process adjustments to financial system to reflect required adjustments and update address and phone information as needed,
Perform daily cash reconciliation and balance every day,
Ensure and evaluate all applications for the Justice of the Peace courts of Brazos County, Be friendly, courteous communication, either in person or by telephone, to the public, the courts and all others in all matters.
Testify upon request for cases involving collections,
Perform indigent hearings with the Judge, and state and the defendant; prepare all paperwork for the court hearings and possible community service paperwork.
Check with the Director or Assistant Director when a problem may arise to help make the right decision for the defendant.
Assist other employees, as needed or requested, with answering incoming telephone calls, answering questions and or directing to proper personnel according to the office procedures,
Assist the public and other employees, as needed or requested, with records research and making copies,
Perform all other duties assigned which fall within the general scope and ability level of the job,
Prepare files and collections for all District and County courts in Brazos County
Assist with preparing daily arresting agencies report,
Assist with reviewing daily reports for the accounting purposes,
Perform duties in Court to testify on behalf of collections payment plans.
Monitor community service hours performed by the defendants in lieu of payments when so ordered by the Judge.
Process and input all traffic appeals for the County Clerk's office in collecting the court cost, special expenses and fines,
Prepare the daily and monthly reports for the Brazos County Auditor's Office. Perform all duties with the new computer system for Collections.

Other Duties as assigned. (1%)

Supervision

Received: Director of Collections

Given: This is a non-supervisory position.


Education

Required: High school diploma or its equivalent

Preferred: with courses in computer and typing preferred

<i>Experience</i>	
Required:	2 plus previous public and office experience, 2 years of collection experience, Microsoft Word, Cash Handling and balancing all money being collected.
Preferred:	
<i>Certificates, Licenses, Registrations</i>	
Required:	None.
Preferred:	
<i>Physical Demands</i>	
Typical:	<p>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <p>While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; bend and kneel; and talk and hear. The employee frequently is required to stand and walk. The employee must frequently lift and/or move objects weighing up to 20 pounds, such as books and stacks of records. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.</p>
<i>Knowledge, Skills, & Abilities</i>	
Typical:	Excellent knowledge of business English, office practices and procedures, departmental rules and regulations and basic computer information; ability to understand and carry out oral and written instructions; ability to maintain established records and files; ability to manage multiple priorities; ability to work with the public well and deal effectively with their questions or problems and maintain composure with difficult people; ability to establish and maintain effective working relationships with co-workers and employees and officials in other departments; ability to work as a team player; ability to communicate effectively orally and in writing; accurate typing skills.
<i>Work Environment</i>	
Typical:	Continuous indoor activity in air controlled office, contact with persons accused and/ or convicted of crimes; contact with emotional, temperamental parties to court costs, fines, attorney and restitution.

APPROVED



Duane Peters
Date

County Judge



Brazos County Job Description

Last Updated: September 6, 2012

Template Revision 1.2 08/15/2012

Class Number:	1731 - 1	Title:	Collections Clerk III
Pay Group:	15	Department:	Collections
FLSA Status:	Non Exempt	Reports To:	Director of Collections
Approved Date:	10/03/2017	EEOC Category:	Office and Clerical

General Summary:

To ensure collection court costs, fines and attorney fees, as ordered by the courts. To work closely with all personal within the judicial system to facilitate the timely collection of such fees, maintain accurate record keeping in accordance with applicable departmental procedures, regulations, laws and statutes.

Essential Duties:

This is a non-supervisory position that involves independent judgment. Implement departmental policies and procedures. Duties include serving the public performing clerical and filing techniques in accordance with the laws and departmental policies and procedures. Regular and punctual attendance is required.

Primary Job Duties:

Process all payments for fees received by the Collections Department,
Ensure defendants complete the application in its entirety,
Interview defendants and establish payment agreements,
Perform follow up and monitor defendants currently on payment plans,
Initiate due diligence on past due accounts,
Process postcards and last chance letters required by the Office of Court Administration and perform past due telephone calls,
Initiate capias pro fine process when necessary,
Maintain all records with capias pro fines,
Update department database-input fees assessed by the courts, initiate no show letters, update contact information every time contact is made on account, process adjustments to financial system to reflect required adjustments and update address and phone information as needed,
Perform daily cash reconciliation and balance personal drawer's every day,
Ensure and evaluate all applications for the Justice of the Peace courts of Brazos County, Friendly, courteous communication, either in person or by telephone, to the public, the courts and all others in all matters.
Checks with the Director or Assistant Director when a problem may arise to help make the right decision for the defendant.
Assist other employees, as needed or requested, with answering incoming telephone calls, answering questions and or directing to proper personal according to the office procedures,
Assist the public and other employees, as needed or requested, with records research and making copies,
Perform all other duties assigned which fall within the general scope and ability level of the job,
Assist with preparing daily arresting agencies report,
Assist with reviewing daily reports for the accounting purposes,
Perform duties in Court to testify on behalf of collections payment plans.
Monitor community service hours performed by the defendants in lieu of payments when so ordered by the Judge.
Maintains all Justice of the Peace collections files.
Process and input all traffic appeals for the County Clerk's office in collecting the court cost, special expenses and fines,
Prepare all courts dockets, daily to have correct court cost for each criminal case before the courts.

Other Duties as assigned. (1%)

Supervision	
Received:	Director of Collections
Given:	This is a non-supervisory position.

Education	
Required:	High school diploma or its equivalent
Preferred:	courses in computer and typing preferred

Experience	
Required:	2 plus previous public and office experience, 2 years of collection experience, Microsoft Word, Cash Handling and balancing all money being collected.
Preferred:	

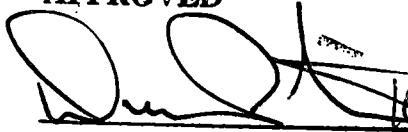
<i>Certificates, Licenses, Registrations</i>	
Required:	None.
Preferred:	

<i>Physical Demands</i>	
Typical:	<p>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <p>While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; bend and kneel; and talk and hear. The employee frequently is required to stand and walk. The employee must frequently lift and/or move objects weighing up to 20 pounds, such as books and stacks of records. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.</p>

<i>Knowledge, Skills, & Abilities</i>	
Typical:	<p>Excellent knowledge of business English, office practices and procedures, departmental rules and regulations and basic computer information; ability to understand and carry out oral and written instructions; ability to maintain established records and files; ability to manage multiple priorities; ability to work with the public well and deal effectively with their questions or problems and maintain composure with difficult people; ability to establish and maintain effective working relationships with co-workers and employees and officials in other departments; ability to work as a team player; ability to communicate effectively orally and in writing; accurate typing skills.</p>

<i>Work Environment</i>	
Typical:	<p>Continuous indoor activity in air controlled office, contact with persons accused and/ or convicted of crimes; contact with emotional, temperamental parties to court costs, fines, attorney and restitution.</p>

APPROVED



Duane Peters
County Judge

Date

10/3/17



Brazos County Job Description

Last Updated: September 6, 2012

Template Revision 1.2 08/15/2012

Class Number:	1731 - 2	Title:	Collections Clerk III
Pay Group:	15	Department:	Collections
FLSA Status:	Non Exempt	Reports To:	Director of Collections
Approved Date:	10/03/2017	EEOC Category:	Office and Clerical

General Summary:

To ensure collection court costs, fines and attorney fees, as ordered by the courts. To work closely with all personal within the judicial system to facilitate the timely collection of such fees, maintain accurate record keeping in accordance with applicable departmental procedures, regulations, laws and statutes.

Essential Duties:

This is a non-supervisory position that involves independent judgment. This position assumes supervisory status in the absence of Director and Assistant Director. Implement departmental policies and procedures. Duties include serving the public performing clerical and filing techniques in accordance with the laws and departmental policies and procedures. Regular and punctual attendance is required.

Primary Job Duties:

Process all payments for fees received by the Collections Department,
Handles office as supervisor when the assistant and director are out,
Ensure defendants complete the application in its entirety,
Interview defendants and establish payment agreements,
Perform follow up and monitor defendants currently on payment plans,
Initiate due diligence on past due accounts,
Process postcards and last chance letters required by the Office of Court Administration and perform past due telephone calls,
Initiate capias pro fine process when necessary,
Maintain all records with capias pro fines,
Update department database-input fees assessed by the courts, initiate no show letters, update contact information every time contact is made on account, process adjustments to financial system to reflect required adjustments and update address and phone information as needed,
Perform daily cash reconciliation and balance personal drawer's every day,
Ensure and evaluate all applications for the Justice of the Peace courts of Brazos County, Friendly, courteous communication, either in person or by telephone, to the public, the courts and all others in all matters.
Checks with the Director or Assistant Director when a problem may arise to help make the right decision for the defendant.
Assist other employees, as needed or requested, with answering incoming telephone calls, answering questions and or directing to proper personal according to the office procedures,
Assist the public and other employees, as needed or requested, with records research and making copies,
Perform all other duties assigned which fall within the general scope and ability level of the job,
Assist with preparing daily arresting agencies report,
Assist with reviewing daily reports for the accounting purposes,
Perform duties in Court to testify on behalf of collections payment plans.
Monitor community service hours performed by the defendants in lieu of payments when so ordered by the Judge.
Maintains all Justice of the Peace collections files.
Process and input all traffic appeals for the County Clerk's office in collecting the court cost, special expenses and fines,
Prepare all courts dockets, daily to have correct court cost for each criminal case before the courts.

Other Duties as assigned. (1%)

Supervision	
Received:	Director of Collections
Given:	If Director or Assistant Director of Collections is unavailable; Collections Clerk III, position 2 assumes supervisory position in their absence.

Education	
Required:	High school diploma or its equivalent
Preferred:	courses in computer and typing preferred

Experience	
Required:	2 plus previous public and office experience, 2 years of collection experience, Microsoft Word, Cash Handling and balancing all money being collected.
Preferred:	

<i>Certificates, Licenses, Registrations</i>	
Required:	None.
Preferred:	

<i>Physical Demands</i>	
Typical:	<p>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <p>While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; bend and kneel; and talk and hear. The employee frequently is required to stand and walk. The employee must frequently lift and/or move objects weighing up to 20 pounds, such as books and stacks of records. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.</p>

<i>Knowledge, Skills, & Abilities</i>	
Typical:	<p>Excellent knowledge of business English, office practices and procedures, departmental rules and regulations and basic computer information; ability to understand and carry out oral and written instructions; ability to maintain established records and files; ability to manage multiple priorities; ability to work with the public well and deal effectively with their questions or problems and maintain composure with difficult people; ability to establish and maintain effective working relationships with co-workers and employees and officials in other departments; ability to work as a team player; ability to communicate effectively orally and in writing; accurate typing skills.</p>

<i>Work Environment</i>	
Typical:	<p>Continuous indoor activity in air controlled office, contact with persons accused and/ or convicted of crimes; contact with emotional, temperamental parties to court costs, fines, attorney and restitution.</p>

APPROVED



Duane Peters
County Judge

Date



Brazos County Job Description

Last Updated: September 2017

Template Revision 1.2 08/15/2012

Class Number:	1801	Title:	Director
Pay Group:	N/A	Department:	Juvenile, Administration
FLSA Status:	Exempt	Reports To:	Juvenile Board
Approved Date:	10/03/2017	EEOC Category:	Officials and Administration

General Summary:

Provides direction and management for Probation and Detention Departments through program, design, implementation, and monitoring. Participates in planning of programs, policies or objectives for the department.

Essential Duties:

Other duties may be assigned. Will ensure that all money appropriated for the use of the Juvenile Service Department will be spent in a manner conducive to the needs of the county/community. Will ensure that the Juvenile Service Department addresses the issue of public safety by designing and implementing programs and probation services targeting those juveniles deemed in need of rehabilitation. Will be directly involved in the process of implementing programs and services that will serve the community. The Executive Director will develop and utilize the various department divisions to adequately address juvenile delinquency and prevention issues. Maintain 80 hours bi-annually of approved training to maintain JPO certification. Provide overall leadership and management of the department. Formulate departmental policy, directs its execution, and evaluates work accomplished. Direct the fiscal, personnel, budget and other administrative functions of the department. Maintain and evaluate annually the department's policy and procedure manual. Direct research and planning programs related to the improvement of operations and procedures of the department. Seek alternative sources for funding of programs operated by the department. Maintain 80 hours biannually of approved training to maintain JPO and JSO certification. On call 24 hours a day, subject to irregular work hours.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is related or a logical assignment to the position.

This job description does not constitute an offer of employment. The job description is subject to change by the employer as the needs of the employer and requirements of the job change.

Other Duties as assigned. (1%)

Supervision

Received:	Juvenile Board
Given:	Provides leadership and supervision to all aspects and personnel of Brazos County Juvenile Services.

Education

Required:	Master's degree in behavioral sciences, public administration, or related field, plus five years progressively responsible experience in criminal justice; or Bachelor's degree in behavioral sciences, public administration, or related field, plus 10 years progressively responsible experience in criminal justice; and must have at least one year of management experience in criminal justice, knowledge of supervisory techniques, and ability to apply budget control.
Preferred:	

Experience


Required:	To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals to perform the essential functions. Must be 21 years of age, or older, and be able to meet criteria for certification as a Juvenile Probation Officer and Juvenile Supervision Officer through TJJD.
Preferred:	

Certificates, Licenses, Registrations

Required:	Valid Texas driver's license with appropriate liability auto insurance coverage (Driver's license requirements must be met within 30 days if employee recently moved from another state). Must be able to meet all criteria for certification as a probation officer through TJJD which includes a certified copy of transcript with written proof of accreditation of your college or university as well as written proof (on employer's letterhead) of required work experience from previous employer (which should include dates of employment and description of job duties and performance), non-disqualifying criminal history/sex offender registration background check.
Preferred:	

Physical Demands	
Typical:	Duties require daily standing, walking, sitting, talking and listening; frequent use of hands and/or fingers to grasp, handle, pick-up, pinch, type or feel; frequent reaching with hands or arms and lifting of objects over 100 pounds; close vision, distance vision, ability to distinguish color, peripheral vision, depth perception and ability to adjust focus. Physical demands described here are representative of those that must be met or are encountered by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
Knowledge, Skills, & Abilities	
Typical:	Must possess experience and knowledge of managerial skills to directly supervise, train, motivate, and evaluate personnel. Ability to establish and maintain an effective working relationship with other county department personnel and officials, other agency staff, the public, and outside organizations. Ability to read and understand legal manuals, letters, and memos. Ability to write letters and memos. Ability to communicate effectively orally, both in person and over the telephone. Ability to complete assigned projects in a timely manner. Ability to prioritize own and other's work. Basic computer skills, which include knowledge of, work processing and data entry. Ability to work independently and efficiently, yet as part of a team. Ability to apply good judgment and remain calm in stressful situations.
Work Environment	
Typical:	The noise level in the work environment is usually moderate. While performing the essential duties of this job, the employee is constantly required to perform multiple tasks simultaneously, to work under time pressures to meet deadlines and to work closely with others as part of a team; the employee is frequently required to do tedious exacting work. Worker is subject to physical hazards from traffic; serious hazard and infection from exposure to communicable disease; physical harm as the result of confrontation. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

APPROVED



10/3/17
Date

Duane Peters
County Judge



Brazos County Job Description

Last Updated: September 2017

Template Revision 1.2 08/15/2012

Class Number:	1883	Title:	Juvenile Probation Officer
Pay Group:	18	Department:	Juvenile, Administration
FLSA Status:	Non Exempt	Reports To:	Probation Supervisor
Approved Date:	10/03/2017	EEOC Category:	Professional

General Summary:

To provide efficient and effective casework services for those children who are diverted or who are under the jurisdiction of the Juvenile Court of Brazos County.

Essential Duties:

Other duties may be assigned. Secure data regarding physical, psychological, and social factors contributing to juvenile's situation, and prepare social history investigations and other reports for the Juvenile Court. Arrange and participate in detention hearings. Accompany juveniles to Court, and testify when necessary; and, prepare conditions for which juvenile may be released when necessary. Transport juveniles to various locations. Take urine samples from clients. Interview and counsel children and their families. Prepare case plans, case plan reviews and exit plans. Conduct placement visits, home visits and school visits. Comply with all case management standards as defined by Texas Juvenile Justice Department. Make arrests and perform restraint techniques. Maintain 80 hours biannually of approved training to maintain JPO and JSO certification. On call 24 hours a day, subject to irregular work hours. Follow established policies, procedures and practices of the department. Abide by the Texas Juvenile Justice Department Code of Ethics. Maintain security and confidentiality of all case information, files and chronos as required by the Texas Family Code. Facilitates and participates in departmental programs.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is related or a logical assignment to the position.

This job description does not constitute an offer of employment. The job description is subject to change by the employer as the needs of the employer and requirements of the job change.

Other Duties as assigned. (1%)

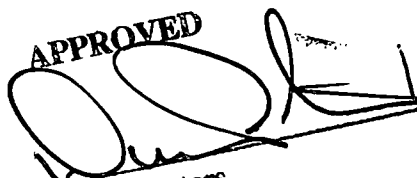
Supervision	
Received:	Probation Supervisor
Given:	Not applicable

Education	
Required:	Bachelor's degree in Criminal Justice or a related field, plus one (1) year of responsible, paid experience in a juvenile correctional work or social services.
Preferred:	

Experience	
Required:	To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals to perform the essential functions. Must be 21 years of age, or older, and be able to meet criteria for certification as a Juvenile Probation Officer and Juvenile Supervision Officer through TJJD.
Preferred:	

Certificates, Licenses, Registrations	
Required:	Valid Texas driver's license with appropriate liability auto insurance coverage (Driver's license requirements must be met within 30 days if employee recently moved from another state). Must be able to meet all criteria for certification as a probation officer through TJJD which includes a certified copy of transcript with written proof of accreditation of your college or university as well as written proof (on employer's letterhead) of required work experience from previous employer (which should include dates of employment and description of job duties and performance), non-disqualifying criminal history/sex offender registration background check.
Preferred:	

<i>Physical Demands</i>	
Typical:	Duties require daily standing, walking, sitting, talking and listening; frequent use of hands and/or fingers to grasp, handle, pick-up, pinch, type or feel; frequent reaching with hands or arms and lifting of objects over 100 pounds; close vision, distance vision, ability to distinguish color, peripheral vision, depth perception and ability to adjust focus. Physical demands described here are representative of those that must be met or are encountered by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
<i>Knowledge, Skills, & Abilities</i>	
Typical:	An understanding of human behavioral patterns and the ability to apply good judgment in dealing with troubled youth and their families. Ability to remain calm in stressful situations. Must possess basic computer knowledge and competence. Ability to communicate effectively orally and in writing. Must have physical ability to make arrests and perform restraint techniques.
<i>Work Environment</i>	
Typical:	The noise level in the work environment is usually moderate. While performing the essential duties of this job, the employee is constantly required to perform multiple tasks simultaneously, to work under time pressures to meet deadlines and to work closely with others as part of a team; the employee is frequently required to do tedious exacting work. Worker is subject to physical hazards from traffic; serious hazard and infection from exposure to communicable disease; physical harm as the result of confrontation. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.


APPROVED
 Date 10/3/17
 Duane Peters
 County Judge



Brazos County Job Description

Last Updated: September 2017

Template Revision 1.2 08/15/2012

Class Number:	2204	Title:	Court Coordinator
Pay Group:	21	Department:	Associate Judge #1
FLSA Status:	Non Exempt	Reports To:	Associate Judge #1
Approved Date:	10/03/2017	EEOC Category:	Paraprofessional

General Summary:

The purpose of this description is to provide an outline of the possible duties and responsibilities of the Court Coordinator for the Associate Court 1. The description does not cover all the duties. This will enable the person in this position to develop an understanding of his/her role as a member of the court as well as provide an overview as to how the position will interact within the legal and organizational framework of the court system. Judges have an expectation that their staff will follow these canons. <http://www.courts.state.tx.us/Judethics/canons.asp>.

Essential Duties:

SUMMARY: The primary duties of this position are to manage, direct, supervise, coordinate and plan the operations of this Court. The coordinator coordinates and maintains the court's calendar and docket for Brazos County Associate Court 1, acts as a liaison between the judge and general public regarding the court calendar, schedule of settings, appointment of attorneys, and S/T related issues.

- Coordinates and maintains the court's calendar and docket, including resolving calendar conflicts for judge, attorneys and litigants with approval of court;
- Acts as a liaison between the judge and general public regarding the court calendar, schedule of settings, appointment of attorneys and S/T related issues;
- Acts as a liaison between the judge and Brazos County Sheriff's Department regarding S/T related issues;
- Coordinates the availability of lawyers, parties, and court personnel in setting the docket;
- Sets and supervises movement of cases and various proceedings;
- Posts and distributes copies of dockets to appropriate offices;
- Maintains awareness of developments in court activities and reports all delays in case movement;
- Notifies parties to ensure their appearance at proceedings;
- Ensures that defendants appear in court;
- Types and prepares paperwork for setting of cases;
- Mails all appropriate paperwork to all parties;
- Performs general clerical duties when court is not in session;
- Secures appointment of visiting judges in absence of judge;
- Provides assistance to the public, including directing people to the appropriate offices;
- Acts as a liaison between the judge and all County Courts at Law and District Courts regarding scheduling and disposition of cases;
- Oversees appointment of attorneys pursuant to Brazos County Indigent Defense Plan and maintains all records of compliance;
- Assists in preparing annual budget and oversees basic budget expenditures;
- Prepares jail orders and all other documents reflecting the disposition of cases;
- Prepares bond forms;
- Maintains case information, including disposition of cases;
- Prepares and maintains a variety of records on court activities;
- Performs all other duties as requested by Presiding Judge.

Other Duties as assigned. (1%)

Supervision

Received: From Associate Judge #1

Given: This is a supervisory position which includes some supervision of other court personnel, volunteers and interns.

Education

Required: High school graduation or its equivalent; or any equivalent combination of education and experience that provides the required knowledge, skills and abilities.

Preferred:

Experience

Required: Coordinator must possess general knowledge of court rules, procedures and regulations. Coordinator must also possess knowledge of standard office practices and procedures, basic accounting practices and familiarity with Microsoft Word and Excel.

Preferred:

<i>Certificates, Licenses, Registrations</i>	
Required:	Coordinator must maintain compliance with the requirements of the Texas Government Code provisions concerning Court Coordinators.
Preferred:	
<i>Physical Demands</i>	
Typical:	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; bend and kneel; and talk and hear. The employee frequently is required to stand and walk. The employee must frequently lift and/or move objects weighing up to 20 pounds, such as books and stacks of records. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.
<i>Knowledge, Skills, & Abilities</i>	
Typical:	Coordinator must possess general knowledge of court rules, procedures and regulations, including trial proceedings and preparation of orders. Coordinator must also possess knowledge of standard office practices and procedures, basic accounting practices and familiarity with Microsoft Word and Excel. Operate computers, including word processing and spreadsheet software; type accurately; effectively manage case load; perform basic mathematical calculations; understand and follow instructions; write letters and memos; communicate effectively, both orally and in writing; and maintain effective working relationships with co-workers, judges, attorneys, and the general public.
<i>Work Environment</i>	
Typical:	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. The employee must frequently perform multiple tasks simultaneously, change tasks, perform tedious exacting work, and work closely with others as part of a team.

APPROVED

Duane Peters
County Judge

Date



Brazos County Job Description

Last Updated: September 2017

Template Revision 1.2 08/15/2012

Class Number:	2205	Title:	Bailiff
Pay Group:	17	Department:	Brazos County Magistrate #1
FLSA Status:	Non Exempt	Reports To:	Brazos County Associate Judge #2
Approved Date:	10/03/2017	EEOC Category:	Protective Service Workers

General Summary:

The Bailiff serves as the judge's personal security officer, maintains custody of prisoners in the courtroom and provides security and decorum within the courtroom. The Bailiff performs courtroom management, operations and security.

The most important and essential job function of this position is attitude which includes the following: interacting positively and cooperating with co-workers, working as a team member, functioning under intense time pressure and responding in a positive manner to supervision. The Bailiff is expected to treat all prisoners and persons appearing before the court with respect.

The Bailiff not only performs tasks specific to this position, but may perform other related duties and tasks as required or assigned. The Bailiff shall have the physical, mental and emotional abilities to perform the essential job duties of the position.

Essential Duties:

- Provides protection to the judge and other people in the courtroom;
- Prepares the courtroom for legal proceedings;
- Assists the judge in preparing for legal proceedings, including pulling case files, calling agencies to arrange for court appearances, and scheduling proceedings;
- Calls court to order and escorts Judges to the courtroom;
- Maintains security/control of the courtroom, including warning, removing, and/or restraining individuals whose behavior is disruptive to the proceedings;
- Searches courtroom before and after hearings;
- Procures and posts court dockets;
- Arrests/takes custody of persons sentenced or with outstanding warrants;
- Performs searches of persons as needed;
- Fingerprints defendants;
- Assists witnesses and attorneys during courtroom proceedings as needed or directed;
- Assists court personnel as requested or directed;
- Transports defendants within courtroom or as directed;
- Prepares affidavits of non-appearance for bond forfeitures;
- Secures courtroom and offices of the court at the end of the day;
- Prepares jail order and bond forms;
- May perform the duties of Administrative Secretary and courtroom duties of Court Coordinator;
- Performs all other duties as requested by Presiding Judge.
- Maintains docket statistics for the Associate Court 1.
- Serves on advisory boards as requested.
- Performs all other duties as requested by Associate Court 1 Judge.

Other Duties as assigned. (1%)

Supervision	
Received:	From Associate Judge #1
Given:	This is a non-supervisory position.

Education	
Required:	High school graduation or its equivalent; or any equivalent combination of education and experience that provides the required knowledge, skills, and abilities.
Preferred:	


Experience	
Required:	At least two years of experience.
Preferred:	

Certificates, Licenses, Registrations	
Required:	Basic certification as a jailer by the Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE).
Preferred:	

Physical Demands	
Typical:	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand and walk, frequently lift and/or move objects weighing up to 20 pounds or more, such as books, boxes and stacks of records. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, color vision, and ability to focus.

Knowledge, Skills, & Abilities	
Typical:	Knowledge of courtroom practices and procedures, as well as, court security procedures and jail procedures for supervising and/or transporting inmates. Ability to establish and maintain effective working relationships with judges, other law enforcement officers, attorneys, and the general public. Ability to follow written and verbal instructions and to communicate effectively, both orally and in writing. Ability to deal with people in potentially dangerous situations.

Work Environment	
Typical:	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. The employee is constantly required to work closely with others as a part of a team. The employee is frequently exposed to danger and/or physical abuse; required to perform tedious exacting work, and required to work under time pressures to meet deadlines. The employee is occasionally required to perform multiple tasks simultaneously, and to switch from one task to another. The employee occasionally experiences varying periods of idle time interspersed with emergencies requiring intense concentration.

APPROVED


 Duane Peters Date
 County Judge



Brazos County Job Description

Last Updated: September 2017

Template Revision 1.2 08/15/2012

Class Number:	2208	Title:	Bailiff, Associate Court #2
Pay Group:	17	Department:	Associate Court #2
FLSA Status:	Non Exempt	Reports To:	Family Law Associate Judge/Felony Associate Judge
Approved Date:	10/03/2017	EEOC Category:	Protective Service Workers

General Summary:

Serves as Judge's personal security officer; and assist the Judge in administering courtroom procedure and in maintaining order in the courtroom.

Essential Duties:

Provides protection to the Judge, jury and people in the courtroom.

Prepares the courtroom for various legal proceedings.

Returns files from courtroom to the District and/or County Clerk's offices.

Maintains order in the courtroom, including warning, removing and/or restraining individuals whose behavior is disruptive to the proceedings.

Transports and supervises jail inmates to and from the County jail.

Calls witnesses to give testimony in court.

Performs searches of persons as needed.

Prepares affidavits of non-appearance for bond forfeitures.

Secures courtroom and offices of the court at the end of the day.

May perform the duties of Administrative Secretary and courtroom duties of the Court Coordinator.

Other Duties as assigned. (1%)

Supervision

Received: Family Law Associate Judge and Felony Associate Judge

Given: This is a non-supervisory position.

Education

Required: High School graduation or its equivalent; or any equivalent combination of education and experience that provides the required knowledge, skills, and abilities.

Preferred:

Experience

Required: At least two years of experience.

Preferred:

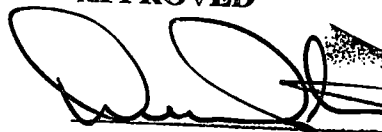
Certificates, Licenses, Registrations

Required: Basic certification as a jailer by the Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE).

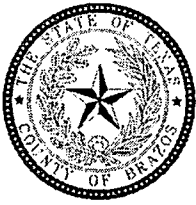
Preferred: Certified peace officer is preferred.

<i>Physical Demands</i>	
Typical:	The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to find, handle or feel; reach with hands and arms; bend and kneel; and talk and hear. The employee is frequently required to stand and walk. The employee must frequently lift and/or move objects weighing up to 20 pounds, such as books and stacks of records. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, color vision and ability to adjust focus.
<i>Knowledge, Skills, & Abilities</i>	
Typical:	Court rules, procedures, and regulations; and trial proceedings and orders. Understand and follow instructions, rules, regulations and laws. Physically restrain other individuals; safely handle a firearm and other security devices; establish and maintain effective working relationships with Judges; other law enforcement officers, attorneys, jurors, and the general public; and communicate effectively, both orally and in writing.
<i>Work Environment</i>	
Typical:	The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. The employee is constantly required to work closely with others as a part of a team. The employee is frequently exposed to danger and/or physical abuse; required to perform tedious, exacting work and required to work under time pressures to meet deadlines. The employee is occasionally required to perform multiple tasks simultaneously, and to switch from one task to another. The employee occasionally experiences varying periods of idle time interspersed with emergencies requiring intense concentration.

APPROVED


 Duane Peters
 County Judge

10/3/17
 Date



Brazos County Job Description

Last Updated: September 2017

Template Revision 1.2 08/15/2012

Class Number:	2209	Title:	Court Coordinator, Associate Court #2
Pay Group:	21	Department:	Associate Court #2
FLSA Status:	Non Exempt	Reports To:	Family Law Associate Judge/Felony Associate Judge
Approved Date:	10/03/2017	EEOC Category:	Paraprofessional

General Summary:

Coordinates and maintains the court's calendar and docket for Family Law Associate Judge, and acts as a liaison between the Judge and general public regarding the court calendar, schedule of settings. Monitors inmates for attorney status Felony Associate Judge.

Essential Duties:

Acts as liaison between Judge and general public regarding court calendar and schedule of settings.

Schedules court proceedings and maintains court calendar, including resolving calendar conflicts for Judge, Attorneys and litigants with approval of court.

Coordinates the availability of lawyers, parties, and court personnel in setting the docket.

Sets and supervises movement of cases and various proceedings.

Posts and distributes copies of dockets to appropriate offices.

Maintains awareness of developments in court activities and reports all delays in case movement.

Notifies parties for their appearance at proceedings.

Types and prepares paperwork for setting of cases.

Mails all appropriate paperwork to all parties.

Performs general clerical duties when court is not in session.

Provides assistance to the public, including directing people to the appropriate offices.

Performs duties of the Administrative Secretary.

May perform some duties of the court Bailiff and may assist with the maintenance of a variety of records on court activities.

Other Duties as assigned. (1%)

Supervision

Received: Family Law Associate Judge/Felony Associate Judge

Given: This is a non-supervisory position. However, provides direction to other court personnel.

Education

Required: High School graduation or its equivalent; or any equivalent combination of education and experience that provides the required knowledge, skills and abilities.

Preferred:

Experience

Required: At least two years of experience.

Preferred:



Certificates, Licenses, Registrations	
Required:	Certification as Court Administrator.
Preferred:	

Physical Demands	
Typical:	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, use hand to finger, handle, or feel; reach with hands and arms; bend and kneel; and talk and hear. The employee frequently is required to stand and walk. The employee must frequently lift and/or move objects weighing up to 20 pounds, such as books and stacks of records. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, color vision, and ability to adjust focus.

Knowledge, Skills, & Abilities	
Typical:	Court rules, procedures, and regulations; trial proceedings and orders, standard office practices and procedures; and personal computers. Read and apply the law in preparing and organizing court's charges; operate computers, including word processing and spreadsheet software; type accurately; effectively manage case load; perform basic mathematical calculations; understand and follow instructions; write letters and memos; communicate effectively, both orally and in writing; and maintain effective working relationships with co-workers, judges, attorneys and the general public.

Work Environment	
Typical:	<p>The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <p>The noise level in the work environment is usually moderate. The employee is constantly required to work closely with others as a part of a team to perform tedious, exacting work, and to work under time pressures to meet deadlines. The employee is frequently required to perform multiple tasks simultaneously, and to switch from task to another.</p>

APPROVED

Duane Peters
 County Judge

10/31/17
 Date



Brazos County Job Description

Last Updated: September 2017

Template Revision 1.2 08/15/2012

Class Number:	2214	Title:	Workers Compensation Coordinator
Pay Group:	13	Department:	Risk Management
FLSA Status:	Non Exempt	Reports To:	Risk Manager
Approved Date:	10/03/2017	EEOC Category:	Office and Clerical

General Summary:

Performs various administrative functions, including typing documents, answering telephones, and greeting the public; maintains database of workers' compensation claims, monitors status, and ensures that claims are handled in a timely manner; serves as liaison between county and other agencies; and prepares requisition/payment authorizations as directed, monitors budgetary information, and updates expenditures and balances.

Essential Duties:

Performs various administrative functions, including typing letters, documents, submits agenda items, meeting notifications, workers' compensation reporting procedures, and responds to citizen complaints, copying documents, distributing documents, preparing and printing reports, and filing; Answers the telephone, including handling multiple phone lines and taking and delivering messages for risk manager; Greets public and directs them to the appropriate person or office; Maintains database on workers' compensation claims, verifies workers' compensation coverage, monitors status of claims, ensures that claims are handled in a timely manner, prepares annual workers compensation renewal; Serves as liaison between insurance company, physicians, therapists, and employees; Prepares requisition/payment authorizations as directed, monitors budgetary information, and updates expenditures and balances; Notifies all employees/committee members of upcoming training classes/meetings, tracks attendance at classes, attends training, workshops, and meetings as directed; assists with safety orientation and monthly trainings as needed. Arranges physician appointments for injured employees, monitors claims/lost time, and maintains record of litigation cases against the county; Maintains departmental calendar/schedule, schedules meeting rooms, makes travel arrangements, and prepares travel advances and reimbursements; and Processes incoming mail, including sorting and distributing.

Other Duties as assigned. (1%)

Supervision

Received:**Given:**

This is a non-supervisory position, however may assign and review the work of temporary or volunteer personnel.

Education

Required:

High school graduation, or its equivalent; or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities.

Preferred:

Experience

Required:

Two years of insurance-related experience.

Preferred:

Certificates, Licenses, Registrations

Required:

None.

Preferred:

Physical Demands

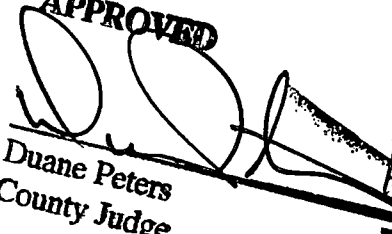
Typical:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

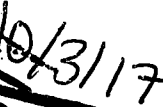
While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk and hear. The employee frequently is required to stand and walk. The employee must occasionally lift and/or move objects weighing up to 20 pounds, such as files, stacks of records, or other similar objects. Specific vision abilities required by this job include close vision, and ability to adjust focus.

<i>Knowledge, Skills, & Abilities</i>	
Typical:	<p>Basic bookkeeping procedures; Workers' Compensation Claims Management; personnel policies and procedures; and standard office practices.</p> <p>Establish and maintain effective working relationships with county employees, representatives of governmental agencies, and the general public; communicate effectively, both orally and in writing; operate standard word processing and spreadsheet software; read and interpret standard policies and procedures; work with minimum supervision; organize and prioritize tasks; and remain calm when dealing with irate citizens.</p>
<i>Work Environment</i>	
Typical:	<p>The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <p>The noise level in the work environment is usually moderate. The employee must frequently work under time pressures, work closely with others as part of a team, change tasks, and perform multiple tasks simultaneously.</p>

APPROVED



Duane Peters
County Judge

 10/31/17

Date



Brazos County Job Description

Last Updated: September 2017

Template Revision 1.2 08/15/2012

Class Number:	2310	Title:	Office Manager
Pay Group:	20	Department:	Tax Assessor/ Collector
FLSA Status:	Exempt	Reports To:	Tax Assessor/ Collector
Approved Date:	10/03/2017	EEOC Category:	Office and Clerical

General Summary:

Oversees and manages daily functions of the tax office including but not limited to purchasing, budget, and personnel records. Required to work with office supervisors to promote better organization of staff and general office processes. Assist supervisors with special projects, bookkeeping documentation, and Special Inventory disbursement.

Essential Duties:

Works with the Tax Assessor/Collector to organize schedules of work and all training opportunities for tax office staff. Assists with budget preparation and monitors fixed assets of office. Responsible for time sheet submission for all departments, oversight of purchasing and office inventory. Must assist various departments with special processes and daily balancing and reporting practices.

Other Duties as assigned. (1%)

Supervision

Received: From County Tax Assessor/Collector

Given: None Given

Education

Required: High school graduation or its equivalent.

Preferred: Advanced education in accounting/bookkeeping and/or business preferred.

Experience

Required: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Preferred:


Certificates, Licenses, Registrations

Required: Must register with the Tax Assessor/Collectors Association and be willing to take education classes that provide opportunity to obtain certifications in the various duties of the County Tax Office.

Preferred:

<i>Physical Demands</i>	
Typical:	<p>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <p>While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; bend and kneel; and talk and hear. The employee frequently is required to stand and walk. The employee must frequently lift and/or move objects weighing up to 20 pounds, such as books and stacks of records. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.</p>
<i>Knowledge, Skills, & Abilities</i>	
Typical:	<p>Need an understanding of generally accepted accounting principles and standard bookkeeping practices and procedures, auditing practices and procedures; standard office practices and procedures, and effective management practices. Should become familiar with all reporting requirements to all agencies connected with the County Tax Office.</p> <p>Organize and prioritize tasks to be assigned and completed; operate computers and standard office equipment, including word processing and spreadsheet software; read manuals, journals, and office memos; write letters, memos, and telephone messages; perform basic mathematical calculations; perform basic accounting and bookkeeping functions; balance statements and accounts; reason and interpret laws, policies, and procedures; communicate effectively, both orally and in writing; and maintain effective working relationships with co-workers, the public, and state agencies. Must present professional appearance and attitude at all times and be willing to attend all continuing education schools and seminars necessary to keep abreast of laws, rules, and regulations affecting the county tax office.</p>
<i>Work Environment</i>	
Typical:	<p>The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <p>The noise level in the work environment is usually moderate. The employee is constantly required to work closely with others as a part of a team; to perform tedious, exacting work, and to switch from one task to another. The employee is frequently required to perform multiple tasks simultaneously, and to work under time pressures to meet deadlines.</p>

APPROVED



Duane Peters **Date** 10/3/17
County Judge



Brazos County Job Description

Last Updated: September 2017

Template Revision 1.2 08/15/2012

Class Number:	2311	Title:	Motor Vehicle Supervisor
Pay Group:	22	Department:	Tax Assessor/ Collector
FLSA Status:	Exempt	Reports To:	Tax Assessor/ Collector
Approved Date:	10/03/2017	EEOC Category:	Officials and Administrators

General Summary:

Manages the Motor Vehicle Division of the Tax Office and performs a variety of accounting and office management tasks.

Essential Duties:

NOTE: All Tax Office Employees report to the Tax Assessor/Collector through the Chief Deputy. Please refer to Tax Office Organizational Chart. Supervises all staff assigned to the Motor Vehicle Division of the Tax Office including Administrative Clerks, the Motor Vehicle Training Coordinator, and all Clerk I, II, and III personnel, including assigning and reviewing work, conducting performance reviews, and recommending personnel actions; Coordinates and maintains Motor Vehicle Division staff work schedules to ensure that work is completed efficiently; Files and maintains personnel records for Tax Office; Files and maintains various types of records from the Tax Office and from local and state agencies; Assists with conduction of interviews for open positions in the Motor Vehicle Division; Balances the motor vehicle registration weekly report; including verifying the accuracy of receipt amounts and fund disbursements; Balances monthly motor vehicle sales tax report; Balances the Young Farmer Endowment Program Report; Works with Bookkeeping Department in management of all electronic transfers of funds and disbursement of funds for motor vehicle registration reports, sales tax reports, and the Young Farmer Endowment Program report, including preparing forms, entering information into computer system, and making photocopies; Examines title work prior to submission and oversees maintenance of mail and voided transactions; Compiles year-end report of total volume of work and total dollar figure collected by Motor Vehicle Division; Maintains knowledge of Tax Office Motor Vehicle Audit Trail and assists with specific questions regarding motor vehicle audit trail; Assists with administrative functions of the Texas Department of Transportation Registration and Title System; Assists the public in person, by telephone, and by mail concerning department information, researching records, filling out forms, and resolving relevant problems; and Assists motor vehicle clerks with customer service, including answering questions and providing information.

Other Duties as assigned. (1%)

Supervision

Received:	From Tax Assessor/Collector
Given:	Supervises all personnel performing transactions related to motor vehicle records, including assigning and reviewing work, conducting performance evaluations, and recommending personnel actions.

Education

Required:	High school graduation or its equivalent; or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities.
Preferred:	

Experience


Required:	At least seven years of experience and two years of supervisory experience.
Preferred:	

Certificates, Licenses, Registrations

Required:	None
Preferred:	

<i>Physical Demands</i>	
Typical:	<p>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <p>While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; bend and kneel; and talk and hear. The employee frequently is required to stand and walk. The employee must frequently lift and/or move objects weighing up to 20 pounds, such as books and stacks of records. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.</p>
<i>Knowledge, Skills, & Abilities</i>	
Typical:	<p>Motor vehicle and sales tax law, generally accepted accounting principles and standard bookkeeping practices and procedures, auditing practices and procedures; standard office practices and procedures, and effective supervisory management practices.</p> <p>Organize and prioritize tasks to be assigned and completed; supervise, train, evaluate, and motivate employees; operate computers and standard office equipment, including word processing and spreadsheet software; read manuals, journals, and office memos, write letters, memos, and telephone messages; perform basic mathematical calculations; perform basic accounting and bookkeeping functions; balance statements and accounts; reason and interpret laws, policies, and procedures; communicate effectively, both orally and in writing; and maintain effective working relationships with co-workers, the public, and state agencies.</p>
<i>Work Environment</i>	
Typical:	<p>The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <p>The noise level in the work environment is usually moderate. The employee is constantly required to work closely with others as a part of a team; to perform tedious, exacting work, and to switch from one task to another. The employee is frequently required to perform multiple tasks simultaneously, and to work under time pressures to meet deadlines.</p>

APPROVED



10/3/17
Date

Duane Peters
County Judge



Brazos County Job Description

Last Updated: September 2017

Template Revision 1.2 08/15/2012

Class Number:	2313	Title:	Administrative Clerk
Pay Group:	16	Department:	Tax Assessor/ Collector
FLSA Status:	Non Exempt	Reports To:	Tax Assessor/ Collector
Approved Date:	10/03/2017	EEOC Category:	Office and Clerical

General Summary:

Performs a variety of clerical and cashier duties for the Tax/Assessor Collector's Office. Administrative Clerks are responsible for the same duties as the Clerk I, II, and III positions as well as work organization, inventory and reporting within their department. They assist the supervisory staff and maintain the flow of communication between the clerical and supervisory staff members. Administrative Clerks are encouraged to cross-train between departments and often serve in more than one department.

Essential Duties:

NOTE: All Tax Office Employees report to the Tax Assessor/Collector through the Chief Deputy. Please refer to Tax Office Organizational Chart. Assists the public in person, by telephone, and by mail concerning department information, researching records, filling out forms, and resolving relevant problems; Performs general clerical duties as required, including filing, scanning, indexing, recording information, and making copies.

Property Tax Clerk

Receives and processes property tax payments in person, and through mail. Assists taxpayers with questions and general information on payment of taxes, homestead eligibility, trust/payment agreements and processes requests for tax certificates. Must assist with refund/overpayment documentation. Assists with beer and liquor license renewals by verifying tax information. Assists bookkeeping department with cash balancing duties. Balances cash drawer with work on a daily basis. Assists Supervisors with balancing and reporting duties for various taxing jurisdictions. Must maintain a current knowledge of Texas Property Tax Code.

Motor Vehicle Clerk

Processes vehicle registration applications, including receiving payments and issuing sticker/receipts. Processes vehicle title transfers, including assisting customers with required documentation and examination of title paperwork for accuracy and completion. Processes various permit applications. Assists with processing beer and liquor license renewals, including receiving payments and issuing receipts. Assists bookkeeping department with cash balancing duties. Must maintain current knowledge of Texas Transportation Code as it affects registration and title processes.

Other Duties as assigned. (1%)

Supervision

Received: From Tax Assessor/Collector

Given: This is a non-supervisory position.

Education

Required: High school graduation or its equivalent, or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities.

Preferred:

Experience

Required: Six months of office experience.

Preferred:

Certificates, Licenses, Registrations

Required: None

Preferred:

<i>Physical Demands</i>	
Typical:	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; bend and kneel; and talk and hear. The employee frequently is required to stand and walk. The employee must frequently lift and/or move objects weighing up to 20 pounds, such as books and stacks of records. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.
<i>Knowledge, Skills, & Abilities</i>	
Typical:	Standard office practices and procedures, including handling cash and making change. Operate computers and standard office equipment; read and understand manuals, journals, policies and procedures, and office memos; write form letters, memos, and accurate telephone messages; perform basic mathematical calculations, including making change; communicate effectively, both orally and in writing; and maintain effective working relationships with co-workers and the general public.
<i>Work Environment</i>	
Typical:	<p>The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <p>The noise level in the work environment is usually moderate. The employee is constantly required to work closely with others as a part of a team; to perform tedious, exacting work, and to switch from one task to another. The employee is frequently required to perform multiple tasks simultaneously, and to work under time pressures to meet deadlines.</p>

APPROVED



10/3/17

Duane Peters
County Judge

Date



Brazos County Job Description

Last Updated: September 2017

Template Revision 1.2 08/15/2012

Class Number:	2321	Title:	Property Tax Supervisor
Pay Group:	22	Department:	Tax Assessor/ Collector
FLSA Status:	Exempt	Reports To:	Tax Assessor/ Collector
Approved Date:	10/03/2017	EEOC Category:	Officials & Administrators

General Summary:

Manages the Property Tax Division of the Tax Office and performs a variety of accounting and office management tasks.

Supervises all personnel performing transactions related to ad valorem tax assessment and collection, including assigning and reviewing work, conducting performance evaluations, and recommending personnel actions.

Essential Duties:

NOTE: All Tax Office Employees report to the Tax Assessor/Collector through the Chief Deputy. Please refer to Tax Office Organizational Chart. Coordinates and maintains Property Tax Division staff work schedules to ensure that work is completed efficiently; Files and maintains various types of records from the Tax Office from local taxing jurisdictions, and state agencies; Assists with conduction of interviews for open positions in the Property Tax Division; Oversees daily tills of property tax employees and generates deposit reports for property tax division daily; Monitors and prepares disbursements of property tax refunds; Maintains Special Inventory Tax Report Records and works with Appraisal District to verify data pertaining to all Special Inventories. Assists Chief Deputy with annual Truth in Taxation Calculations for all taxing jurisdictions and maintenance of jurisdiction rate data; Works with Bookkeeping Department in management of all electronic reporting of property tax collections and disbursement of funds for property tax reports to all jurisdictions, including preparing forms, entering information into computer system, and making photocopies; Maintains knowledge of Property Tax Audit Trail and assists with specific questions regarding property tax collection and tax certificate audit trail; Assists with administrative functions of the property tax collection software; Assists the public in person, by telephone, and by mail concerning department information, researching records, filling out forms, and resolving relevant problems; and Assists property tax clerks with customer service, including answering questions and providing information.

Other Duties as assigned. (1%)

Supervision

Received: From Tax Assessor/Collector

Given: Supervises all staff assigned to the Property Tax Division of the Tax Office including Administrative Clerks, and all Clerk I, II, and III personnel, including assigning and reviewing work, conducting performance reviews, and recommending personnel actions.

Education

Required: High school graduation or its equivalent; or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities.

Preferred:

Experience

Required: At least seven years of experience and two years of supervisory experience.

Preferred:


Certificates, Licenses, Registrations

Required: Must be registered with the Texas Department of Licensing and Regulations and hold or be working toward a Certification of Registered Texas Assessor-Collector with that agency.

Preferred:

<i>Physical Demands</i>	
Typical:	<p>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; bend and kneel; and talk and hear. The employee frequently is required to stand and walk. The employee must frequently lift and/or move objects weighing up to 20 pounds, such as books and stacks of records. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.</p>
<i>Knowledge, Skills, & Abilities</i>	
Typical:	<p>Texas Property Tax Laws and procedures, generally accepted accounting principles and standard bookkeeping practices and procedures, auditing practices and procedures; standard office practices and procedures, and effective supervisory management practices.</p> <p>Organize and prioritize tasks to be assigned and completed; supervise, train, evaluate, and motivate employees; operate computers and standard office equipment, including word processing and spreadsheet software; read manuals, journals, and office memos, write letters, memos, and telephone messages; perform basic mathematical calculations; perform basic accounting and bookkeeping functions; balance statements and accounts; reason and interpret laws, policies, and procedures; communicate effectively, both orally and in writing; and maintain effective working relationships with co-workers, the public, and state agencies.</p>
<i>Work Environment</i>	
Typical:	<p>The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <p>The noise level in the work environment is usually moderate. The employee is constantly required to work closely with others as a part of a team; to perform tedious, exacting work, and to switch from one task to another. The employee is frequently required to perform multiple tasks simultaneously, and to work under time pressures to meet deadlines.</p>

APPROVED



Duane Peters
County Judge

10/31/17
Date



Brazos County Job Description

Last Updated: September 2017

Template Revision 1.2 08/15/2012

Class Number:	2331	Title:	Assistant Staff Accountant
Pay Group:	17	Department:	Tax Assessor/ Collector
FLSA Status:	Non Exempt	Reports To:	Tax Assessor/ Collector
Approved Date:	10/03/2017	EEOC Category:	Office and Clerical

General Summary:

Performs various accounting functions including balancing reports with monies received from property tax division processes deposit. Verifies monies from Vehicle registration division and processes deposit.

Essential Duties:

NOTE: All Tax Office Employees report to the Tax Assessor/Collector through the Chief Deputy. Please refer to Tax Office Organizational Chart. Collects all work stations' close-out reports from property tax division and monies from previous day's business, and balances each clerk's close-out report with monies received. Totals monies received from Tax division by category, and makes corresponding deposit. Totals monies received from Vehicle registration by category, and makes corresponding deposit. Maintains detail ledger of returned checks and attempts to collect outstanding funds. Process approved refunds to customers from auto registration. Prepares payroll summary timesheet for the Tax office overall.

Other Duties as assigned. (1%)

Supervision

Received: From Tax Assessor/Collector

Given: This is a non-supervisory position.

Education

Required: High school graduation or its equivalent; an associate degree is a plus.

Preferred:

Experience

Required: Two years experience in bookkeeping.

Preferred:

Certificates, Licenses, Registrations

Required: None required.


Preferred:

Physical Demands

Typical: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands for finger, handle, or feel; reach with hands and arms; bend and kneel; and talk and hear. The employee frequently is required to stand and walk. The employee must frequently lift and/or move objects weighing up to 20 pounds, such as books and stacks of records. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

<i>Knowledge, Skills, & Abilities</i>	
Typical:	Tax and transportation code a plus. Prefer knowledge of work flow and County Tax Office general practices. Operate computer and standard office equipment. Spreadsheet and word processing software required.
<i>Work Environment</i>	
Typical:	<p>The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <p>The noise level in the work environment is usually moderate. The employee is constantly required to work close with others as a part of a team; perform tedious, exacting work, and to switch from one task to another. The employee is frequently required to perform multiple tasks simultaneously, and work under time pressures to meet deadlines.</p>

APPROVED



Duane Peters
County Judge

10/3/17
Date



Brazos County Job Description

Last Updated: September 2017

Template Revision 1.2 08/15/2012

Class Number:	2339	Title:	Motor Vehicle Training Coordinator
Pay Group:	15	Department:	Tax Assessor/ Collector
FLSA Status:	Non Exempt	Reports To:	Tax Assessor/ Collector
Approved Date:	10/03/2017	EEOC Category:	Office and Clerical

General Summary:

Performs a variety of clerical and cashier duties for the Tax/Assessor Collector's Office. MV Training Coordinator is responsible for the same duties as the Clerk I, II, and III positions as well as work organization, inventory and reporting within their department. They assist the supervisory staff and maintain the flow of communication between the clerical and supervisory staff members. The MV Training Coordinator is responsible for maintaining the training manuals for the Motor Vehicle Department and overseeing the progress of each new motor vehicle clerk as well as disseminating new information to the department staff.

Essential Duties:

NOTE: All Tax Office Employees report to the Tax Assessor/Collector through the Chief Deputy. Please refer to Tax Office Organizational Chart. Assists the public in person, by telephone, and by mail concerning department information, researching records, filling out forms, and resolving relevant problems; Performs general clerical duties as required, including filing, scanning, indexing, recording information, and making copies. Processes vehicle registration applications, including receiving payments and issuing sticker/receipts. Processes vehicle title transfers, including assisting customers with required documentation and examination of title paperwork for accuracy and completion. Processes various permit applications. Assists with processing beer and liquor license renewals, including receiving payments and issuing receipts. Assists bookkeeping department with cash balancing duties. Must maintain current knowledge of Texas Transportation Code as it affects registration and title processes.

Other Duties as assigned. (1%)

Supervision

Received: From Tax Assessor/Collector

Given: This is a non-supervisory position.

Education

Required: High school graduation or its equivalent, or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities.

Preferred:

Experience

Required: Six months of office experience.

Preferred:

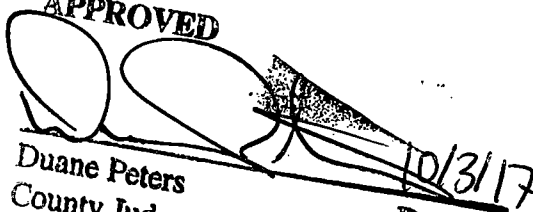
Certificates, Licenses, Registrations

Required: None

Preferred:

Physical Demands Typical:	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; bend and kneel; and talk and hear. The employee frequently is required to stand and walk. The employee must frequently lift and/or move objects weighing up to 20 pounds, such as books and stacks of records. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.
Knowledge, Skills, & Abilities Typical:	Standard office practices and procedures, including handling cash and making change. Operate computers and standard office equipment; read and understand manuals, journals, policies and procedures, and office memos; write form letters, memos, and accurate telephone messages; perform basic mathematical calculations, including making change; communicate effectively, both orally and in writing; and maintain effective working relationships with co-workers and the general public.
Work Environment Typical:	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. The employee is constantly required to work closely with others as a part of a team; to perform tedious, exacting work, and to switch from one task to another. The employee is frequently required to perform multiple tasks simultaneously, and to work under time pressures to meet deadlines.

APPROVED


Duane Peters
County Judge

10/31/17
Date



Brazos County Job Description

Last Updated: September 2017

Template Revision 1.2 08/15/2012

Class Number:	2341	Title:	Clerk I
Pay Group:	13	Department:	Tax Assessor/ Collector
FLSA Status:	Non Exempt	Reports To:	Tax Assessor/ Collector
Approved Date:	10/03/2017	EEOC Category:	Office and Clerical

General Summary:

Performs a variety of clerical and cashier duties for the Tax/Assessor Collector's Office.

Essential Duties:

NOTE: All Tax Office Employees report to the Tax Assessor/Collector through the Chief Deputy. Please refer to Tax Office Organizational Chart. Assists the public in person, by telephone, and by mail concerning department information, researching records, filling out forms, and resolving relevant problems; Performs general clerical duties as required, including filing, scanning, indexing, recording information, and making copies.

Property Tax Clerk

Receives and processes property tax payments in person, and through mail. Assists taxpayers with questions and general information on payment of taxes, homestead eligibility, trust/payment agreements and processes requests for tax certificates. Must assist with refund/overpayment documentation. Assists with beer and liquor license renewals by verifying tax information. Assists bookkeeping department with cash balancing duties. Balances cash drawer with work on a daily basis. Assists Supervisors with balancing and reporting duties for various taxing jurisdictions Must maintain a current knowledge of Texas Property Tax Code.

Motor Vehicle Clerk

Processes vehicle registration applications, including receiving payments and issuing sticker/receipts. Processes vehicle title transfers, including assisting customers with required documentation and examination of title paperwork for accuracy and completion. Processes various permit applications. Assists with processing beer and liquor license renewals, including receiving payments and issuing receipts. Assists bookkeeping department with cash balancing duties. Must maintain current knowledge of Texas Transportation Code as it affects registration and title processes.

Other Duties as assigned. (1%)

Supervision	
Received:	From Tax Assessor/Collector.
Given:	This is a non-supervisory position.

Education	
Required:	High school graduation or its equivalent; or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities.
Preferred:	

Experience	
Required:	Six months of office experience.
Preferred:	

Certificates, Licenses, Registrations	
Required:	None
Preferred:	

<i>Physical Demands</i>	
Typical:	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; bend and kneel; and talk and hear. The employee frequently is required to stand and walk. The employee must frequently lift and/or move objects weighing up to 20 pounds, such as books and stacks of records. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.
<i>Knowledge, Skills, & Abilities</i>	
Typical:	Standard office practices and procedures, including handling cash and making change. Operate computers and standard office equipment; read and understand manuals, journals, policies and procedures, and office memos; write form letters, memos, and accurate telephone messages; perform basic mathematical calculations, including making change; communicate effectively, both orally and in writing; and maintain effective working relationships with co-workers and the general public.
<i>Work Environment</i>	
Typical:	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. The employee is constantly required to work closely with others as a part of a team; to perform tedious, exacting work, and to switch from one task to another. The employee is frequently required to perform multiple tasks simultaneously, and to work under time pressures to meet deadlines.

APPROVED

 10/31/17

Date

Duane Peters
County Judge



Brazos County Job Description

Last Updated: September 2017

Template Revision 1.2 08/15/2012

Class Number:	2343	Title:	Clerk II
Pay Group:	14	Department:	Tax Assessor/ Collector
FLSA Status:	Non Exempt	Reports To:	Tax Assessor/ Collector
Approved Date:	10/03/2017	EEOC Category:	Office and Clerical

General Summary:

Performs a variety of clerical and cashier duties for the Tax/Assessor Collector's Office. The Clerk II position is the next position above Clerk I. The job duties include all responsibilities of Clerk I with additional responsibilities.

Essential Duties:

NOTE: All Tax Office Employees report to the Tax Assessor/Collector through the Chief Deputy. Please refer to Tax Office Organizational Chart. Assists the public in person, by telephone, and by mail concerning department information, researching records, filling out forms, and resolving relevant problems; Performs general clerical duties as required, including filing, scanning, indexing, recording information, and making copies.

Property Tax Clerk

Receives and processes property tax payments in person, and through mail. Assists taxpayers with questions and general information on payment of taxes, homestead eligibility, trust/payment agreements and processes requests for tax certificates. Must assist with refund/overpayment documentation. Assists with beer and liquor license renewals by verifying tax information. Assists bookkeeping department with cash balancing duties. Balances cash drawer with work on a daily basis. Assists Supervisors with balancing and reporting duties for various taxing jurisdictions. Must maintain a current knowledge of Texas Property Tax Code.

Motor Vehicle Clerk

Processes vehicle registration applications, including receiving payments and issuing sticker/receipts. Processes vehicle title transfers, including assisting customers with required documentation and examination of title paperwork for accuracy and completion. Processes various permit applications. Assists with processing beer and liquor license renewals, including receiving payments and issuing receipts. Assists bookkeeping department with cash balancing duties. Must maintain current knowledge of Texas Transportation Code as it affects registration and title processes.

Other Duties as assigned. (1%)

Supervision

Received: From Tax Assessor/Collector

Given: This is a non-supervisory position.

Education

Required: High school graduation or its equivalent; or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities.

Preferred:

Experience

Required: Six months of office experience.

Preferred:


Certificates, Licenses, Registrations

Required: None

Preferred:

<i>Physical Demands</i>	
Typical:	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; bend and kneel; and talk and hear. The employee frequently is required to stand and walk. The employee must frequently lift and/or move objects weighing up to 20 pounds, such as books and stacks of records. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.
<i>Knowledge, Skills, & Abilities</i>	
Typical:	Standard office practices and procedures, including handling cash and making change. Operate computers and standard office equipment; read and understand manuals, journals, policies and procedures, and office memos; write form letters, memos, and accurate telephone messages; perform basic mathematical calculations, including making change; communicate effectively, both orally and in writing; and maintain effective working relationships with co-workers and the general public.
<i>Work Environment</i>	
Typical:	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. The employee is constantly required to work closely with others as a part of a team; to perform tedious, exacting work, and to switch from one task to another. The employee is frequently required to perform multiple tasks simultaneously, and to work under time pressures to meet deadlines.

APPROVED


 Duane Peters
 County Judge

10/3/17
 Date



Brazos County Job Description

Last Updated: September 2017

Template Revision 1.2 08/15/2012

Class Number:	2345	Title:	Clerk III
Pay Group:	15	Department:	Tax Assessor/ Collector
FLSA Status:	Non Exempt	Reports To:	Tax Assessor/ Collector
Approved Date:	10/03/2017	EEOC Category:	Office and Clerical

General Summary:

Performs a variety of clerical and cashier duties for the Tax/Assessor Collector's Office. Clerk III is the Senior Clerk position. The job duties include all responsibilities of Clerk I and Clerk II with additional responsibilities that include assisting the Administrative Clerks.

Essential Duties:

NOTE: All Tax Office Employees report to the Tax Assessor/Collector through the Chief Deputy. Please refer to Tax Office Organizational Chart. Assists the public in person, by telephone, and by mail concerning department information, researching records, filling out forms, and resolving relevant problems; Performs general clerical duties as required, including filing, scanning, indexing, recording information, and making copies.

Property Tax Clerk

Receives and processes property tax payments in person, and through mail. Assists taxpayers with questions and general information on payment of taxes, homestead eligibility, trust/payment agreements and processes requests for tax certificates. Must assist with refund/overpayment documentation. Assists with beer and liquor license renewals by verifying tax information. Assists bookkeeping department with cash balancing duties. Balances cash drawer with work on a daily basis. Assists Supervisors with balancing and reporting duties for various taxing jurisdictions. Must maintain a current knowledge of Texas Property Tax Code.

Motor Vehicle Clerk

Processes vehicle registration applications, including receiving payments and issuing sticker/receipts. Processes vehicle title transfers, including assisting customers with required documentation and examination of title paperwork for accuracy and completion. Processes various permit applications. Assists with processing beer and liquor license renewals, including receiving payments and issuing receipts. Assists bookkeeping department with cash balancing duties. Must maintain current knowledge of Texas Transportation Code as it affects registration and title processes.

Other Duties as assigned. (1%)

Supervision

Received: From Tax Assessor/Collector

Given: This is a non-supervisory position.

Education

Required: High school graduation or its equivalent; or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities.

Preferred:

Experience

Required: Six months of office experience.

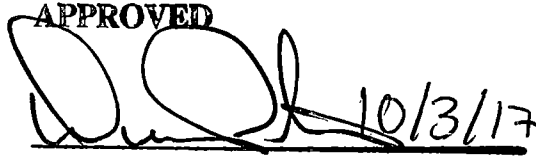
Preferred:

Certificates, Licenses, Registrations

Required: None

Preferred:

<i>Physical Demands</i>	
Typical:	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; bend and kneel; and talk and hear. The employee frequently is required to stand and walk. The employee must frequently lift and/or move objects weighing up to 20 pounds, such as books and stacks of records. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.
<i>Knowledge, Skills, & Abilities</i>	
Typical:	Standard office practices and procedures, including handling cash and making change. Operate computers and standard office equipment; read and understand manuals, journals, policies and procedures, and office memos; write form letters, memos, and accurate telephone messages; perform basic mathematical calculations, including making change; communicate effectively, both orally and in writing; and maintain effective working relationships with co-workers and the general public.
<i>Work Environment</i>	
Typical:	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. The employee is constantly required to work closely with others as a part of a team; to perform tedious, exacting work, and to switch from one task to another. The employee is frequently required to perform multiple tasks simultaneously, and to work under time pressures to meet deadlines.

APPROVED

 Duane Peters 10/3/17
 County Judge Date



Brazos County Job Description

Last Updated: September 2017

Template Revision 1.2 08/15/2012

Class Number:	2355	Title:	Clerk, Temp-Tax Office
Pay Group:	06	Department:	Tax Assessor/ Collector
FLSA Status:	Non Exempt	Reports To:	Tax Assessor/ Collector
Approved Date:	10/03/2017	EEOC Category:	Office and Clerical
Position End Date:	09/30/2018	Temporary Employee Signature:	

General Summary:

Performs a variety of clerical and cashier duties for the Tax/Assessor Collector's Office.

Essential Duties:

NOTE: All Tax Office Employees report to the Tax Assessor/Collector through the Chief Deputy. Please refer to Tax Office Organizational Chart. Assists the public in person, by telephone, and by mail concerning department information, researching records, filling out forms, and resolving relevant problems; Performs general clerical duties as required, including filing, scanning, indexing, recording information, and making copies.

Property Tax Clerk

Receives and processes property tax payments in person, and through mail. Assists taxpayers with questions and general information on payment of taxes, homestead eligibility, trust/payment agreements and processes requests for tax certificates. Must assist with refund/overpayment documentation. Assists with beer and liquor license renewals by verifying tax information. Assists bookkeeping department with cash balancing duties. Balances cash drawer with work on a daily basis. Assists Supervisors with balancing and reporting duties for various taxing jurisdictions. Must maintain a current knowledge of Texas Property Tax Code.

Motor Vehicle Clerk

Processes vehicle registration applications, including receiving payments and issuing sticker/receipts. Processes vehicle title transfers, including assisting customers with required documentation and examination of title paperwork for accuracy and completion. Processes various permit applications. Assists with processing beer and liquor license renewals, including receiving payments and issuing receipts. Assists bookkeeping department with cash balancing duties. Must maintain current knowledge of Texas Transportation Code as it affects registration and title processes.

Voter Registration Clerk

Processes voter registration applications, including reviewing applications, entering valid applicants in computer, printing and mailing voter certificates and notices of incomplete applications and suspense notifications. Provides voter registration applications and information to public. Updates voter information including name and address changes, deletion of voters no longer eligible, and processes and tracks convicted felons for voting and jury wheel purposes. Works to provide the most accurate information for election processes in Brazos County. Deputizes volunteer deputy voter registrars and tracks and documents assigned inventory. Assists with the switchboard and with processing county mail. Must maintain current knowledge of the Texas Election Code as it affects Voter Registration processes.

Other Duties as assigned. (1%)

Supervision

Received: From Tax Assessor/Collector

Given: This is a non-supervisory position.

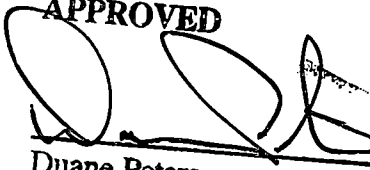
Education

Required: High school graduation or its equivalent; or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities.

Preferred:

<i>Experience</i>	
Required:	Six months of office experience.
Preferred:	
<i>Certificates, Licenses, Registrations</i>	
Required:	None
Preferred:	
<i>Physical Demands</i>	
Typical:	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; bend and kneel; and talk and hear. The employee frequently is required to stand and walk. The employee must frequently lift and/or move objects weighing up to 20 pounds, such as books and stacks of records. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.
<i>Knowledge, Skills, & Abilities</i>	
Typical:	Standard office practices and procedures, including handling cash and making change. Operate computers and standard office equipment; read and understand manuals, journals, policies and procedures, and office memos; write form letters, memos, and accurate telephone messages; perform basic mathematical calculations, including making change; communicate effectively, both orally and in writing; and maintain effective working relationships with co-workers and the general public.
<i>Work Environment</i>	
Typical:	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. The employee is constantly required to work closely with others as a part of a team; to perform tedious, exacting work, and to switch from one task to another. The employee is frequently required to perform multiple tasks simultaneously, and to work under time pressures to meet deadlines.

APPROVED



Duane Peters 10/3/17
 County Judge Date



Brazos County Job Description

Last Updated: May 2017

Template Revision 1.2 05-18-17

Class Number:	2585	Title:	District Judge 85 th DC
Pay Group:	Unclassified	Department:	District Court
FLSA Status:	Not Covered	Reports to:	
Approved Date:	10/03/2017	EEOC Category:	Officials and Administrators

General Summary:

A District Judge presides over a District Court, which is a trial court of general subject matter jurisdiction under the Texas Constitution. District Courts have general original jurisdiction over all causes of action for which a remedy or jurisdiction is not otherwise provided by law or by the constitution, and have the power to issue various writs to enforce their jurisdiction. District Judges also have some county administrative responsibilities.

Essential Duties:

Presides over a District Court which is required by law to give preference to either civil or criminal cases;

Presides over hearings, jury trials, and non-jury trials related to the following: tax cases in Brazos County; felony criminal cases and all misdemeanor cases in addition to those involving official misconduct; divorce cases; suits for title to land and enforcement of liens on land; contested elections; suits for slander or defamation; suits on behalf of the state for escheat; and family law matters and civil matters where the amount in controversy meets specific statutory amounts;

Issues writs of habeas corpus, mandamus, injunction, certiorari, sequestration, attachment, garnishment, or other writs necessary to enforce the District Court's jurisdiction;

Impanels a Grand Jury, receives indictments from Grand Juries, and tries the person(s) accused in the indictment;

In conjunction with other District Judges in Brazos County, oversees the operations of the County Auditor and Community Supervision & Corrections departments, including appointing and removing the County Auditor and the Chief Adult Probation Officer;

Conducts legal research and prepares legal rulings;

Supervises personnel assigned to a District Court; Attends continuing legal education courses as necessary;

May serve on various boards such as the Juvenile Board and the Adult Probation Department;

May be assigned to hear cases in other counties and regions; and Performs other duties as specified by state law or the state constitution.

Each District Judge is elected to a four-year term.

Other Duties as assigned. (1%)

Supervision

Received:

Given:

Education

Required:

Law Degree

Preferred:

Experience

Required:

A candidate for District Judge must be at least 25 years of age, a practicing attorney or a judge of a court in the State of Texas for four years, a resident of the district in which he/she seeks election, and a citizen of the United States.

Preferred:

Certificates, Licenses, Registrations


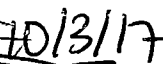
Required:

Licensed by State Bar of Texas to practice law in the state of Texas

Preferred:

<i>Physical Demands</i>	
Typical:	
<i>Knowledge, Skills, & Abilities</i>	
Typical:	
<i>Work Environment</i>	
Typical:	

APPROVED

Date

Duane Peters
County Judge



Brazos County Job Description

Last Updated: May 2017

Template Revision 1.2 05-11-17

Class Number:	2513	Title:	Court Reporter 85 th DC
Pay Group:	27	Department:	District Court
FLSA Status:	Non Exempt	Reports To:	District Judge
Approved Date:	10/03/2017	EEOC Category:	Office and Clerical

General Summary:

Records and accurately transcribes all court proceedings.

Essential Duties:

Attends all sessions of the assigned district court and makes full record of evidence, objections, rulings, voir dire of jury duty, and arguments;

Takes full shorthand notes (by machine) of closing arguments, if requested to do so by the attorney of a party to the case, including objections to the arguments, court rulings and remarks on the objections, and exceptions to the rulings;

Takes full shorthand notes (by machine) of oral testimony offered before the court, including objections made to the admissibility of evidence, court rulings and remarks on the objections, and exceptions to the rulings;

Preserves all shorthand notes pursuant to Texas Rules of Appellate Procedure and the Texas Government Code and prepares accurate transcripts of court proceedings for appeals or future court use as requested;

Marks and files with the court exhibits introduced into evidence during trials or hearings, and indexes and files notes taken in court;

Locates and reads testimony adduced in court for court or jury assistance;

Prepares appeals;

Prepares monthly reports to Appeals Courts;

May conduct deposition of witnesses, receive, execute, and return commissions, and make a certificate of the proceedings in any county that is included in the judicial district of the court;

May prepare jury charges in civil cases; May call court to order in absence of Bailiff; May perform secretarial services which assist in the administrative functions of the court.

Other Duties as assigned. (1%)

Supervision

Received: From District Judge

Given: This is a non-supervisory position.

Education

Required: High school graduation or its equivalent, graduation from court reporting school or any equivalent combination of education and experience that provides the required knowledge, skills, and abilities.


Preferred:

Experience

Required: At least two years of experience.

Preferred:

<i>Certificates, Licenses, Registrations</i>	
Required:	Certification as a Certified Shorthand Reporter by the Supreme Court of Texas (V.T.C.A., Government Code, Sec. 52023).
Preferred:	
<i>Physical Demands</i>	
Typical:	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; bend and kneel; and talk and hear. The employee frequently is required to stand and walk. The employee must frequently lift and/or move objects weighing up to 20 pounds, such as books and stacks of records. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, color vision, and ability to adjust focus.
<i>Knowledge, Skills, & Abilities</i>	
Typical:	Thorough knowledge of hand or machine shorthand theory and ability to meet standards established for certification as a Certified Shorthand Reporter through the Supreme Court of Texas; knowledge of correct English and spelling, vocabulary, including legal and medical terminology, and general knowledge of Texas law, and Texas court policies and procedures. Meet standards established for certification as a Certified Shorthand Reporter through the Supreme Court of Texas (180-225 words per minute depending upon nature of dictation, scoring at least 95 percent accuracy on this portion of the certification exam); perform real time transcription; type accurately at a minimum speed of 55 minutes per minute; understand and follow instructions; work under pressure to meet deadlines; communicate effectively, both orally and in writing; and maintain effective working relationships with co-workers and the general public.
<i>Work Environment</i>	
Typical:	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. The employee is constantly required to work closely with others as a part of a team to perform tedious, exacting work, and required to work under time pressures to meet deadlines. The employee is frequently required to perform multiple tasks simultaneously.


APPROVED
 Duane Peters
 County Judge

10/3/17
 Date



Brazos County Job Description

Last Updated: May 2017

Template Revision 1.2 05-22-17

Class Number:	2515	Title:	Court Coordinator 85 th DC
Pay Group:	21	Department:	District Court
FLSA Status:	Non Exempt	Reports To:	District Judge
Approved Date:	10/03/2017	EEOC Category:	Paraprofessional

General Summary:

Coordinates and maintains the court's caseload, calendar and docket for District judge, and acts as a liaison between the Judge and general public regarding the court calendar or schedule of settings.

Essential Duties:

Acts as liaison between judge and general public regarding court calendar, schedule of settings and jury management;

Schedules court proceedings and maintains court calendar, including resolving calendar conflicts for Judge, attorneys and litigants with approval of court;

Coordinates the availability of lawyers, parties, and court personnel in setting the docket;

Sets and supervises movement of cases and various proceedings;

Posts and distributes copies of dockets to appropriate offices and court staff;

Maintains awareness of developments in court activities and reports all delays in case movement;

Notifies defendants to appear in court;

Types and prepares paperwork for setting of cases;

Coordinates inmates appearances with court's bailiff and sheriff's department;

Prepares orders reflecting the judge's rulings for particular cases;

Mails all appropriate paperwork to all parties;

Assure that all defendants, attorneys and bondsman's information is correct in the computer system and updates incorrect information;

Performs as a deputized district clerk for the purposes of filing of paperwork and entering of documents;

Prepares paperwork required at case disposition for collections of court costs;

Closes out all bonds in the computer system to release bondsmen's liability in criminal cases;

Disposes of all criminal cases using the county's computer software;

Reports all criminal dispositions to the Office of Court Administration;

Reports all criminal dispositions and absconder's information to the Department of Public Safety-CJIS site for defendant's criminal history report;

Corresponds with Jury Services for scheduling and pulling of jury panels for the court;

Determines and coordinates the need and availability of visiting judges through the Regional Administrative Judge;

Performs general clerical duties when court is not in session;

Provides assistance to the public, including directing people to the appropriate offices;

Performs duties of the Administrative Secretary in that person's absence;

May perform some duties of the court Bailiff; and

May assist with the maintenance of a variety of records on court activities.

Other Duties as assigned. (1%)

Supervision

Received:	From District Judge
Given:	This is a non-supervisory position. However, provides direction to other court personnel.

Education	
Required:	High school graduation or its equivalent; or any equivalent combination of education and experience that provides the required knowledge, skills, and abilities. Must maintain 16 hours of continuing education as required in Government Code §74.106(a)
Preferred:	


Experience	
Required:	At least two years of experience.
Preferred:	

Certificates, Licenses, Registrations	
Required:	Certification as Court Administrator.
Preferred:	

Physical Demands	
Typical:	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; bend and kneel; and talk and hear. The employee frequently is required to stand and walk. The employee must frequently lift and/or move objects weighing up to 20 pounds, such as books and stacks of records. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, color vision, and ability to adjust focus.

Knowledge, Skills, & Abilities	
Typical:	Court rules, procedures, and regulations; trial proceedings and orders, standard office practices and procedures; and personal computers. Read and apply the law in preparing and organizing court's charges; operate computers, including word processing and spreadsheet software; type accurately; effectively manage case load; perform basic mathematical calculations; understand and follow instructions; write letters and memos; communicate effectively, both orally and in writing; and maintain effective working relationships with co-workers, judges, attorneys, and the general public.

Work Environment	
Typical:	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. The employee is constantly required to work closely with others as a part of a team to perform tedious, exacting work, and to work under time pressures to meet deadlines. The employee is frequently required to perform multiple tasks simultaneously, and to switch from one task to another.

APPROVED

 Duane Peters
 County Judge
 Date 10/31/17



Brazos County Job Description

Last Updated: May 2017

Template Revision 1.2 05-11-17

Class Number:	2517	Title:	Bailiff 85 th DC
Pay Group:	17	Department:	District Court
FLSA Status:	Non Exempt	Reports To:	District Judge
Approved Date:	10/03/2017	EEOC Category:	Protective Service Workers

General Summary:

Serves as judge's personal security officer; and assists the judge in administering courtroom procedure, enforcing courtroom rules and in maintaining order in and around the courtroom.

Essential Duties:

Provides protection to the judge, jury, and people in the courtroom;

Prepares the courtroom for various legal proceedings;

Assists judge in preparing for legal proceedings, including pulling case files, calling agencies to arrange for court appearances, and scheduling proceedings;

Returns files from courtroom to the district and/or county clerk's offices;

Maintains order in the courtroom, including warning, removing, and/or restraining individuals whose behavior is disruptive to the proceedings;

Transports and supervises jail inmates to and from the County jail;

Calls witnesses to give testimony in court; Supervises jury in the course of a jury trial, including providing security for and escorting to jurors;

Performs searches of persons as needed;

Prepares affidavits of non-appearance for bond forfeitures;

Secures courtroom and offices of the court at the end of the day;

Maintains daily log of court accomplishments; and

May perform the duties of Administrative Secretary and courtroom duties of the Court Coordinator.

Other Duties as assigned. (1%)

Supervision

Received: From District Judge

Given: This is a non-supervisory position.

Education

Required: High school graduation or its equivalent; or any equivalent combination of education and experience that provides the required knowledge, skills, and abilities. Micro Soft PowerPoint, Word.

Preferred: Law enforcement background, training or experience.

Experience

Required: At least two years of experience

Preferred:


Certificates, Licenses, Registrations	
Required:	Basic certification as a jailer by the Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE).
Preferred:	Certified peace officer is preferred, but not required.

Physical Demands	
Typical:	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; bend and kneel; and talk and hear. The employee frequently is required to stand and walk. The employee must frequently lift and/or move objects weighing up to 20 pounds, such as books and stacks of records. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, color vision, and ability to adjust focus. Ability to control individuals physically through some method of strength, technique, condition or equipment

Knowledge, Skills, & Abilities	
Typical:	Court rules, procedures, and regulations; and trial proceedings and orders. Understand and follow instructions, rules, regulations, and laws; physically restrain other individuals; safely handle a firearm and other security devices; establish and maintain effective working relationships with judges, other law enforcement officers, attorneys, jurors, and the general public; and communicate effectively, both orally and in writing. Take comparison quality inked fingerprints on paperwork. Beware of gun/evidence locker location and its use in the courtroom; generate jail run (inmate list); operate witness stand

Work Environment	
Typical:	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. The employee is constantly required to work closely with others as a part of a team. The employee is frequently exposed to danger and/or physical abuse; required to perform tedious, exacting work, and required to work under time pressures to meet deadlines. The employee is occasionally required to perform multiple tasks simultaneously, and to switch from one task to another. The employee occasionally experiences varying periods of idle time interspersed with emergencies requiring intense concentration. To danger and/or physical abuse as well as verbal abuse from defendants/visitors. Must be able to adjust to varying work hours.

APPROVED


 Duane Peters
 County Judge

10/3/17
 Date



Brazos County Job Description

Last Updated: May 2017

Template Revision 1.2 05-11-17

Class Number:	2519	Title:	Administrative Secretary 85 th DC
Pay Group:	16	Department:	District Court
FLSA Status:	Non Exempt	Reports To:	District Judge
Approved Date:	10/03/2017	EEOC Category:	Office and Clerical

General Summary:

Provides secretarial assistance to the District Court, including assisting visitors and callers, typing various legal documents, maintaining a variety of records, and performing office management functions.

Essential Duties:

Assists with the preparation of legal documents and briefs;

Provides assistance to the public, including directing people to the appropriate offices;

Responds to routine inquiries about cases;

Performs office management functions, including maintaining inventory of office supplies, petit jury supplies, preparing Judge's travel expense reimbursements, preparing budget and equipment needs for the court, and maintaining records on salaries and leave time; submission docket for Judge's signature

Prepares packets for jury panels and payment forms for jury panels; assists bailiff with jury

Monitors court expenditures and compares against budget;

Reviews court budget and recommends changes to Judge;

Supervises incoming mail and mail distribution activities;

Supervises Naturalization Ceremonies; maintain records of candidates, produce ceremony programs, secure guest speakers, provide assistance to Homeland Security Officers

Mails all appropriate paperwork to all parties; Types a variety of documents including letters, statements, memoranda, reports, and legal forms;

Maintains a variety of records on court activities; including records of search and arrest warrants;

Assists with maintaining time reports of court personnel and preparing payroll;

Secures appointment of visiting judges when requested by the presiding Judge;

Maintains internal correspondence files and court's library;

Other Duties as assigned. (1%)

Supervision

Received: From District Judge

Given: This is a non-supervisory position.

Education

Required: High school graduation or its equivalent; or any equivalent combination of education and experience that provides the required knowledge, skills, and abilities.

Preferred:

Experience

Required: Two years of experience.

Preferred:

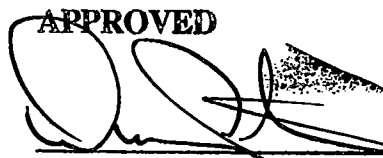
<i>Certificates, Licenses, Registrations</i>	
Required:	None.
Preferred:	

<i>Physical Demands</i>	
Typical:	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; bend and kneel; and talk and hear. The employee frequently is required to stand and walk. The employee must frequently lift and/or move objects weighing up to 20 pounds, such as books and stacks of records. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, color vision, and ability to adjust focus.

<i>Knowledge, Skills, & Abilities</i>	
Typical:	Legal terminology; standard office practices and procedures; and personal computers. Operate computers, including word processing and spreadsheet software; type accurately; perform basic mathematical calculations; understand and follow instructions; write letters and memos; operate standard office equipment, such as copy machine and facsimile machine; communicate effectively, both orally and in writing; and maintain effective working relationships with co-workers and the general public.

<i>Work Environment</i>	
Typical:	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. The employee is constantly required to work closely with others as a part of a team to perform tedious, exacting work, and to work under time pressures to meet deadlines. The employee is frequently required to perform multiple tasks simultaneously, and to switch from one task to another.

APPROVED


10/3/17

Duane Peters Date
 County Judge



Brazos County Job Description

Last Updated: May, 2017

Template Revision 1.2 08/15/2012

Class Number:	2522	Title:	Court Reporter, 272 nd DC
Pay Group:	27	Department:	District Court
FLSA Status:	Non Exempt	Reports To:	District Judge
Approved Date:	10/03/2017	EEOC Category:	Paraprofessional

General Summary:

An Official Court Reporter is responsible for the verbatim reporting of all court proceedings held before the district judge and for the transcription of those proceedings upon request. Realtime capabilities are preferred.

Essential Duties:

Attend all sessions of the district court and any other proceedings as directed by the district court judge. In each reported case the court reporter will keep a correct, impartial record of all oral testimony, all objections, arguments, court rulings and remarks on the objections, and exceptions to the rulings. Preserve stenographic notes for the time period specified in Chapter 52 of the Government Code. Furnish transcripts of reported proceedings as may be requested. Transcripts of court proceedings are often requested as part of the appellate process. Provide read back of requested portions of testimony or statements by participants as directed. Index exhibits offered into evidence during court proceedings and filing those same exhibits with the District Clerk. Prepare Official Court Reporters' Monthly Report Appellate Case Load Report and file report with the appellate clerk.

Other Duties as assigned. (1%)

Supervision

Received: From District Judge

Given: This is a non-supervisory position.

Education

Required: High school graduation or its equivalent, at least two years of experience working in the court reporting field, or any equivalent combination of education and experience that provides the required knowledge, skills, and abilities to perform the duties of an official court reporter.

Preferred:

Experience

Required: The position requires a thorough knowledge of machine shorthand theory consistent with certification as a Certified Shorthand Reporter. Proficient understanding and implementation of generally-accepted standards of punctuation and spellings, including legal and medical terminology, should be used when preparing transcripts. Familiarity and compliance with the Uniform Format Manual and Chapter 52 of the Texas Government Code is required, as well as conduct in accordance with the Code of Professional Conduct of the Court Reporters Certification Board.

Preferred: Realtime transcription


Certificates, Licenses, Registrations

Required: Certification as a Certified Shorthand Reporter through the Supreme Court of Texas

Preferred:

<p>Physical Demands</p> <p>Typical:</p>	<p>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <p>While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; bend and kneel; and talk and hear. The employee frequently is required to stand and walk. The employee must frequently lift and/or move objects weighing up to 20 pounds, such as books and stacks of records. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, color vision, and ability to adjust focus.</p> <p>This is a hard-working Court handling many jury trials and hearings. Court Reporter must have the physical and emotional health and stamina to handle such a schedule and environment. Many appeals may also result from many trials and hearings.</p>
<p>Knowledge, Skills, & Abilities</p> <p>Typical:</p>	<p>The position requires a thorough knowledge of machine shorthand theory consistent with certification as a Certified Shorthand Reporter. Proficient understanding and implementation of generally-accepted standards of punctuation and spellings, including legal and medical terminology, should be used when preparing transcripts. Familiarity and compliance with the Uniform Format Manual and Chapter 52 of the Government Code is required, as well as conduct in accordance with the Code of Professional Conduct of the Court Reporters Certification Board. Perform realtime transcription.</p>
<p>Work Environment</p> <p>Typical:</p>	<p>The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <p>The noise level in the work environment is usually moderate. The employee is constantly required to work closely with others as a part of a team to perform tedious, exacting work, and required to work under time pressures to meet deadlines. The employee is frequently required to perform multiple tasks simultaneously.</p> <p>This is a hard-working Court handling many jury trials and hearings. Court Reporter must have the physical and emotional health and stamina to handle such a schedule and environment. Many appeals may also result from many trials and hearings.</p>

APPROVED



Duane Peters
County Judge

10/3/17
Date



Brazos County Job Description

Last Updated: September 2017

Template Revision 1.2 08/15/2012

Class Number:	2525	Title:	Bailiff, 272 nd DC
Pay Group:	17	Department:	District Court
FLSA Status:	Non Exempt	Reports To:	District Judge
Approved Date:	10/03/2017	EEOC Category:	Protective Service Workers

General Summary:

Serves as judge's personal security officer; and assists the judge in administering courtroom procedure and in maintaining order in the courtroom.

Essential Duties:

Other duties may be assigned. Provides protection to the judge, jury, and people in the courtroom; Prepares the courtroom for various legal proceedings including setting up the courtroom for jury trial seating of jurors; During jury trial juror selection, assists Jury Services personnel in seating jury panel, issues parking passes to the panel, keeps an accurate log of panel and members being excused, and prepares the final list of chosen jurors; Assists judge in preparing for legal proceedings, including pulling case files, calling agencies to arrange for court appearances, and scheduling proceedings; Returns files from courtroom to the district and/or county clerk's offices; Maintains order in the courtroom, including warning, removing, and/or restraining individuals whose behavior is disruptive to the proceedings; Transports and supervises jail inmates to and from the Courthouse holding cells; Calls witnesses to give testimony in court; Supervises jury in the course of a jury trial, including providing security for and escorting to jurors; Performs searches of persons as needed; Prepares affidavits of non-appearance for bond forfeitures; Secures courtroom and offices of the court at the end of the day; may maintain daily log of court accomplishments; and may perform the duties of Administrative Secretary and courtroom duties of the Court Coordinator; may dispose of criminal cases and CJIS reporting as needed; Maintains in good working order all inmate restraining devices such as handcuffs, ankle shackles, and inmate transport chains; Maintains a fresh inventory of soft drinks, bottled water, coffee, and coffee supplies for the jury.

Other Duties as assigned. (1%)

Supervision

Received: From District Judge

Given: This is a non-supervisory position.

Education

Required: High school graduation or its equivalent, plus at least two years of experience; or any equivalent combination of education and experience that provides the required knowledge, skills, and abilities.

Preferred:

Experience

Required: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Preferred:


Certificates, Licenses, Registrations

Required: Basic certification as a jailer by the Texas Commission on Law Enforcement (TCOLE), certified peace officer is preferred, but not required.

Preferred:

<i>Physical Demands</i>	
Typical:	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; bend and kneel; and talk and hear. The employee frequently is required to stand and walk. The employee must frequently lift and/or move objects weighing up to 20 pounds, such as books and stacks of records. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, color vision, and ability to adjust focus.
<i>Knowledge, Skills, & Abilities</i>	
Typical:	Court rules, procedures, and regulations; and trial proceedings and orders. Understand and follow instructions, rules, regulations, and laws; physically restrain other individuals; safely handle a firearm and other security devices; establish and maintain effective working relationships with judges, other law enforcement officers, attorneys, jurors, and the general public; and communicate effectively, both orally and in writing; Understand and work with computer programs such as Word, Excel, and Odyssey; Understand, operate, and trouble-shoot the courtroom video and sound system during hearings.
<i>Work Environment</i>	
Typical:	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. The employee is constantly required to work closely with others as a part of a team. The employee is frequently exposed to danger, verbal abuse, and physical abuse; required to perform tedious, exacting work, and required to work under time pressures to meet deadlines. The employee is occasionally required to perform multiple tasks simultaneously, and to switch from one task to another. The employee occasionally experiences varying periods of idle time interspersed with emergencies requiring intense concentration.

APPROVED


 Duane Peters
 County Judge

10/3/17
Date



Brazos County Job Description

Last Updated: May, 2017

Template Revision 1.2 08/15/2012

Class Number:	2527	Title:	Administrative Secretary, 272 nd DC
Pay Group:	16	Department:	District Court
FLSA Status:	Non Exempt	Reports To:	District Judge
Approved Date:	10/03/2017	EEOC Category:	Office and Clerical

General Summary:

Provides secretarial assistance to the District Court, including assisting visitors and callers, typing correspondence and various documents, maintaining a variety of records, and performing office management functions.

Essential Duties:

Other duties may be assigned.

- provides assistance to the public, including directing people to the appropriate offices;
- responds to routine inquiries about cases;
- maintains search and arrest warrant documents, including providing copies to law enforcement personnel and others as needed;
- prepares and/or supervises notifications to attorneys and parties on misdemeanor cases settings;
- coordinates the processing of Orders and Referee's Reports in juvenile, family law, and attorney general/child support cases;
- performs office management functions, including maintaining inventory of supplies, preparing judge's and other staff's travel expense reimbursements;
- Processes payments for court-appointed attorneys and expert fees, witness/travel expenses and juror fees;
- supervises incoming mail and mail distribution activities;
- assists in typing and preparing paperwork for setting of cases;
- mails all appropriate paperwork to parties as needed;
- types a variety of documents including letters, statements, memoranda, reports, and legal forms;
- maintains internal correspondence files and court's library;
- maintains the 272nd Judge's personal calendar;
- assists the judge in the processing of payment requests from the Community Supervision Department;
- coordinates and schedules interpreters for court hearings;
- performs duties of the Court Coordinator in that person's absence;
- assists the Court Coordinator when requested.

Other Duties as assigned. (1%)

Supervision

Received:	From District Judge
Given:	This is a non-supervisory position.

Education

Required:	High school graduation or its equivalent, plus five years of experience; or any equivalent combination of education and experience that provides the required knowledge, skills, and abilities.
Preferred:	

Experience

Required:	To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
Preferred:	



Brazos County Job Description

Last Updated: September 2017

Template Revision 1.2 08/15/2012

Class Number:	2530	Title:	Court Reporter, 361 st DC
Pay Group:	27	Department:	District Court
FLSA Status:	Non Exempt	Reports To:	District Judge
Approved Date:	10/03/2017	EEOC Category:	Office and Clerical

General Summary:

Records and accurately transcribes all court proceedings.

Essential Duties:

Attends all sessions of the assigned district court and makes full record of evidence, objections, rulings, voir dire of jury duty, and arguments;

Takes full shorthand notes (by machine) of closing arguments, if requested to do so by the attorney of a party to the case, including objections to the arguments, court rulings and remarks on the objections, and exceptions to the rulings;

Takes full shorthand notes (by machine) of oral testimony offered before the court, including objections made to the admissibility of evidence, court rulings and remarks on the objections, and exceptions to the rulings;

Preserves all shorthand or machine notes taken in court for three years from the date taken for future use, and prepares accurate transcripts of court proceedings for appeals or future court use as instructed;

Marks and files with the court exhibits introduced into evidence during trials or hearings, and indexes and files notes taken in court;

Locates and reads testimony adduced in court for court or jury assistance;

Prepares appeals and transcripts requests;

Prepares monthly reports to Appeals Courts;

May conduct deposition of witnesses, receive, execute, and return commissions, and make a certificate of the proceedings in any county that is included in the judicial district of the court;

May prepare jury charges in civil cases;

May call court to order in absence of Bailiff;

And may perform secretarial services which assist in the administrative functions of the court.

Other Duties as assigned. (1%)

Supervision	
Received:	From District Judge
Given:	This is a non-supervisory position.
Education	
Required:	High school graduation or its equivalent, graduation from court reporting school; or any equivalent combination of education and experience that provides the required knowledge, skills, and abilities.
Preferred:	
Experience	
Required:	At least two years of experience
Preferred:	

Certificates, Licenses, Registrations	
Required:	Certification as a Certified Shorthand Reporter by the Supreme Court of Texas (V.T.C.A., Government Code, Sec. 52023).
Preferred:	
Physical Demands	
Typical:	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; bend and kneel; and talk and hear. The employee frequently is required to stand and walk. The employee must frequently lift and/or move objects weighing up to 20 pounds, such as books and stacks of records. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, color vision, and ability to adjust focus.
Knowledge, Skills, & Abilities	
Typical:	Thorough knowledge of hand or machine shorthand theory and ability to meet standards established for certification as a Certified Shorthand Reporter through the Supreme Court of Texas; knowledge correct English and spelling, vocabulary, including legal and medical terminology, and general knowledge of Texas law, and Texas court policies and procedure. Meet standards established for certification as a Certified Shorthand Reporter through the Supreme Court of Texas (180-225 words per minute depending upon nature of dictation, scoring at least 95 percent accuracy on this portion of the certification exam); perform real time transcription; type accurately at a minimum speed of 55 minutes per minute; understand and follow instructions; work under pressure to meet deadlines; communicate effectively, both orally and in writing; and maintain effective working relationships with co-workers and the general public.
Work Environment	
Typical:	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. The employee is constantly required to work closely with others as a part of a team to perform tedious, exacting work, and required to work under time pressures to meet deadlines. The employee is frequently required to perform multiple tasks simultaneously.

APPROVED



Duane Peters
County Judge

Date

10/3/17



Brazos County Job Description

Last Updated: September 2017

Template Revision 1.2 08/15/2012

Class Number:	2532	Title:	Court Coordinator, 361 st DC
Pay Group:	21	Department:	District Court
FLSA Status:	Non Exempt	Reports To:	District Judge
Approved Date:	10/03/2017	EEOC Category:	Paraprofessional

General Summary:

Coordinates and maintains the court's calendar and docket for District judge, and acts as a liaison between the judge and general public regarding the court calendar, schedule of settings.

Essential Duties:

Acts as liaison between Judge and general public regarding court calendar, schedule of settings and jury management;

Schedules court proceedings and maintains court calendar, including resolving calendar conflicts for Judge, attorneys and litigants with approval of court;

Coordinates the availability of lawyers, parties, and court personnel in setting the docket;

Sets and supervises movement of cases and various proceedings;

Posts and distributes copies of dockets to appropriate offices;

Maintains awareness of developments in court activities and reports all delays in case movement;

Notifies parties for their appearance at proceedings;

Notifies defendants to appear in court;

Types and prepares paperwork for setting of cases;

Mails all appropriate paperwork to all parties;

Performs general clerical duties when court is not in session;

Provides assistance to the public, including directing people to the appropriate offices;

Performs duties of the Administrative Secretary in that person's absence;

May perform some duties of the court Bailiff; and May assist with the maintenance of a variety of records on court activities.

Other Duties as assigned. (1%)

Supervision

Received: From District Judge

Given: This is a non-supervisory position. However, provides direction to other court personnel.

Education

Required: High school graduation or its equivalent; or any equivalent combination of education and experience that provides the required knowledge, skills, and abilities.

Preferred:

Experience

Required: At least two years of experience.

Preferred:

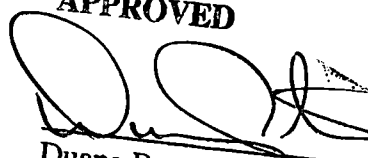
<i>Certificates, Licenses, Registrations</i>	
Required:	Certification as Court Administrator.
Preferred:	

<i>Physical Demands</i>	
Typical:	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; bend and kneel; and talk and hear. The employee frequently is required to stand and walk. The employee must frequently lift and/or move objects weighing up to 20 pounds, such as books and stacks of records. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, color vision, and ability to adjust focus.

<i>Knowledge, Skills, & Abilities</i>	
Typical:	Court rules, procedures, and regulations; trial proceedings and orders, standard office practices and procedures; and personal computers. Read and apply the law in preparing and organizing court's charges; operate computers, including word processing and spreadsheet software; type accurately; effectively manage case load; perform basic mathematical calculations; understand and follow instructions; write letters and memos; communicate effectively, both orally and in writing; and maintain effective working relationships with co-workers, judges, attorneys, and the general public.

<i>Work Environment</i>	
Typical:	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. The employee is constantly required to work closely with others as a part of a team to perform tedious, exacting work, and to work under time pressures to meet deadlines. The employee is frequently required to perform multiple tasks simultaneously, and to switch from one task to another.

APPROVED


 Duane Peters
 County Judge

10/31/17
 Date



Brazos County Job Description

Last Updated: September 2017

Template Revision 1.2 08/15/2012

Class Number:	2534	Title:	Bailiff, 361 st DC
Pay Group:	17	Department:	District Court
FLSA Status:	Non Exempt	Reports To:	District Judge
Approved Date:	10/03/2017	EEOC Category:	Protective Service Workers

General Summary:

Serves as judge's personal security officer; and assists the judge in administering courtroom procedure and in maintaining order in the courtroom.

Essential Duties:

Provides protection to the Judge, jury, and people in the courtroom;

Prepares the courtroom for various legal proceedings;

Assists Judge in preparing for legal proceedings, including pulling case files, calling agencies to arrange for court appearances, and scheduling proceedings;

Returns files from courtroom to the district and/or county clerk's offices;

Maintains order in the courtroom, including warning, removing, and/or restraining individuals whose behavior is disruptive to the proceedings;

Transports and supervises jail inmates to and from the County jail;

Calls witnesses to give testimony in court;

Supervises jury in the course of a jury trial, including providing security for and escorting to jurors;

Performs searches of persons as needed;

Prepares affidavits of non-appearance for bond forfeitures;

Secures courtroom and offices of the court at the end of the day;

Maintains daily log of court accomplishments;

And May perform the duties of Administrative Secretary and courtroom duties of the Court Coordinator.

Other Duties as assigned. (1%)

Supervision

Received: From District Judge

Given: This is a non-supervisory position.

Education

Required: High school graduation or its equivalent; or any equivalent combination of education and experience that provides the required knowledge, skills, and abilities.

Preferred:

Experience

Required: At least two years of experience.

Preferred:

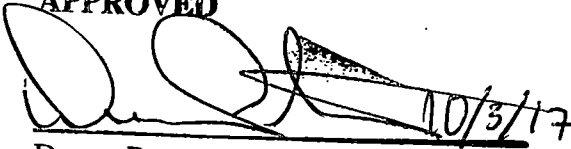
<i>Certificates, Licenses, Registrations</i>	
Required:	Basic certification as a jailer by the Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE), certified peace officer is preferred, but not required.
Preferred:	

<i>Physical Demands</i>	
Typical:	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; bend and kneel; and talk and hear. The employee frequently is required to stand and walk. The employee must frequently lift and/or move objects weighing up to 20 pounds, such as books and stacks of records. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, color vision, and ability to adjust focus.

<i>Knowledge, Skills, & Abilities</i>	
Typical:	Court rules, procedures, and regulations; and trial proceedings and orders. Understand and follow instructions, rules, regulations, and laws; physically restrain other individuals; safely handle a firearm and other security devices; establish and maintain effective working relationships with judges, other law enforcement officers, attorneys, jurors, and the general public; and communicate effectively, both orally and in writing.

<i>Work Environment</i>	
Typical:	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. The employee is constantly required to work closely with others as a part of a team. The employee is frequently exposed to danger and/or physical abuse; required to perform tedious, exacting work, and required to work under time pressures to meet deadlines. The employee is occasionally required to perform multiple tasks simultaneously, and to switch from one task to another. The employee occasionally experiences varying periods of idle time interspersed with emergencies requiring intense concentration.

APPROVED


 Duane Peters
 County Judge

10/3/17
 Date



Brazos County Job Description

Last Updated: September 2017

Template Revision 1.2 08/15/2012

Class Number:	2536	Title:	Administrative Secretary, 361 st DC
Pay Group:	16	Department:	District Court
FLSA Status:	Non Exempt	Reports To:	District Judge
Approved Date:	10/03/2017	EEOC Category:	Office and Clerical

General Summary:

Provides secretarial assistance to the District Court, including assisting visitors and callers, typing various legal documents, maintaining a variety of records, and performing office management functions.

Essential Duties:

Assists with the preparation of legal documents and briefs;

Provides assistance to the public, including directing people to the appropriate offices;

Responds to routine inquiries about cases;

Performs office management functions, including maintaining inventory of supplies, preparing Judge's travel expense reimbursements, preparing budget and equipment needs for the court, and maintaining records on salaries and leave time;

Monitors court expenditures and compares against budget;

Reviews court budget and recommends changes to Judge;

Supervises incoming mail and mail distribution activities;

Types and prepares paperwork for setting of cases;

Mails all appropriate paperwork to all parties;

Types a variety of documents including letters, statements, memoranda, reports, and legal forms;

Maintains a variety of records on court activities;

Assists with maintaining time reports of court personnel and preparing payroll;

Secures appointment of visiting Judges when requested by the presiding Judge;

Maintains internal correspondence files and court's library;

Performs duties of the Court Coordinator in that person's absence;

Assists with the preparation of the court budget; and Assists the Court Coordinator when requested.

Other Duties as assigned. (1%)

Supervision

Received: From District Judge

Given: This is a non-supervisory position.

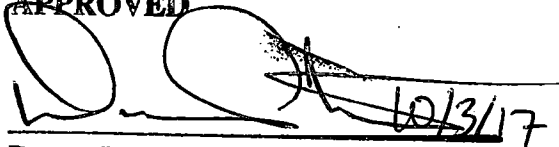
Education

Required: High school graduation or its equivalent; or any equivalent combination of education and experience that provides the required knowledge, skills, and abilities.

Preferred:

<i>Experience</i>	
Required:	At least five years of experience.
Preferred:	
<i>Certificates, Licenses, Registrations</i>	
Required:	None.
Preferred:	
<i>Physical Demands</i>	
Typical:	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; bend and kneel; and talk and hear. The employee frequently is required to stand and walk. The employee must frequently lift and/or move objects weighing up to 20 pounds, such as books and stacks of records. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, color vision, and ability to adjust focus.
<i>Knowledge, Skills, & Abilities</i>	
Typical:	Legal terminology; standard office practices and procedures; and personal computers. Operate computers, including word processing and spreadsheet software; type accurately; perform basic mathematical calculations; understand and follow instructions; write letters and memos; operate standard office equipment, such as copy machine and facsimile machine; communicate effectively, both orally and in writing; and maintain effective working relationships with co-workers and the general public.
<i>Work Environment</i>	
Typical:	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. The employee is constantly required to work closely with others as a part of a team to perform tedious, exacting work, and to work under time pressures to meet deadlines. The employee is frequently required to perform multiple tasks simultaneously, and to switch from one task to another.

APPROVED



Duane Peters
County Judge

Date



Brazos County Job Description

Last Updated: September 2017

Template Revision 1.2 08/15/2012

Class Number:	2616	Title:	Floodplain Permit Specialist
Pay Group:	20	Department:	Road & Bridge
FLSA Status:	Non Exempt	Reports To:	GIS Coordinator
Approved Date:	10/03/2017	EEOC Category:	Administrative Support

General Summary:

This position involves the administration of Brazos County Flood Damage Prevention Ordinance for the National Flood Insurance Program in Brazos County and other tasks associated with the Brazos County Engineering Office. This position requires constant interaction with the public; local, state and federal government agencies; and engineering professionals. Must be able to communicate effectively, both verbally and in writing.

Essential Duties:

Ensure that any new development with Special Flood Hazard Areas (SFHAs) meets the requirements of the Brazos County Flood Damage Prevention Ordinance; Maintain and update a floodplain management public awareness and outreach plan; Provide the public with technical information such as, land use, flood zones, subdivisions, and other related issues; Investigate violations and work with property owners to ensure compliance with the Brazos County Flood Damage Prevention Ordinance; Review applications for Oil and Gas, Junkyard, and Flood Plain Development Permits; Perform onsite inspections to ensure that any new development with Special Flood Hazard Areas meets Brazos County's requirements; Coordinate with Brazos County Emergency Management Coordinator on various related FEMA issues; Conduct average daily traffic counts and may assist in conducting traffic surveys to determine traffic speed limits per state guidelines; Process traffic data to assist in determination of signage on county roads; Responsible for performing annual dam inspections at various sites in Brazos County and filing the appropriate paperwork to receive grant funds.

Other Duties as assigned. (1%)

Supervision

Received: From GIS Coordinator

Given: This is a non-supervisory position.

Education

Required: High school graduation or its equivalent; or any equivalent combination of education and experience that provides the required knowledge, skills, and abilities.

Preferred:

Experience

Required: Minimum (4) four years of experience in floodplain management or related field is required. Requires substantial knowledge of county and federal regulations regarding the National Flood Insurance Program; Must be able to read various types of maps, including, Flood Insurance Rate Maps, Property maps, Topographical maps, Geographic Information Systems (GIS), Global Positioning Systems (GPS), Floodplain Modeling Programs and Surveys; Must have knowledge of county subdivision plats and regulations.

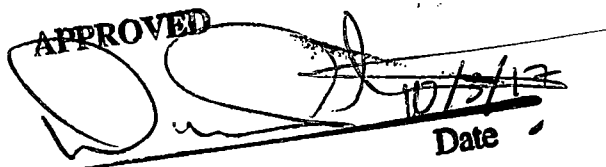
Preferred:

Certificates, Licenses, Registrations

Required: Individual must be a Certified Floodplain Manager, or obtain certification within 12 months of employment, and will be required to complete periodic training to maintain CFM certification. Class C Driver License (valid).

Preferred:

<i>Physical Demands</i>	
Typical:	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel; reach with hands and arms; and talk and hear. The employee must frequently bend, stoop, squat, lie down, and walk. The employee must frequently lift and/or move objects weighing up to 50 pounds, such as tools and equipment.
<i>Knowledge, Skills, & Abilities</i>	
Typical:	Methods, practices, equipment, and materials used in Floodplain determination, include but may not be limited to, knowledge of county and federal regulations regarding the National Flood Insurance Program. Must be able to read various types of maps, including, Flood Insurance Rate Maps, Property maps, Topographical maps, Geographic Information Systems (GIS), Global Positioning Systems (GPS), Floodplain Modeling Programs and Surveys; Must have knowledge of county subdivision plats and regulations.
<i>Work Environment</i>	
Typical:	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is occasionally loud. The employee is constantly required to perform tedious, exacting work. The employee is frequently required to work closely with others as a part of a team; to perform multiple tasks simultaneously; to switch from one task to another, and to be exposed to danger.



APPROVED

 Date 10/13/13

 Duane Peters

 County Judge



Brazos County Job Description

Last Updated: September 2017

Template Revision 1.2 08/15/2012

Class Number:	2662	Title:	GIS Tech, Part-Time
Pay Group:	N/A	Department:	Road & Bridge
FLSA Status:	Non Exempt	Reports To:	GIS Coordinator
Approved Date:	10/03/2017	EEOC Category:	

General Summary:

Performs responsible higher level sub professional work in support of Brazos County GIS and Engineering Departments. Assist with duties involved in collection and surveying as well as development review activities including: Floodplain related permitting; Storm water Management Plan activity and inspection; Traffic impact analyses for subdivision and site specific developments; Review of construction plans, drainage analyses, and utility analyses.

Essential Duties:

Other duties may be assigned. Generates maps for county staff and the general public; Attaches digital database information to graphical elements; Conducts Global Positioning Systems (GPS) surveys inside and outside of county.

Other Duties as assigned. (1%)

Supervision

Received: GIS Coordinator

Given: This is a non-supervisory position.

Education

Required: High school graduation or its equivalent.

Preferred: Coursework or a college major in Geographic Information Systems.

Experience

Required: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, Skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Preferred:

Certificates, Licenses, Registrations

Required: Class C Driver's License (valid).

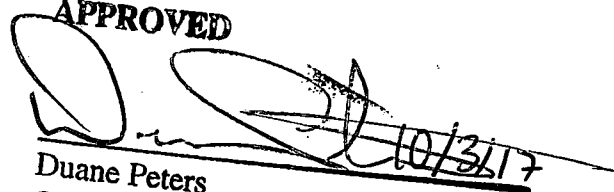
Preferred:

Physical Demands

Typical: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel; reach with hands and arms; and talk and hear. The employee must frequently bend, stoop, squat and walk. The employee must frequently lift and/or move objects weighing up to 20 pounds, such as books and stacks of records. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

<i>Knowledge, Skills, & Abilities</i>	
Typical:	Understand and follow instructions; tolerate outside working conditions, including exposure to adverse weather conditions; work effectively and cooperatively with co-workers; and maintain a valid Texas driver's license applicable to job responsibilities.
<i>Work Environment</i>	
Typical:	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is frequently loud. The employee is constantly required to work closely with others as a part of a team, and is frequently exposed to danger. The employee is occasionally required to perform tedious, exacting work, to switch from one task to another, and to work under time pressures to meet deadlines.

APPROVED



Duane Peters
County Judge

10/3/17
Date



Brazos County Job Description

Last Updated: September 2017

Template Revision 1.2 08/15/2012

Class Number:	2666	Title:	Engineering Tech Temporary (900 hrs)
Pay Group:	N/A	Department:	Road & Bridge
FLSA Status:	Non Exempt	Reports To:	Director of Planning & Development
Approved Date:	10/03/2017	EEOC Category:	Skilled Craft Workers
Position End Date:	09/30/2018	Temporary Employee Signature:	

General Summary:

Under direction of the County Road and Bridge Director of Planning and Traffic, performs responsible higher-level, sub-professional work in support of County Engineering and Planning Activities. Assist with development review activities including floodplain related permitting, assists with review of construction plans, drainage analyses, utility analyses and traffic impact analyses for subdivision and site specific developments. Assist with review of utility permits and utility coordination.

Essential Duties:

Assists with activities related to land and project development. Coordinates and assists with reviewing development projects from engineering design through acceptance of construction. Assists with preparation of estimates. Review development proposals for compliance with county regulations and communicates these regulations to supervisor. Works within general guidelines on broadly defined projects. Other duties may be assigned.

Other Duties as assigned. (1%)

Supervision

Received: From Director of Planning and Traffic

Given: This is a non-supervisory position; however may assist in providing communication to developers, other agencies or County staff as required.

Education

Required: High school graduation or its equivalent, supplemented by additional coursework in math, engineering, surveying or a related field plus at least three years of directly related experience; or any combination of equivalent education and experience that provides the required knowledge, skills and abilities.

Preferred: BSCE Student with Senior level Classification; 30 hours of coursework in major with a 3.20 GPA in coursework related to major.

Experience

Required: Possess experience in design or construction of capital improvement projects for public infrastructure.

Preferred:

Certificates, Licenses, Registrations

Required: Texas Class C Driver's License with a good driving record.

Preferred:

Physical Demands

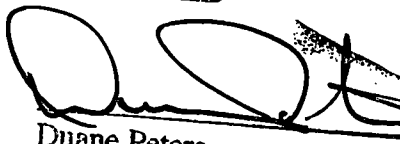
Typical: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge, Skills, & Abilities

Typical:	Knowledge of Land Development and Surveying, Knowledge of Expenditure Control and Record Keeping; Ability to read Engineered Plans, interpret standard drawings and specifications, Ability work under pressure and meet established deadlines. Establish and maintain effective working relationships. Strong problem solving skills and strong verbal/written communication skills.
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<i>Work Environment</i>	
Typical:	Work is performed primarily in an office setting or well-lighted and temperature-controlled working environment. Outdoor work is also required to gather data and information for designs and to review ongoing construction activities.

APPROVED


 Duane Peters
 County Judge

10/3/17
 Date



Brazos County Job Description

Last Updated: September 2017

Template Revision 1.2 08/15/2012

Class Number:	2667	Title:	Temp Laborer, 1200 Hours
Pay Group:	06	Department:	Road & Bridge
FLSA Status:	Non Exempt	Reports To:	Area Supervisor
Approved Date:	10/03//2017	EEOC Category:	Laborers and Helpers
Position End Date:	09/30/2018	Temporary Employee Signature:	

General Summary:

A temporary position held with the Road & Bridge Department. Under close supervision, maintains County Roads and performs traffic control duties in accordance with all safety regulations and procedures. This temporary position will commence after April 30th and end prior to September 20th.

Essential Duties:

The following ARE NOT intended to serve as a comprehensive list of duties, only a representative summary of the primary duties and responsibilities.

- Operate pickups and flatbed trucks (not requiring a CDL), and miscellaneous hand tools in accordance with all safety regulations and procedures; conduct routine equipment maintenance and daily equipment inspections.
- Perform basic road repair and maintenance tasks; reports safety hazards and traffic problems.
- Perform traffic control and flagging activities as needed; follows safety rules and regulations on all work zone and flagging sites, including placing signs, barricades, traffic cones and other warning devices.
- Performs manual labor assignments as needed, cuts brush with hand tools, chips, loads and hauls brush, removes dead animals along county roads, clears right-of-way brush and other debris to improve visibility or diminish road hazards.
- Tamps, smooths and levels road surfaces; Assists with basic maintenance of fences and bridges including removal of driftwood and debris from culverts and right of way.
- Assists with patching, tapping, packing, and leveling cold mix, dirt, or other materials during road repair.
- Prepares reports and maintains records as needed

Other Duties as assigned. (1%)

Supervision	
Received:	From Area Supervisor or Lead Worker
Given:	This is a non-supervisory position.

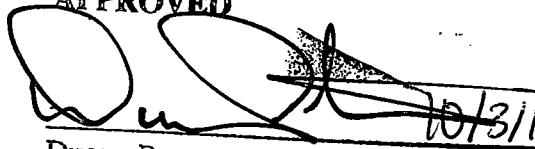
Education	
Required:	High school graduation or its equivalent, this is a temporary position, no experience required.
Preferred:	Flagger Training; First Aid Training.

Experience	
Required:	None
Preferred:	1 to 2 years previous experience on farm, ranch or construction sites performing manual labor with hand tools.

Certificates, Licenses, Registrations	
Required:	Valid Drivers License.
Preferred:	(Valid) Class C Commercial Driver's License. Flagger Training/Certification. First Aid/CPR Certification.

Physical Requirements	
Typical:	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Work is performed outdoors at construction sites, maintenance facilities, and outside environments. Moderate physical demands including strength sufficient to lift and move items weighing up to 80 pounds without assistance. While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel; reach with hands and arms; and talk and hear. The employee must frequently bend, stoop, squat and walk on uneven surfaces without assistance. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus.
Knowledge, Skills, & Abilities	
Typical:	<p>Knowledge of:</p> <ul style="list-style-type: none"> • County policies and procedures • Techniques of Traffic Control • OSHA safety rules and regulations; and safety standards in hazardous traffic environments. • Federal and state safety laws and regulations <p>Skills In:</p> <ul style="list-style-type: none"> • Safe and efficient operation and maintenance of pick up trucks, flat bed trucks as well as miscellaneous hand held tools according to standard operating and safety procedures. • Following safe work practices. • Establishing and maintaining effective working relationships with co-workers. • Following verbal and written instructions.
Work Environment	
Typical:	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is frequently loud. The employee is constantly required to work closely with others as a part of a team, and is frequently exposed to danger and inclement weather. The employee is occasionally required to perform tedious, exacting work, to switch from one task to another, and to work under time pressures to meet deadlines.

APPROVED



Duane Peters
County Judge10/31/17
Date



Brazos County Job Description

Last Updated: September 2017

Template Revision 1.2 08/15/2012

Class Number:	2668	Title:	Tech Temporary (1040 hrs)
Pay Group:	N/A	Department:	Road & Bridge
FLSA Status:	Non Exempt	Reports To:	General Superintendent
Approved Date:	10/03/17	EEOC Category:	Skilled Craft Workers
Position End Date:	09/30/2018	Temporary Employee Signature:	

General Summary:

Supervises seal coat work, crack seal and hot mix work of subcontractors.

Essential Duties:

Other duties may be assigned. Drives county roads to assess and determine roads to be crack sealed or seal coated; coordinates activity with each area supervisor; assists other county employees in completing a set of plans and specifications for the subject work.

Other Duties as assigned. (1%)

Supervision

Received: General Superintendent

Given: This is a non-supervisory position; however can direct subcontractors with their duties; inspects contractor seal coat, hot mix and crack seal applications.

Education

Required: High school graduation or its equivalent; or any combination of equivalent education and experience that provides the required knowledge, skills and abilities.

Preferred:

Experience

Required: At least five years of experience. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily as noted above.

Preferred:

Certificates, Licenses, Registrations

Required: (Valid) Class C Driver's License.

Preferred:

Physical Demands

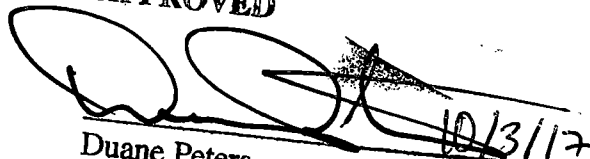
Typical: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel; reach with hands and arms; and talk and hear. The employee must frequently bend, stoop, squat and walk. The employee must frequently lift and/or move objects weighing up to 30 pounds, such as tools and equipment. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus.

Knowledge, Skills, & Abilities

Typical: Assess need for and condition of drainage systems; design drainage systems; work effectively and cooperatively with co-workers. Assess need for corrective or preventative maintenance and recommend proper corrective measures for the assessed needs. Communicate effectively to General Superintendent and County Engineer.

Work Environment	
Typical:	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is frequently loud. The employee is constantly required to work closely with others as a part of a team, and is frequently exposed to danger. The employee is occasionally required to perform tedious, exacting work, to switch from one task to another, and to work under time pressures to meet deadlines.

APPROVED



Duane Peters
County Judge

Date

10/3/17



Brazos County Job Description

Template Revision 1.2 08/15/2012

Class Number:	2822	Title:	Juvenile Supervision Officer (1248 hours)
Pay Group:	14	Department:	Juvenile Services - Detention
FLSA Status:	Non-Exempt	Reports To:	Detention Supervisor
Approved Date:	10/03/2017	EEOC Category:	Protective Service Worker

General Summary:

Maintains care, custody and control of juveniles in custody at the Juvenile Detention Center facility. Participates in planning of programs and objectives for own work group.

Essential Duties:

Work a flexible schedule based on the needs of the institution consisting of 24 hours per week; on call 24 hours a day, subject to irregular work hours.
Maintains care, custody and control of residents in accordance with established procedures.
Provides safe living environment for residents.
Transports residents within and outside the facility as needed.
Provide physical education and recreational activities and supervises those recreation of residents in accordance with procedures.
Physically and mechanically restrain juvenile residents when needed.
Obtain 80 hours bi-annually of approved training; must maintain own training and training hours and have personal knowledge as to the dates certification(s) are to expire. A supervision officer is solely responsible for the up keep of own certification status.
Completes necessary paperwork.
Assists in orientating newly employed officers and relief officers in all phases of detention duties.
Manage students in class.
Prepare and/or setup meals and clean kitchen as needed. Complete meal record and evaluation.
Provide clean linens weekly and provides clean clothes daily.
Launder clothes and linens.
Conduct door and perimeter checks, ensure key control, conduct accurate security count of utensils at meal times, monitor residents in their rooms by audio and visual checks in person, conduct room searches, perform pat-down and strip searches and search incoming residents for items not permitted.
Conduct intake and orientate all new residents.
Ensure cleanliness and sanitation of facility.
Assign, prepare for, and oversee resident chores.
Abide by the Texas Juvenile Justice Department Code of Ethics.
Maintain security and confidentiality of all case information, files and chronos as required by the Texas Family Code.


The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is related or a logical assignment to the position. This job description does not constitute an offer of employment. The job description is subject to change by the employer as the needs of the employer and requirements of the job change.

Other Duties as assigned. (1%)

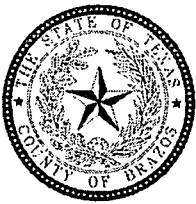
Supervision	
Received:	Not applicable
Given:	Not applicable
Education	
Required:	High school diploma or its equivalent. One (1) year of working experience with youth oriented services or programs preferred, but not required.
Preferred:	
Experience	
Required:	To perform this job successfully, an individual must be able to perform each essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals to perform the essential functions. Must be 21 years of age, or older, and be able to meet criteria for certification as a Juvenile Supervision through TJJD.
Preferred:	

Certificates, Licenses, Registrations	
Required:	Valid Texas driver's license with appropriate liability auto insurance coverage (Driver's license requirements must be met within 30 days if employee recently moved from another state). Must be able to meet all criteria for certification as a juvenile supervision officer through TJJD as well as written proof (on employer's letterhead) of required work experience from previous employer if applicable (which should include dates of employment and description of job duties and performance), non-disqualifying criminal history/sex offender registration background check.
Preferred:	
Physical Demands	
Typical:	Duties require daily standing, walking, sitting, talking and listening; frequent use of hands and/or fingers to grasp, handle, pick-up, pinch, type or feel; frequent reaching with hands or arms and lifting of objects over 100 pounds; close vision, distance vision, ability to distinguish color, peripheral vision, depth perception and ability to adjust focus. Physical demands described here are representative of those that must be met or are encountered by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
Knowledge, Skills, & Abilities	
Typical:	An understanding of human behavioral patterns and the ability to apply good judgment in dealing with troubled youth and their families. Ability to remain calm in stressful situations. Must possess basic computer knowledge and competence. Ability to communicate effectively orally and in writing. Must have physical ability to perform physical restraint techniques.
Work Environment	
Typical:	The noise level in the work environment is usually moderate. While performing the essential duties of this job, the employee is constantly required to perform multiple tasks simultaneously, to work under time pressures to meet deadlines and to work closely with others as part of a team; the employee is frequently required to do tedious exacting work. Worker is subject to physical hazards from traffic; serious hazard and infection from exposure to communicable disease; physical harm as the result of confrontation. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

APPROVED



Duane Peters 10/31/17
 County Judge Date



Brazos County Job Description

Last Updated: September 2017

Template Revision 1.2 08/15/2012

Class Number:	2856	Title:	Probation Supervisor
Pay Group:	20	Department:	Juvenile, Administration
FLSA Status:	Non Exempt	Reports To:	Deputy Director
Approved Date:	10/03/2017	EEOC Category:	Professional

General Summary:

This position shall direct, supervise and coordinate their assigned unit in accordance with departmental policies and procedures, directives of the Court and applicable state and federal statutes.

Essential Duties:

Other duties may be assigned. Assist in training of employees. Assist in annual employee performance appraisals. Adhere to departmental policies and procedures. Adhere to TJJD Standards. Coordinate daily activities related to assigned unit. Conduct regular office visits with assigned caseload and maintain a monthly activity log for individual casework assignments. Generate court reports as required, serve summons and be available to appear in court. Adhere to TJJD standards in the management of assigned cases. Monitor juvenile offenders' adherence to court orders; aid juveniles and families in development and rehabilitation. Develop quality relationships with personnel in law enforcement, schools, community organizations, and other social service agencies. Be available to Deputy Director to assist in solving any unit problems. Make effective and informative presentations regarding the Brazos County Juvenile Services. Adhere to specific policy, procedure or practice of assigned unit. Make timely and accurate audits of probationer's files as required by the department. Make arrests and perform restraint techniques. Maintain 80 hours biannually of approved training to maintain JPO and JSO certification. On call 24 hours a day, subject to irregular work hours. Follow established policies, procedures and practices of the department. Abide by the Texas Juvenile Justice Departments Code of Ethics. Maintain security and confidentiality of all case information, files and chronos as required by the Texas Family Code. Facilitates and participates in departmental programs.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is related or a logical assignment to the position.

This job description does not constitute an offer of employment. The job description is subject to change by the employer as the needs of the employer and requirements of the job change.

Other Duties as assigned. (1%)

Supervision	
Received:	Deputy Director
Given:	Supervises Juvenile Probation Officers and/or support staff that are assigned to their units. This includes training of new officers and staff, conducting performance reviews, and recommending personnel actions. Conduct regular staff meetings regarding policies, procedures, problem solving, program planning and in-service training. Review and approve time sheets and time off requests.


Education	
Required:	Bachelor's degree in Criminal Justice or a related field, plus one (1) year of responsible, paid experience in a juvenile correctional work or social services.
Preferred:	

Experience	
Required:	To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals to perform the essential functions. Must be 21 years of age, or older, and be able to meet criteria for certification as a Juvenile Probation Officer and Juvenile Supervision Officer through TJJD.
Preferred:	

Certificates, Licenses, Registrations	
Required:	Valid Texas driver's license with appropriate liability auto insurance coverage (Driver's license requirements must be met within 30 days if employee recently moved from another state). Must be able to meet all criteria for certification as a probation officer through TJJD which includes a certified copy of transcript with written proof of accreditation of your college or university as well as written proof (on employer's letterhead) of required work experience from previous employer (which should include dates of employment and description of job duties and performance), non-disqualifying criminal history/sex offender registration background check.
Preferred:	

Physical Demands Typical:	Duties require daily standing, walking, sitting, talking and listening; frequent use of hands and/or fingers to grasp, handle, pick-up, pinch, type or feel; frequent reaching with hands or arms and lifting of objects over 100 pounds; close vision, distance vision, ability to distinguish color, peripheral vision, depth perception and ability to adjust focus. Physical demands described here are representative of those that must be met or are encountered by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
Knowledge, Skills, & Abilities Typical:	An understanding of human behavioral patterns and the ability to apply good judgment in dealing with troubled youth and their families. Ability to remain calm in stressful situations. Must possess basic computer knowledge and competence. Ability to communicate effectively orally and in writing. Must have physical ability to make arrests and perform restraint techniques.
Work Environment Typical:	The noise level in the work environment is usually moderate. While performing the essential duties of this job, the employee is constantly required to perform multiple tasks simultaneously, to work under time pressures to meet deadlines and to work closely with others as part of a team; the employee is frequently required to do tedious exacting work. Worker is subject to physical hazards from traffic; serious hazard and infection from exposure to communicable disease; physical harm as the result of confrontation. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

APPROVED



10/3/17

Date

Duane Peters
County Judge



Brazos County Job Description

Last Updated: September 2017

Template Revision 1.2 08/15/2012

Class Number:	2860	Title:	Probation Supervisor
Pay Group:	20	Department:	Juvenile, Academy
FLSA Status:	Non Exempt	Reports To:	Academy Superintendent
Approved Date:	10/03/2017	EEOC Category:	Professional

General Summary:

This position shall direct, supervise and coordinate their assigned unit in accordance with departmental policies and procedures, directives of the Court and applicable state and federal statutes.

Essential Duties:

Other duties may be assigned. Assist in training of employees. Assist in annual employee performance appraisals. Adhere to departmental policies and procedures. Adhere to TJJD Standards. Coordinate daily activities related to assigned unit. Conduct regular office visits with assigned caseload and maintain a monthly activity log for individual casework assignments. Generate court reports as required, serve summons and be available to appear in court. Adhere to TJJD standards in the management of assigned cases Monitor juvenile offenders' adherence to court orders; aid juveniles and families in development and rehabilitation. Develop quality relationships with personnel in law enforcement, schools, community organizations, and other social service agencies. Be available to Deputy Director to assist in solving any unit problems. Make effective and informative presentations regarding the Brazos County Juvenile Services. Adhere to specific policy, procedure or practice of assigned unit. Make timely and accurate audits of probationer's files as required by the department. Make arrests and perform restraint techniques. Maintain 80 hours biannually of approved training to maintain JPO and JSO certification. On call 24 hours a day, subject to irregular work hours. Follow established policies, procedures and practices of the department. Abide by the Texas Juvenile Justice Departments Code of Ethics. Maintain security and confidentiality of all case information, files and chronos as required by the Texas Family Code. Facilitates and participates in departmental programs.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is related or a logical assignment to the position.

This job description does not constitute an offer of employment. The job description is subject to change by the employer as the needs of the employer and requirements of the job change.

Other Duties as assigned. (1%)

Supervision	
Received:	Academy Superintendent
Given:	Supervises Juvenile Probation Officers and/or support staff that are assigned to their units. This includes training of new officers and staff, conducting performance reviews, and recommending personnel actions. Conduct regular staff meetings regarding policies, procedures, problem solving, program planning and in-service training. Review and approve time sheets and time off requests.

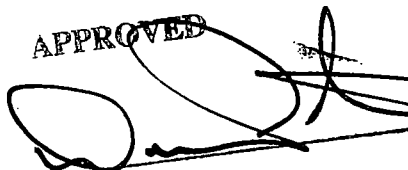
Education	
Required:	Bachelor's degree in Criminal Justice or a related field, plus one (1) year of responsible, paid experience in a juvenile correctional work or social services.
Preferred:	

Experience	
Required:	To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals to perform the essential functions. Must be 21 years of age, or older, and be able to meet criteria for certification as a Juvenile Probation Officer and Juvenile Supervision Officer through TJJD.
Preferred:	

Certificates, Licenses, Registrations	
Required:	Valid Texas driver's license with appropriate liability auto insurance coverage (Driver's license requirements must be met within 30 days if employee recently moved from another state). Must be able to meet all criteria for certification as a probation officer through TJJD which includes a certified copy of transcript with written proof of accreditation of your college or university as well as written proof (on employer's letterhead) of required work experience from previous employer (which should include dates of employment and description of job duties and performance), non-disqualifying criminal history/sex offender registration background check.
Preferred:	

<i>Physical Demands</i>	
Typical:	Duties require daily standing, walking, sitting, talking and listening; frequent use of hands and/or fingers to grasp, handle, pick-up, pinch, type or feel; frequent reaching with hands or arms and lifting of objects over 100 pounds; close vision, distance vision, ability to distinguish color, peripheral vision, depth perception and ability to adjust focus. Physical demands described here are representative of those that must be met or are encountered by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
<i>Knowledge, Skills, & Abilities</i>	
Typical:	An understanding of human behavioral patterns and the ability to apply good judgment in dealing with troubled youth and their families. Ability to remain calm in stressful situations. Must possess basic computer knowledge and competence. Ability to communicate effectively orally and in writing. Must have physical ability to make arrests and perform restraint techniques.
<i>Work Environment</i>	
Typical:	The noise level in the work environment is usually moderate. While performing the essential duties of this job, the employee is constantly required to perform multiple tasks simultaneously, to work under time pressures to meet deadlines and to work closely with others as part of a team; the employee is frequently required to do tedious exacting work. Worker is subject to physical hazards from traffic; serious hazard and infection from exposure to communicable disease; physical harm as the result of confrontation. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

APPROVED

 10/3/17

Date

Duane Peters
County Judge



Brazos County Job Description

Last Updated: September 2017

Template Revision 1.2 08/15/2012

Class Number:	2906	Title:	Juvenile Court Coordinator/ Texas Licensed Court Interpreter
Pay Group:	21	Department:	Juvenile, Court Referee
FLSA Status:	Non Exempt	Reports To:	Juvenile Magistrate Judge
Approved Date:	10/03/2017	EEOC Category:	

General Summary:

Directs court staff, including assigning and reviewing work; coordinates and maintains the court's calendar and docket for Juvenile court; acts as a liaison between the judge and general public regarding the court calendar, schedule of settings; records and files various documents; and assists county personnel and the general public.

Essential Duties:

Directs court staff, including assigning and reviewing work; Schedules court proceedings and maintains court calendar, including resolving calendar conflicts for judge, attorneys and litigants with approval of court; Acts as a liaison between the judge and general public regarding the court calendar and schedule of settings; Coordinates the availability of lawyers, parties, and court personnel in setting the docket; Sets and supervises movement of cases and various proceedings; Posts and distributes copies of dockets to appropriate offices; Maintains awareness of developments in court activities and reports all delays in case movement; Notifies parties to ensure their appearance at proceedings; Types and prepares paperwork for setting of cases; Mails all appropriate paperwork to all parties; Manages office budget; Performs general clerical duties when court is not in session; Secures appointment of visiting judges in absence of judge; Administrative Secretary and may perform some duties of the court Bailiff. Interpreting for all Courts hearings (Spanish translation).

Other Duties as assigned. (1%)

Supervision

Received: From Juvenile Court Referee/Associate Judge

Given: This is a non-supervisory position. However, provides direction to other court personnel.

Education

Required: High school graduation or its equivalent, plus at least four years of experience; or any equivalent combination of education and experience that provides the required knowledge, skills, and abilities.

Preferred:

Experience

Required: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Preferred:


Certificates, Licenses, Registrations

Required: Texas Licensed Court Interpreter (maintain certification)

Preferred:

<i>Physical Demands</i>	
Typical:	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; bend and kneel; and talk and hear. The employee frequently is required to stand and walk. The employee must frequently lift and/or move objects weighing up to 20 pounds, such as books and stacks of records. The employee may occasionally be called upon to perform acts of intense physical exertion during emergency situations. Specific vision abilities required by this job include close vision, distance vision; peripheral vision, color vision, and ability to adjust focus.
<i>Knowledge, Skills, & Abilities</i>	
Typical:	Court rules, procedures, and regulations; trial proceedings and orders; standard office practices and procedures; basic bookkeeping procedures; and computers. Read and apply the law in preparing and organizing court's charges; operate computers, including word processing and spreadsheet software; type accurately; effectively manage case load; perform basic mathematical calculations; understand and follow instructions; write letters and memos; identify problems and recommend solutions; communicate effectively, both orally and in writing; and maintain effective working relationships with co-workers, judges, attorneys, and the general public.
<i>Work Environment</i>	
Typical:	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

APPROVED



 Duane Peters 10/31/17
 County Judge Date



Brazos County Job Description

Last Updated: September 2014

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Template Revision 1.2 08/15/2012

Class Number:	0850	Title:	Temp Clerk
Pay Group:	12	Department:	Exposition Complex.
FLSA Status:	Non Exempt	Reports To:	Marketing & Sales Manager- Inside Events, Brazos County Expo
Approved Date:	10/01/2017	EEOC Category:	Office and Clerical
End Date:	09/30/2018	Employee Signature:	

General Summary:

Performs professional office administration duties and responsibilities for the Brazos County Expo. Specifically responsible for performing comprehensive bookkeeping duties and responsibilities including maintaining customer accounts, entering all required financial information into Quick Books, generating monthly reports, reconciling funds and making daily bank deposits. Responsible for maintaining animal bedding products to be sold, using a cash register and occasionally selling specific animal bedding products at equine and livestock events.

Essential Duties:

Performs all bookkeeping responsibilities including maintaining customer accounts, entering all required financial information into Quick Books, generating monthly reports, reconciling funds and making daily bank deposits;

Communicates effectively orally and in writing;

Works effectively in a team environment and maintains a positive attitude and working relationship with all staff;

Works an irregular schedule occasionally as needed;

Exercises discretion and independent judgment, with minimal supervision, as necessary in performing professional responsibilities;

Must be a "people" person with an excellent personality, have the ability to multi-task in a stressful environment, have a strong work ethic, have strong organizational skills and be able to focus attention on details;

Must be very experienced and proficient in Quick Books, Microsoft Word and Excel.

Other Duties as assigned. (1%)

Supervision	
Received:	Marketing & Sales Manager- Inside Sales, Brazos County Exposition Complex
Given:	This is a non-supervisory position. Occasionally may be "on-call" after hours for the Exposition Complex.

Education	
Required:	A bachelor's degree or equivalent in a business related field is preferred. Must be a "people" person with an excellent personality, have the ability to multi-task in a stressful environment, have a strong work ethic, have strong organizational skills and be able to focus attention on details. Must be very experienced and proficient in Quick Books, Microsoft Word and Excel.
Preferred:	

Experience	
Required:	A minimum of two years of meaningful and/or advanced clerical/bookkeeping experience is preferred.
Preferred:	


Certificates, Licenses, Registrations	
Required:	None.
Preferred:	

Physical Demands	
Typical:	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hand to finger, handle, or to feel; reach with hands and arms; bend and kneel; and talk and hear. The employee frequently is required to stand and walk. The employee must frequently lift and/or move objects weighing up to 20 pounds, such as books and stacks of records. Specific vision abilities required for this job include close vision, distance vision, and the ability to adjust focus.

Knowledge, Skills, & Abilities	
Typical:	Standard office management, practices/procedures, and bookkeeping procedures. Operate computers, including word processing and spreadsheet software; read and interpret manuals and memos; perform math to balance accounts; understand and follow instructions; operate standard office equipment, such as a copy machine and a facsimile machine; type 60 wpm; communicate effectively, both orally and in writing; work independently as necessary; set work priorities; maintain effective working relationship with co-workers; and provide exceptional customer service to the general public.

Work Environment	
Typical:	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. The employee is constantly required to work closely with others as a part of a team to perform multiple tasks simultaneously, and switch from one task to another. The employee is frequently required to work under time constraints and meet deadlines.

APPROVED


 Duane Peters
 County Judge

Date
 10/3/17



Brazos County

Job Description

Last Updated: September 2012

Class Number:	832	Title:	Temporary Attendant, Building & Grounds (1040 hrs.)
Pay Group:	09	Department:	Exposition Complex
FLSA Status:	Non Exempt	Reports To:	Event Coordinators & All Managers
Approved Date:	10/01/2017	EEOC Category:	Service / Maintenance
Position End Date:	09/30/2018	Temporary Employee Signature:	Billy Kelly

General Summary:

Performs and monitors daily operational responsibilities including janitorial duties, responsibilities and maintenance of the Brazos County Exposition Complex including setting-up, cleaning and tearing-down events.

Essential Duties:

Operates light to moderate equipment such as tractors with implements, forklifts and skid steer loaders; Sets up/tears down rodeo equipment, horse stalls, cattle ties, panels and pens; Sets up/tears down meeting and event rooms, including stages, dance floors, tables, chairs and equipment and assists with the sound/electrical system setup and/or tear down; Cleans meeting and event rooms, including sweeping, vacuuming and taking out trash; Cleans restrooms, including using commercial chemicals to remove stains/odors and keeps them free of litter; buffs and scrubs floors as needed and instructed. Keeps all floors dusted, mopped, and vacuumed; Changes light bulbs and distributes supplies as necessary; Assists in painting and other maintenance projects as necessary; Operates a vacuum cleaner and hand cleaning materials, supplies and equipment; Cleans windows, doors, floors, water fountains, and furniture; Empties and cleans waste receptacles and properly disposes of trash; Assists visitors in a polite manner during events at the Exposition Complex; Keeps janitorial and storage areas clean and organized; Must be willing to work various hours as needed including some nights, weekends, holidays, etc.; Communicates with Exposition Complex administrative assistant/secretary regarding janitorial supply inventory; Assists as necessary in inventory control including equipment and consumables.

Other Duties as assigned. (1%)

Supervision

Received:

Event Coordinators & All Managers

Given:

This is a non-supervisory position.

Education

Required:

High school graduation or its equivalent; or any equivalent combination of education and experience that provides the required knowledge, skills and abilities.

Preferred:

Experience

Required:

At least one year of related work experience.

Preferred:

Some experience in operating a tractor and/or other light to moderate equipment is preferred.

Certificates, Licenses, Registrations

Required:

None.

Preferred:

<i>Physical Demands</i>	
Typical:	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hand to finger, handle, or to feel; reach with hands and arms; bend and kneel; and talk and hear. The employee frequently is required to stand and walk. The employee must frequently lift and/or move objects weighing up to 100 pounds, such as bags of mulch and rocks. Specific vision abilities required for this job include close vision, distance vision, and the ability to adjust focus.
<i>Knowledge, Skills, & Abilities</i>	
Typical:	Safe operation of custodial and maintenance equipment, including the safe use of commercial cleaning chemicals. Ability to follow oral and written instructions; ability to learn the proper use of janitorial equipment and supplies; ability to make minor repairs; ability to communicate and work effectively with co-workers; ability to perform physical and strenuous work; and an ability to understand and follow Brazos County safety policies.
<i>Work Environment</i>	
Typical:	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is frequently loud. The employee is constantly required to work closely with others as a part of a team to perform multiple tasks simultaneously, and switch from one task to another. The employee is frequently required to work under time pressures and meet deadlines. The employee may be exposed to extreme weather conditions.

APPROVED



Duane Peters
County Judge

Date



Brazos County Job Description

Last Updated: September 2012

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Template Revision 1.2 08/15/2012

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Class Number:	832	Title:	Temporary Attendant, Building & Grounds (1040 hrs.)
Pay Group:	09	Department:	Exposition Complex
FLSA Status:	Non Exempt	Reports To:	Event Coordinators & All Managers
Approved Date:	10/01/2017	EEOC Category:	Service / Maintenance
Position End Date:	09/30/2018	Temporary Employee Signature:	X <i>[Signature]</i>

General Summary:

Performs and monitors daily operational responsibilities including janitorial duties, responsibilities and maintenance of the Brazos County Exposition Complex including setting-up, cleaning and tearing-down events.

Essential Duties:

Operates light to moderate equipment such as tractors with implements, forklifts and skid steer loaders; Sets up/tears down rodeo equipment, horse stalls, cattle ties, panels and pens; Sets up/tears down meeting and event rooms, including stages, dance floors, tables, chairs and equipment and assists with the sound/electrical system setup and/or tear down; Cleans meeting and event rooms, including sweeping, vacuuming and taking out trash; Cleans restrooms, including using commercial chemicals to remove stains/odors and keeps them free of litter; buffs and scrubs floors as needed and instructed. Keeps all floors dusted, mopped, and vacuumed; Changes light bulbs and distributes supplies as necessary; Assists in painting and other maintenance projects as necessary; Operates a vacuum cleaner and hand cleaning materials, supplies and equipment; Cleans windows, doors, floors, water fountains, and furniture; Empties and cleans waste receptacles and properly disposes of trash; Assists visitors in a polite manner during events at the Exposition Complex; Keeps janitorial and storage areas clean and organized; Must be willing to work various hours as needed including some nights, weekends, holidays, etc.; Communicates with Exposition Complex administrative assistant/secretary regarding janitorial supply inventory; Assists as necessary in inventory control including equipment and consumables.

Other Duties as assigned. (1%)

Supervision

Received: Event Coordinators & All Managers

Given: This is a non-supervisory position.

Education

Required: High school graduation or its equivalent; or any equivalent combination of education and experience that provides the required knowledge, skills and abilities.

Preferred:

Experience

Required: At least one year of related work experience.

Preferred: Some experience in operating a tractor and/or other light to moderate equipment is preferred.

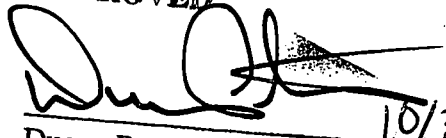
Certificates, Licenses, Registrations

Required: None.

Preferred:

<i>Physical Demands</i>	
Typical:	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hand to finger, handle, or to feel; reach with hands and arms; bend and kneel; and talk and hear. The employee frequently is required to stand and walk. The employee must frequently lift and/or move objects weighing up to 100 pounds, such as bags of mulch and rocks. Specific vision abilities required for this job include close vision, distance vision, and the ability to adjust focus.
<i>Knowledge, Skills, & Abilities</i>	
Typical:	Safe operation of custodial and maintenance equipment, including the safe use of commercial cleaning chemicals. Ability to follow oral and written instructions; ability to learn the proper use of janitorial equipment and supplies; ability to make minor repairs; ability to communicate and work effectively with co-workers; ability to perform physical and strenuous work; and an ability to understand and follow Brazos County safety policies.
<i>Work Environment</i>	
Typical:	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is frequently loud. The employee is constantly required to work closely with others as a part of a team to perform multiple tasks simultaneously, and switch from one task to another. The employee is frequently required to work under time pressures and meet deadlines. The employee may be exposed to extreme weather conditions.

APPROVED


 Duane Peters
 County Judge

10/3/17
 Date



Brazos County Job Description

Last Updated: September 2012

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Template Revision 1.2 08/15/2012
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SEP 26 2017

Class Number:	832	Title:	Temporary Attendant, Building & Grounds (1040 hrs.)
Pay Group:	09	Department:	Exposition Complex
FLSA Status:	Non Exempt	Reports To:	Event Coordinators & All Managers
Approved Date:	10/01/2017	EEOC Category:	Service / Maintenance
Position End Date:	09/30/2018	Temporary Employee Signature:	John Isaac Snelke

General Summary:

Performs and monitors daily operational responsibilities including janitorial duties, responsibilities and maintenance of the Brazos County Exposition Complex including setting-up, cleaning and tearing-down events.

Essential Duties:

Operates light to moderate equipment such as tractors with implements, forklifts and skid steer loaders; Sets up/tears down rodeo equipment, horse stalls, cattle ties, panels and pens; Sets up/tears down meeting and event rooms, including stages, dance floors, tables, chairs and equipment and assists with the sound/electrical system setup and/or tear down; Cleans meeting and event rooms, including sweeping, vacuuming and taking out trash; Cleans restrooms, including using commercial chemicals to remove stains/odors and keeps them free of litter; buffs and scrubs floors as needed and instructed. Keeps all floors dusted, mopped, and vacuumed; Changes light bulbs and distributes supplies as necessary; Assists in painting and other maintenance projects as necessary; Operates a vacuum cleaner and hand cleaning materials, supplies and equipment; Cleans windows, doors, floors, water fountains, and furniture; Empties and cleans waste receptacles and properly disposes of trash; Assists visitors in a polite manner during events at the Exposition Complex; Keeps janitorial and storage areas clean and organized; Must be willing to work various hours as needed including some nights, weekends, holidays, etc.; Communicates with Exposition Complex administrative assistant/secretary regarding janitorial supply inventory; Assists as necessary in inventory control including equipment and consumables.

Other Duties as assigned. (1%)

Supervision

Received: Event Coordinators & All Managers

Given: This is a non-supervisory position.

Education

Required: High school graduation or its equivalent; or any equivalent combination of education and experience that provides the required knowledge, skills and abilities.

Preferred:

Experience

Required: At least one year of related work experience.

Preferred: Some experience in operating a tractor and/or other light to moderate equipment is preferred.


Certificates, Licenses, Registrations

Required: None.

Preferred:

<i>Physical Demands</i>	
Typical:	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hand to finger, handle, or to feel; reach with hands and arms; bend and kneel; and talk and hear. The employee frequently is required to stand and walk. The employee must frequently lift and/or move objects weighing up to 100 pounds, such as bags of mulch and rocks. Specific vision abilities required for this job include close vision, distance vision, and the ability to adjust focus.
<i>Knowledge, Skills, & Abilities</i>	
Typical:	Safe operation of custodial and maintenance equipment, including the safe use of commercial cleaning chemicals. Ability to follow oral and written instructions; ability to learn the proper use of janitorial equipment and supplies; ability to make minor repairs; ability to communicate and work effectively with co-workers; ability to perform physical and strenuous work; and an ability to understand and follow Brazos County safety policies.
<i>Work Environment</i>	
Typical:	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is frequently loud. The employee is constantly required to work closely with others as a part of a team to perform multiple tasks simultaneously, and switch from one task to another. The employee is frequently required to work under time pressures and meet deadlines. The employee may be exposed to extreme weather conditions.

APPROVED


 Duane Peters
 County Judge

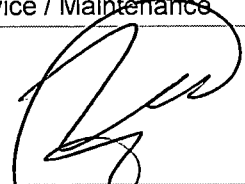
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Brazos County Job Description

Last Updated: September 2012

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SEP 26 2017

Class Number:	832	Title:	Temporary Attendant, Building & Grounds (1040 hrs.)
Pay Group:	09	Department:	Exposition Complex
FLSA Status:	Non Exempt	Reports To:	Event Coordinators & All Managers
Approved Date:	10/01/2017	EEOC Category:	Service / Maintenance
Position End Date:	09/30/2018	Temporary Employee Signature:	X 

General Summary:

Performs and monitors daily operational responsibilities including janitorial duties, responsibilities and maintenance of the Brazos County Exposition Complex including setting-up, cleaning and tearing-down events.

Essential Duties:

Operates light to moderate equipment such as tractors with implements, forklifts and skid steer loaders; Sets up/tears down rodeo equipment, horse stalls, cattle ties, panels and pens; Sets up/tears down meeting and event rooms, including stages, dance floors, tables, chairs and equipment and assists with the sound/electrical system setup and/or tear down; Cleans meeting and event rooms, including sweeping, vacuuming and taking out trash; Cleans restrooms, including using commercial chemicals to remove stains/odors and keeps them free of litter; Buffs and scrubs floors as needed and instructed. Keeps all floors dusted, mopped, and vacuumed; Changes light bulbs and distributes supplies as necessary; Assists in painting and other maintenance projects as necessary; Operates a vacuum cleaner and hand cleaning materials, supplies and equipment; Cleans windows, doors, floors, water fountains, and furniture; Empties and cleans waste receptacles and properly disposes of trash; Assists visitors in a polite manner during events at the Exposition Complex; Keeps janitorial and storage areas clean and organized; Must be willing to work various hours as needed including some nights, weekends, holidays, etc.; Communicates with Exposition Complex administrative assistant/secretary regarding janitorial supply inventory; Assists as necessary in inventory control including equipment and consumables.

Other Duties as assigned. (1%)

Supervision

Received: Event Coordinators & All Managers

Given: This is a non-supervisory position.

Education

Required: High school graduation or its equivalent; or any equivalent combination of education and experience that provides the required knowledge, skills and abilities.

Preferred:

Experience

Required: At least one year of related work experience.

Preferred: Some experience in operating a tractor and/or other light to moderate equipment is preferred.

Certificates, Licenses, Registrations

Required: None.

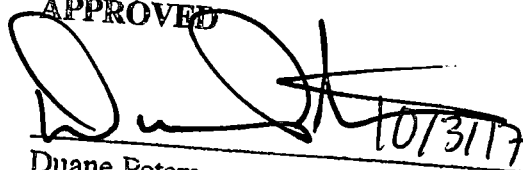
Preferred:

Physical Demands	
Typical:	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hand to finger, handle, or to feel; reach with hands and arms; bend and kneel; and talk and hear. The employee frequently is required to stand and walk. The employee must frequently lift and/or move objects weighing up to 100 pounds, such as bags of mulch and rocks. Specific vision abilities required for this job include close vision, distance vision, and the ability to adjust focus.

Knowledge, Skills, & Abilities	
Typical:	Safe operation of custodial and maintenance equipment, including the safe use of commercial cleaning chemicals. Ability to follow oral and written instructions; ability to learn the proper use of janitorial equipment and supplies; ability to make minor repairs; ability to communicate and work effectively with co-workers; ability to perform physical and strenuous work; and an ability to understand and follow Brazos County safety policies.

Work Environment	
Typical:	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is frequently loud. The employee is constantly required to work closely with others as a part of a team to perform multiple tasks simultaneously, and switch from one task to another. The employee is frequently required to work under time pressures and meet deadlines. The employee may be exposed to extreme weather conditions.

APPROVED


 Duane Peters
 County Judge

10/3/17
 Date



Brazos County Job Description

Last Updated: September 2012

Jackie Jones
#11633
RECEIVED
SEP 26 2017
Template Revision 1.2 08/15/2012
pos.5

Class Number:	832	Title:	Temporary Attendant, Building & Grounds (1040 hrs.)
Pay Group:	09	Department:	Exposition Complex
FLSA Status:	Non Exempt	Reports To:	Event Coordinators & All Managers
Approved Date:	10/01/2017	EEOC Category:	Service / Maintenance
Position End Date:	09/30/2018	Temporary Employee Signature:	X Jackie Jones

General Summary:

Performs and monitors daily operational responsibilities including janitorial duties, responsibilities and maintenance of the Brazos County Exposition Complex including setting-up, cleaning and tearing-down events.

Essential Duties:

Operates light to moderate equipment such as tractors with implements, forklifts and skid steer loaders; Sets up/tears down rodeo equipment, horse stalls, cattle ties, panels and pens; Sets up/tears down meeting and event rooms, including stages, dance floors, tables, chairs and equipment and assists with the sound/electrical system setup and/or tear down; Cleans meeting and event rooms, including sweeping, vacuuming and taking out trash; Cleans restrooms, including using commercial chemicals to remove stains/odors and keeps them free of litter; buffs and scrubs floors as needed and instructed. Keeps all floors dusted, mopped, and vacuumed; Changes light bulbs and distributes supplies as necessary; Assists in painting and other maintenance projects as necessary; Operates a vacuum cleaner and hand cleaning materials, supplies and equipment; Cleans windows, doors, floors, water fountains, and furniture; Empties and cleans waste receptacles and properly disposes of trash; Assists visitors in a polite manner during events at the Exposition Complex; Keeps janitorial and storage areas clean and organized; Must be willing to work various hours as needed including some nights, weekends, holidays, etc.; Communicates with Exposition Complex administrative assistant/secretary regarding janitorial supply inventory; Assists as necessary in inventory control including equipment and consumables.

Other Duties as assigned. (1%)

Supervision

Received: Event Coordinators & All Managers

Given: This is a non-supervisory position.

Education

Required: High school graduation or its equivalent; or any equivalent combination of education and experience that provides the required knowledge, skills and abilities.

Preferred:

Experience

Required: At least one year of related work experience.

Preferred: Some experience in operating a tractor and/or other light to moderate equipment is preferred.

Certificates, Licenses, Registrations

Required: None.

Preferred:

<i>Physical Demands</i>	
Typical:	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hand to finger, handle, or to feel; reach with hands and arms; bend and kneel; and talk and hear. The employee frequently is required to stand and walk. The employee must frequently lift and/or move objects weighing up to 100 pounds, such as bags of mulch and rocks. Specific vision abilities required for this job include close vision, distance vision, and the ability to adjust focus.
<i>Knowledge, Skills, & Abilities</i>	
Typical:	Safe operation of custodial and maintenance equipment, including the safe use of commercial cleaning chemicals. Ability to follow oral and written instructions; ability to learn the proper use of janitorial equipment and supplies; ability to make minor repairs; ability to communicate and work effectively with co-workers; ability to perform physical and strenuous work; and an ability to understand and follow Brazos County safety policies.
<i>Work Environment</i>	
Typical:	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is frequently loud. The employee is constantly required to work closely with others as a part of a team to perform multiple tasks simultaneously, and switch from one task to another. The employee is frequently required to work under time pressures and meet deadlines. The employee may be exposed to extreme weather conditions.

APPROVED




Duane Peters
County Judge

Date




Brazos County Job Description

Last Updated: September 2012

Jay K. R. #12096

Template Revision 1.2 08/15/2012

pos. 6 RECEIVED
SEP 26 2017

Class Number:	832	Title:	Temporary Attendant, Building & Grounds (1040 hrs.)
Pay Group:	09	Department:	Exposition Complex
FLSA Status:	Non Exempt	Reports To:	Event Coordinators & All Managers
Approved Date:	10/01/2017	EEOC Category:	Service / Maintenance
Position End Date:	09/30/2018	Temporary Employee Signature:	X 

General Summary:

Performs and monitors daily operational responsibilities including janitorial duties, responsibilities and maintenance of the Brazos County Exposition Complex including setting-up, cleaning and tearing-down events.

Essential Duties:

Operates light to moderate equipment such as tractors with implements, forklifts and skid steer loaders; Sets up/tears down rodeo equipment, horse stalls, cattle ties, panels and pens; Sets up/tears down meeting and event rooms, including stages, dance floors, tables, chairs and equipment and assists with the sound/electrical system setup and/or tear down; Cleans meeting and event rooms, including sweeping, vacuuming and taking out trash; Cleans restrooms, including using commercial chemicals to remove stains/odors and keeps them free of litter; buffs and scrubs floors as needed and instructed. Keeps all floors dusted, mopped, and vacuumed; Changes light bulbs and distributes supplies as necessary; Assists in painting and other maintenance projects as necessary; Operates a vacuum cleaner and hand cleaning materials, supplies and equipment; Cleans windows, doors, floors, water fountains, and furniture; Empties and cleans waste receptacles and properly disposes of trash; Assists visitors in a polite manner during events at the Exposition Complex; Keeps janitorial and storage areas clean and organized; Must be willing to work various hours as needed including some nights, weekends, holidays, etc.; Communicates with Exposition Complex administrative assistant/secretary regarding janitorial supply inventory; Assists as necessary in inventory control including equipment and consumables.

Other Duties as assigned. (1%)

Supervision

Received: Event Coordinators & All Managers

Given: This is a non-supervisory position.

Education

Required: High school graduation or its equivalent; or any equivalent combination of education and experience that provides the required knowledge, skills and abilities.

Preferred:

Experience

Required: At least one year of related work experience.

Preferred: Some experience in operating a tractor and/or other light to moderate equipment is preferred.


Certificates, Licenses, Registrations

Required: None.

Preferred:

<i>Physical Demands</i>	
Typical:	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hand to finger, handle, or to feel; reach with hands and arms; bend and kneel; and talk and hear. The employee frequently is required to stand and walk. The employee must frequently lift and/or move objects weighing up to 100 pounds, such as bags of mulch and rocks. Specific vision abilities required for this job include close vision, distance vision, and the ability to adjust focus.
<i>Knowledge, Skills, & Abilities</i>	
Typical:	Safe operation of custodial and maintenance equipment, including the safe use of commercial cleaning chemicals. Ability to follow oral and written instructions; ability to learn the proper use of janitorial equipment and supplies; ability to make minor repairs; ability to communicate and work effectively with co-workers; ability to perform physical and strenuous work; and an ability to understand and follow Brazos County safety policies.
<i>Work Environment</i>	
Typical:	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is frequently loud. The employee is constantly required to work closely with others as a part of a team to perform multiple tasks simultaneously, and switch from one task to another. The employee is frequently required to work under time pressures and meet deadlines. The employee may be exposed to extreme weather conditions.

APPROVED


 Duane Peters 10/31/17
 County Judge Date



Brazos County Job Description

Last Updated: September 2012

Daniel Olson
12278

Template Revision 1.2 08/15/2012

RECEIVED

SEP 26 2017

Class Number:	832	Title:	Temporary Attendant, Building & Grounds (1040 hrs.)
Pay Group:	09	Department:	Exposition Complex
FLSA Status:	Non Exempt	Reports To:	Event Coordinators & All Managers
Approved Date:	10/01/2017	EEOC Category:	Service / Maintenance
Position End Date:	09/30/2018	Temporary Employee Signature:	X Daniel Olson

General Summary:

Performs and monitors daily operational responsibilities including janitorial duties, responsibilities and maintenance of the Brazos County Exposition Complex including setting-up, cleaning and tearing-down events.

Essential Duties:

Operates light to moderate equipment such as tractors with implements, forklifts and skid steer loaders; Sets up/tears down rodeo equipment, horse stalls, cattle ties, panels and pens; Sets up/tears down meeting and event rooms, including stages, dance floors, tables, chairs and equipment and assists with the sound/electrical system setup and/or tear down; Cleans meeting and event rooms, including sweeping, vacuuming and taking out trash; Cleans restrooms, including using commercial chemicals to remove stains/odors and keeps them free of litter; buffs and scrubs floors as needed and instructed. Keeps all floors dusted, mopped, and vacuumed; Changes light bulbs and distributes supplies as necessary; Assists in painting and other maintenance projects as necessary; Operates a vacuum cleaner and hand cleaning materials, supplies and equipment; Cleans windows, doors, floors, water fountains, and furniture; Empties and cleans waste receptacles and properly disposes of trash; Assists visitors in a polite manner during events at the Exposition Complex; Keeps janitorial and storage areas clean and organized; Must be willing to work various hours as needed including some nights, weekends, holidays, etc.; Communicates with Exposition Complex administrative assistant/secretary regarding janitorial supply inventory; Assists as necessary in inventory control including equipment and consumables.

Other Duties as assigned. (1%)

Supervision

Received: Event Coordinators & All Managers

Given: This is a non-supervisory position.

Education

Required: High school graduation or its equivalent; or any equivalent combination of education and experience that provides the required knowledge, skills and abilities.

Preferred:

Experience

Required: At least one year of related work experience.

Preferred: Some experience in operating a tractor and/or other light to moderate equipment is preferred.


Certificates, Licenses, Registrations

Required: None.

Preferred:

<i>Physical Demands</i>	
Typical:	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hand to finger, handle, or to feel; reach with hands and arms; bend and kneel; and talk and hear. The employee frequently is required to stand and walk. The employee must frequently lift and/or move objects weighing up to 100 pounds, such as bags of mulch and rocks. Specific vision abilities required for this job include close vision, distance vision, and the ability to adjust focus.
<i>Knowledge, Skills, & Abilities</i>	
Typical:	Safe operation of custodial and maintenance equipment, including the safe use of commercial cleaning chemicals. Ability to follow oral and written instructions; ability to learn the proper use of janitorial equipment and supplies; ability to make minor repairs; ability to communicate and work effectively with co-workers; ability to perform physical and strenuous work; and an ability to understand and follow Brazos County safety policies.
<i>Work Environment</i>	
Typical:	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is frequently loud. The employee is constantly required to work closely with others as a part of a team to perform multiple tasks simultaneously, and switch from one task to another. The employee is frequently required to work under time pressures and meet deadlines. The employee may be exposed to extreme weather conditions.

APPROVED


 Duane Peters
 County Judge

10/31/17
 Date



Brazos County Job Description

Last Updated: September 2012

Charles Allen

12190

RECEIVED

SEP 26 2017

Template Revision 1.2 08/15/2012

pos. 8

Class Number:	832	Title:	Temporary Attendant, Building & Grounds (1040 hrs.)
Pay Group:	09	Department:	Exposition Complex
FLSA Status:	Non Exempt	Reports To:	Event Coordinators & All Managers
Approved Date:	10/01/2017	EEOC Category:	Service / Maintenance
Position End Date:	09/30/2018	Temporary Employee Signature:	x Charles Allen

General Summary:

Performs and monitors daily operational responsibilities including janitorial duties, responsibilities and maintenance of the Brazos County Exposition Complex including setting-up, cleaning and tearing-down events.

Essential Duties:

Operates light to moderate equipment such as tractors with implements, forklifts and skid steer loaders; Sets up/tears down rodeo equipment, horse stalls, cattle ties, panels and pens; Sets up/tears down meeting and event rooms, including stages, dance floors, tables, chairs and equipment and assists with the sound/electrical system setup and/or tear down; Cleans meeting and event rooms, including sweeping, vacuuming and taking out trash; Cleans restrooms, including using commercial chemicals to remove stains/odors and keeps them free of litter; buffs and scrubs floors as needed and instructed. Keeps all floors dusted, mopped, and vacuumed; Changes light bulbs and distributes supplies as necessary; Assists in painting and other maintenance projects as necessary; Operates a vacuum cleaner and hand cleaning materials, supplies and equipment; Cleans windows, doors, floors, water fountains, and furniture; Empties and cleans waste receptacles and properly disposes of trash; Assists visitors in a polite manner during events at the Exposition Complex; Keeps janitorial and storage areas clean and organized; Must be willing to work various hours as needed including some nights, weekends, holidays, etc.; Communicates with Exposition Complex administrative assistant/secretary regarding janitorial supply inventory; Assists as necessary in inventory control including equipment and consumables.

Other Duties as assigned. (1%)

Supervision

Received: Event Coordinators & All Managers

Given: This is a non-supervisory position.

Education

Required: High school graduation or its equivalent; or any equivalent combination of education and experience that provides the required knowledge, skills and abilities.

Preferred:

Experience

Required: At least one year of related work experience.

Preferred: Some experience in operating a tractor and/or other light to moderate equipment is preferred.

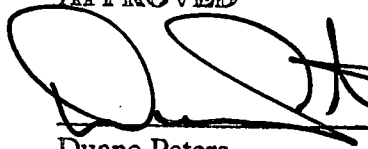
Certificates, Licenses, Registrations

Required: None.

Preferred:

<i>Physical Demands</i>	
Typical:	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hand to finger, handle, or to feel; reach with hands and arms; bend and kneel; and talk and hear. The employee frequently is required to stand and walk. The employee must frequently lift and/or move objects weighing up to 100 pounds, such as bags of mulch and rocks. Specific vision abilities required for this job include close vision, distance vision, and the ability to adjust focus.
<i>Knowledge, Skills, & Abilities</i>	
Typical:	Safe operation of custodial and maintenance equipment, including the safe use of commercial cleaning chemicals. Ability to follow oral and written instructions; ability to learn the proper use of janitorial equipment and supplies; ability to make minor repairs; ability to communicate and work effectively with co-workers; ability to perform physical and strenuous work; and an ability to understand and follow Brazos County safety policies.
<i>Work Environment</i>	
Typical:	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is frequently loud. The employee is constantly required to work closely with others as a part of a team to perform multiple tasks simultaneously, and switch from one task to another. The employee is frequently required to work under time pressures and meet deadlines. The employee may be exposed to extreme weather conditions.

APPROVED


 Duane Peters
 County Judge


 Date



Brazos County Job Description

Last Updated: September 2012

Frank Zamora
#11067 POS10

Template Revision 1.2 08/15/2012

RECEIVED

SEP 26 2017

Class Number:	832	Title:	Temporary Attendant, Building & Grounds (1040 hrs.)
Pay Group:	09	Department:	Exposition Complex
FLSA Status:	Non Exempt	Reports To:	Event Coordinators & All Managers
Approved Date:	10/01/2017	EEOC Category:	Service / Maintenance
Position End Date:	09/30/2018	Temporary Employee Signature:	X Frank A Zamora

General Summary:

Performs and monitors daily operational responsibilities including janitorial duties, responsibilities and maintenance of the Brazos County Exposition Complex including setting-up, cleaning and tearing-down events.

Essential Duties:

Operates light to moderate equipment such as tractors with implements, forklifts and skid steer loaders; Sets up/tears down rodeo equipment, horse stalls, cattle ties, panels and pens; Sets up/tears down meeting and event rooms, including stages, dance floors, tables, chairs and equipment and assists with the sound/electrical system setup and/or tear down; Cleans meeting and event rooms, including sweeping, vacuuming and taking out trash; Cleans restrooms, including using commercial chemicals to remove stains/odors and keeps them free of litter; buffs and scrubs floors as needed and instructed. Keeps all floors dusted, mopped, and vacuumed; Changes light bulbs and distributes supplies as necessary; Assists in painting and other maintenance projects as necessary; Operates a vacuum cleaner and hand cleaning materials, supplies and equipment; Cleans windows, doors, floors, water fountains, and furniture; Empties and cleans waste receptacles and properly disposes of trash; Assists visitors in a polite manner during events at the Exposition Complex; Keeps janitorial and storage areas clean and organized; Must be willing to work various hours as needed including some nights, weekends, holidays, etc.; Communicates with Exposition Complex administrative assistant/secretary regarding janitorial supply inventory; Assists as necessary in inventory control including equipment and consumables.

Other Duties as assigned. (1%)

Supervision

Received: Event Coordinators & All Managers

Given: This is a non-supervisory position.

Education

Required: High school graduation or its equivalent; or any equivalent combination of education and experience that provides the required knowledge, skills and abilities.

Preferred:

Experience

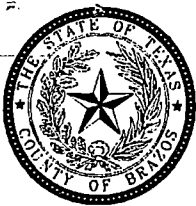
Required: At least one year of related work experience.

Preferred: Some experience in operating a tractor and/or other light to moderate equipment is preferred.

Certificates, Licenses, Registrations

Required: None.

Preferred:




Brazos County Job Description

Last Updated: September 2012

Harold Eaton RECEIVED
11734
SEP 26 2017

Template Revision 1.2 08/15/2012

POS-11

Class Number:	832	Title:	Temporary Attendant, Building & Grounds (1040 hrs.)
Pay Group:	09	Department:	Exposition Complex
FLSA Status:	Non Exempt	Reports To:	Event Coordinators & All Managers
Approved Date:	10/01/2017	EEOC Category:	Service / Maintenance
Position End Date:	09/30/2018	Temporary Employee Signature:	X 

General Summary:

Performs and monitors daily operational responsibilities including janitorial duties, responsibilities and maintenance of the Brazos County Exposition Complex including setting-up, cleaning and tearing-down events.

Essential Duties:

Operates light to moderate equipment such as tractors with implements, forklifts and skid steer loaders; Sets up/tears down rodeo equipment, horse stalls, cattle ties, panels and pens; Sets up/tears down meeting and event rooms, including stages, dance floors, tables, chairs and equipment and assists with the sound/electrical system setup and/or tear down; Cleans meeting and event rooms, including sweeping, vacuuming and taking out trash; Cleans restrooms, including using commercial chemicals to remove stains/odors and keeps them free of litter; buffs and scrubs floors as needed and instructed. Keeps all floors dusted, mopped, and vacuumed; Changes light bulbs and distributes supplies as necessary; Assists in painting and other maintenance projects as necessary; Operates a vacuum cleaner and hand cleaning materials, supplies and equipment; Cleans windows, doors, floors, water fountains, and furniture; Empties and cleans waste receptacles and properly disposes of trash; Assists visitors in a polite manner during events at the Exposition Complex; Keeps janitorial and storage areas clean and organized; Must be willing to work various hours as needed including some nights, weekends, holidays, etc.; Communicates with Exposition Complex administrative assistant/secretary regarding janitorial supply inventory; Assists as necessary in inventory control including equipment and consumables.

Other Duties as assigned. (1%)

Supervision	
Received:	Event Coordinators & All Managers
Given:	This is a non-supervisory position.


Education	
Required:	High school graduation or its equivalent; or any equivalent combination of education and experience that provides the required knowledge, skills and abilities.
Preferred:	

Experience	
Required:	At least one year of related work experience.
Preferred:	Some experience in operating a tractor and/or other light to moderate equipment is preferred.

Certificates, Licenses, Registrations	
Required:	None.
Preferred:	

<i>Physical Demands</i>	
Typical:	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hand to finger, handle, or to feel; reach with hands and arms; bend and kneel; and talk and hear. The employee frequently is required to stand and walk. The employee must frequently lift and/or move objects weighing up to 100 pounds, such as bags of mulch and rocks. Specific vision abilities required for this job include close vision, distance vision, and the ability to adjust focus.
<i>Knowledge, Skills, & Abilities</i>	
Typical:	Safe operation of custodial and maintenance equipment, including the safe use of commercial cleaning chemicals. Ability to follow oral and written instructions; ability to learn the proper use of janitorial equipment and supplies; ability to make minor repairs; ability to communicate and work effectively with co-workers; ability to perform physical and strenuous work; and an ability to understand and follow Brazos County safety policies.
<i>Work Environment</i>	
Typical:	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is frequently loud. The employee is constantly required to work closely with others as a part of a team to perform multiple tasks simultaneously, and switch from one task to another. The employee is frequently required to work under time pressures and meet deadlines. The employee may be exposed to extreme weather conditions.

APPROVED


 Duane Peters
 County Judge

10/31/17
Date



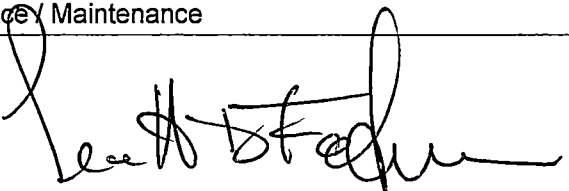
Brazos County Job Description

Last Updated: September 2012

Scott Radem
12260
RECEIVED
SEP 26 2017

Template Revision 1.2 08/15/2012

pos. 12

Class Number:	832	Title:	Temporary Attendant, Building & Grounds (1040 hrs.)
Pay Group:	09	Department:	Exposition Complex
FLSA Status:	Non Exempt	Reports To:	Event Coordinators & All Managers
Approved Date:	10/01/2017	EEOC Category:	Service Maintenance
Position End Date:	09/30/2018	Temporary Employee Signature:	

General Summary:

Performs and monitors daily operational responsibilities including janitorial duties, responsibilities and maintenance of the Brazos County Exposition Complex including setting-up, cleaning and tearing-down events.

Essential Duties:

Operates light to moderate equipment such as tractors with implements, forklifts and skid steer loaders; Sets up/tears down rodeo equipment, horse stalls, cattle ties, panels and pens; Sets up/tears down meeting and event rooms, including stages, dance floors, tables, chairs and equipment and assists with the sound/electrical system setup and/or tear down; Cleans meeting and event rooms, including sweeping, vacuuming and taking out trash; Cleans restrooms, including using commercial chemicals to remove stains/odors and keeps them free of litter; buffs and scrubs floors as needed and instructed. Keeps all floors dusted, mopped, and vacuumed; Changes light bulbs and distributes supplies as necessary; Assists in painting and other maintenance projects as necessary; Operates a vacuum cleaner and hand cleaning materials, supplies and equipment; Cleans windows, doors, floors, water fountains, and furniture; Empties and cleans waste receptacles and properly disposes of trash; Assists visitors in a polite manner during events at the Exposition Complex; Keeps janitorial and storage areas clean and organized; Must be willing to work various hours as needed including some nights, weekends, holidays, etc.; Communicates with Exposition Complex administrative assistant/secretary regarding janitorial supply inventory; Assists as necessary in inventory control including equipment and consumables.

Other Duties as assigned. (1%)

Supervision

Received: Event Coordinators & All Managers

Given: This is a non-supervisory position.

Education

Required: High school graduation or its equivalent; or any equivalent combination of education and experience that provides the required knowledge, skills and abilities.

Preferred:

Experience

Required: At least one year of related work experience.

Preferred: Some experience in operating a tractor and/or other light to moderate equipment is preferred.

Certificates, Licenses, Registrations

Required: None.

Preferred:

<i>Physical Demands</i>	
Typical:	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hand to finger, handle, or to feel; reach with hands and arms; bend and kneel; and talk and hear. The employee frequently is required to stand and walk. The employee must frequently lift and/or move objects weighing up to 100 pounds, such as bags of mulch and rocks. Specific vision abilities required for this job include close vision, distance vision, and the ability to adjust focus.
<i>Knowledge, Skills, & Abilities</i>	
Typical:	Safe operation of custodial and maintenance equipment, including the safe use of commercial cleaning chemicals. Ability to follow oral and written instructions; ability to learn the proper use of janitorial equipment and supplies; ability to make minor repairs; ability to communicate and work effectively with co-workers; ability to perform physical and strenuous work; and an ability to understand and follow Brazos County safety policies.
<i>Work Environment</i>	
Typical:	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is frequently loud. The employee is constantly required to work closely with others as a part of a team to perform multiple tasks simultaneously, and switch from one task to another. The employee is frequently required to work under time pressures and meet deadlines. The employee may be exposed to extreme weather conditions.

APPROVED




Duane Peters
County Judge

Date



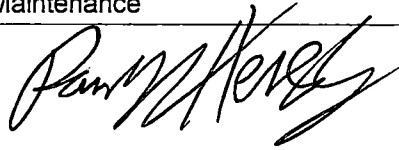
**Brazos County
Job Description**
Last Updated: September 2012

Markel Hens

#12343

Template Revision 1.2 08/15/2012

pos. 13

Class Number:	832	Title:	Temporary Attendant, Building & Grounds (1040 hrs.)
Pay Group:	09	Department:	Exposition Complex
FLSA Status:	Non Exempt	Reports To:	Event Coordinators & All Managers
Approved Date:	10/01/2017	EEOC Category:	Service / Maintenance
Position End Date:	09/30/2018	Temporary Employee Signature:	

General Summary:

Performs and monitors daily operational responsibilities including janitorial duties, responsibilities and maintenance of the Brazos County Exposition Complex including setting-up, cleaning and tearing-down events.

Essential Duties:

Operates light to moderate equipment such as tractors with implements, forklifts and skid steer loaders; Sets up/tears down rodeo equipment, horse stalls, cattle ties, panels and pens; Sets up/tears down meeting and event rooms, including stages, dance floors, tables, chairs and equipment and assists with the sound/electrical system setup and/or tear down; Cleans meeting and event rooms, including sweeping, vacuuming and taking out trash; Cleans restrooms, including using commercial chemicals to remove stains/odors and keeps them free of litter; buffs and scrubs floors as needed and instructed. Keeps all floors dusted, mopped, and vacuumed; Changes light bulbs and distributes supplies as necessary; Assists in painting and other maintenance projects as necessary; Operates a vacuum cleaner and hand cleaning materials, supplies and equipment; Cleans windows, doors, floors, water fountains, and furniture; Empties and cleans waste receptacles and properly disposes of trash; Assists visitors in a polite manner during events at the Exposition Complex; Keeps janitorial and storage areas clean and organized; Must be willing to work various hours as needed including some nights, weekends, holidays, etc.; Communicates with Exposition Complex administrative assistant/secretary regarding janitorial supply inventory; Assists as necessary in inventory control including equipment and consumables.

Other Duties as assigned. (1%)

Supervision	
Received:	Event Coordinators & All Managers
Given:	This is a non-supervisory position.

Education	
Required:	High school graduation or its equivalent; or any equivalent combination of education and experience that provides the required knowledge, skills and abilities.
Preferred:	

Experience	
Required:	At least one year of related work experience.
Preferred:	Some experience in operating a tractor and/or other light to moderate equipment is preferred.

Certificates, Licenses, Registrations	
Required:	None.
Preferred:	

<i>Physical Demands</i>	
Typical:	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hand to finger, handle, or to feel; reach with hands and arms; bend and kneel; and talk and hear. The employee frequently is required to stand and walk. The employee must frequently lift and/or move objects weighing up to 100 pounds, such as bags of mulch and rocks. Specific vision abilities required for this job include close vision, distance vision, and the ability to adjust focus.
<i>Knowledge, Skills, & Abilities</i>	
Typical:	Safe operation of custodial and maintenance equipment, including the safe use of commercial cleaning chemicals. Ability to follow oral and written instructions; ability to learn the proper use of janitorial equipment and supplies; ability to make minor repairs; ability to communicate and work effectively with co-workers; ability to perform physical and strenuous work; and an ability to understand and follow Brazos County safety policies.
<i>Work Environment</i>	
Typical:	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is frequently loud. The employee is constantly required to work closely with others as a part of a team to perform multiple tasks simultaneously, and switch from one task to another. The employee is frequently required to work under time pressures and meet deadlines. The employee may be exposed to extreme weather conditions.

APPROVED



Duane Peters
County Judge


Date

pos. 14



Brazos County Job Description

Last Updated: September 2012

Class Number:	832	Title:	Temporary Attendant, Building & Grounds (1040 hrs.)
Pay Group:	09	Department:	Exposition Complex
FLSA Status:	Non Exempt	Reports To:	Event Coordinators & All Managers
Approved Date:	10/01/2017	EEOC Category:	Service / Maintenance
Position End Date:	09/30/2018	Temporary Employee Signature:	

General Summary:

Performs and monitors daily operational responsibilities including janitorial duties, responsibilities and maintenance of the Brazos County Exposition Complex including setting-up, cleaning and tearing-down events.

Essential Duties:

Operates light to moderate equipment such as tractors with implements, forklifts and skid steer loaders; Sets up/tears down rodeo equipment, horse stalls, cattle ties, panels and pens; Sets up/tears down meeting and event rooms, including stages, dance floors, tables, chairs and equipment and assists with the sound/electrical system setup and/or tear down; Cleans meeting and event rooms, including sweeping, vacuuming and taking out trash; Cleans restrooms, including using commercial chemicals to remove stains/odors and keeps them free of litter; buffs and scrubs floors as needed and instructed. Keeps all floors dusted, mopped, and vacuumed; Changes light bulbs and distributes supplies as necessary; Assists in painting and other maintenance projects as necessary; Operates a vacuum cleaner and hand cleaning materials, supplies and equipment; Cleans windows, doors, floors, water fountains, and furniture; Empties and cleans waste receptacles and properly disposes of trash; Assists visitors in a polite manner during events at the Exposition Complex; Keeps janitorial and storage areas clean and organized; Must be willing to work various hours as needed including some nights, weekends, holidays, etc.; Communicates with Exposition Complex administrative assistant/secretary regarding janitorial supply inventory; Assists as necessary in inventory control including equipment and consumables.

Other Duties as assigned. (1%)

Supervision

Received: Event Coordinators & All Managers

Given: This is a non-supervisory position.

Education

Required: High school graduation or its equivalent; or any equivalent combination of education and experience that provides the required knowledge, skills and abilities.

Preferred:

Experience

Required: At least one year of related work experience.

Preferred: Some experience in operating a tractor and/or other light to moderate equipment is preferred.

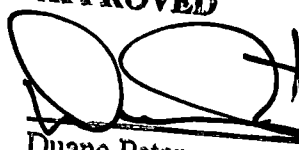
Certificates, Licenses, Registrations

Required: None.

Preferred:

Physical Demands	
Typical:	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hand to finger, handle, or to feel; reach with hands and arms; bend and kneel; and talk and hear. The employee frequently is required to stand and walk. The employee must frequently lift and/or move objects weighing up to 100 pounds, such as bags of mulch and rocks. Specific vision abilities required for this job include close vision, distance vision, and the ability to adjust focus.
Knowledge, Skills, & Abilities	
Typical:	Safe operation of custodial and maintenance equipment, including the safe use of commercial cleaning chemicals. Ability to follow oral and written instructions; ability to learn the proper use of janitorial equipment and supplies; ability to make minor repairs; ability to communicate and work effectively with co-workers; ability to perform physical and strenuous work; and an ability to understand and follow Brazos County safety policies.
Work Environment	
Typical:	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is frequently loud. The employee is constantly required to work closely with others as a part of a team to perform multiple tasks simultaneously, and switch from one task to another. The employee is frequently required to work under time pressures and meet deadlines. The employee may be exposed to extreme weather conditions.

APPROVED


 Duane Peters
 County Judge


 Date



Brazos County Job Description

Last Updated: September 2012

Template Revision 1.2 08/15/2012

12342
pos. 15

Class Number:	832	Title:	Temporary Attendant, Building & Grounds (1040 hrs.)
Pay Group:	09	Department:	Exposition Complex
FLSA Status:	Non Exempt	Reports To:	Event Coordinators & All Managers
Approved Date:	10/01/2017	EEOC Category:	Service / Maintenance
Position End Date:	09/30/2018	Temporary Employee Signature:	X <i>Hundalope Rueda</i>

General Summary:

Performs and monitors daily operational responsibilities including janitorial duties, responsibilities and maintenance of the Brazos County Exposition Complex including setting-up, cleaning and tearing-down events.

Essential Duties:

Operates light to moderate equipment such as tractors with implements, forklifts and skid steer loaders; Sets up/tears down rodeo equipment, horse stalls, cattle ties, panels and pens; Sets up/tears down meeting and event rooms, including stages, dance floors, tables, chairs and equipment and assists with the sound/electrical system setup and/or tear down; Cleans meeting and event rooms, including sweeping, vacuuming and taking out trash; Cleans restrooms, including using commercial chemicals to remove stains/odors and keeps them free of litter; buffs and scrubs floors as needed and instructed. Keeps all floors dusted, mopped, and vacuumed; Changes light bulbs and distributes supplies as necessary; Assists in painting and other maintenance projects as necessary; Operates a vacuum cleaner and hand cleaning materials, supplies and equipment; Cleans windows, doors, floors, water fountains, and furniture; Empties and cleans waste receptacles and properly disposes of trash; Assists visitors in a polite manner during events at the Exposition Complex; Keeps janitorial and storage areas clean and organized; Must be willing to work various hours as needed including some nights, weekends, holidays, etc.; Communicates with Exposition Complex administrative assistant/secretary regarding janitorial supply inventory; Assists as necessary in inventory control including equipment and consumables.

Other Duties as assigned. (1%)

Supervision

Received: Event Coordinators & All Managers

Given: This is a non-supervisory position.

Education

Required: High school graduation or its equivalent; or any equivalent combination of education and experience that provides the required knowledge, skills and abilities.

Preferred:

Experience

Required: At least one year of related work experience.

Preferred: Some experience in operating a tractor and/or other light to moderate equipment is preferred.

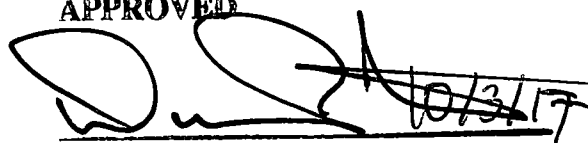
Certificates, Licenses, Registrations

Required: None.

Preferred:

<i>Physical Demands</i>	
Typical:	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hand to finger, handle, or to feel; reach with hands and arms; bend and kneel; and talk and hear. The employee frequently is required to stand and walk. The employee must frequently lift and/or move objects weighing up to 100 pounds, such as bags of mulch and rocks. Specific vision abilities required for this job include close vision, distance vision, and the ability to adjust focus.
<i>Knowledge, Skills, & Abilities</i>	
Typical:	Safe operation of custodial and maintenance equipment, including the safe use of commercial cleaning chemicals. Ability to follow oral and written instructions; ability to learn the proper use of janitorial equipment and supplies; ability to make minor repairs; ability to communicate and work effectively with co-workers; ability to perform physical and strenuous work; and an ability to understand and follow Brazos County safety policies.
<i>Work Environment</i>	
Typical:	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is frequently loud. The employee is constantly required to work closely with others as a part of a team to perform multiple tasks simultaneously, and switch from one task to another. The employee is frequently required to work under time pressures and meet deadlines. The employee may be exposed to extreme weather conditions.

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Duane Peters
County Judge

Date

10/3/17



Brazos County Job Description

Last Updated: September 2017

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SEP 26 2017

pos. 1
Template Revision 1 2 08/15/2012

Class Number:	1508	Title:	Correctional Health Professional/Temporary
Pay Group:	19	Department:	Jail Medical Services
FLSA Status:	Non Exempt	Reports To:	Sergeant, Jail Nurse
Approved Date:	10/01/2017	EEOC Category:	Paraprofessionals
Position End Date:	09/30/2018	Temporary Employee Signature:	

General Summary:

Remains on-call as needed to respond to any emergency situations at the jail facility; assists in evaluating total health care needs of inmates; performs medical screening functions; dispenses medications as needed; schedules doctor appointments for inmates; performs medical tests; and completes charts and necessary paperwork.

Essential Duties:

Other duties may be assigned. Performs medical screening and interviewing of inmates to determine their health needs; Handles medication, including screening, packing, dispensing, receiving and entering into the computer; Assesses inmates' medical needs and arranges for or provides treatment, including wound treatment, suture removal and minor surgery; Performs PPD skin tests on inmates and department employees, including reviewing results, entering results into the computer and completing necessary paperwork; Sets appointments for inmates to see a physician, psychiatrist or dentist as needed; Assists doctors with examinations and medication administration; Maintains medical security and safety procedures for inmates and staff; Prepares and dispenses medications and supervises self-administration; Prepares health care evaluations, instructions and counseling to inmates, including reviewing inmate medical requests; Maintains inventory of and orders medical equipment, supplies and drugs and maintains security control of these items; Monitors blood sugar and blood pressure on hypertensive and diabetic inmates on a frequent basis and gives insulin and other injections as necessary; Answers inmate and staff inquiries; Maintains medical charts, records and other required medical documentation, and requests for medical record transfers of new inmates; Maintains cleanliness in work area; Requests special diets for inmates as necessary; Performs clerical duties such as filing of records; and Works on-call as necessary.

Other Duties as assigned. (1%)

Supervision

Received: From Sergeant, Jail Nurse

Given: This is a non-supervisory position.

Education

Required: Attainment of certification as a Licensed Vocational Nurse (LVN); or any equivalent combination of education and experience, which provides the required knowledge, skills and abilities.

Preferred:

Experience

Required: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Preferred:

**Certificates, Licenses,
Registrations**

Required: Must have a Licensed Vocational Nurse (LVN) or Paramedic level certification or above.

Preferred:

Physical Demands

Typical: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel; reach with hands and arms; bend and kneel; and talk and hear. The employee is frequently required to stand and walk. The employee must frequently lift and/or move objects weighing up to 20 pounds, such as books and stacks of records. Specific vision abilities required by this job include close vision and ability to adjust focus.

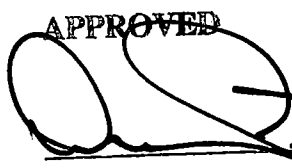
**Knowledge, Skills, &
Abilities**

Typical: First aid, pharmacology, cardiopulmonary resuscitation, nursing and standard jail practices and procedures preferred. Work effectively with inmates, other staff members, and the public; analyze data; read prescriptions and warning labels; reason and make medical judgments and decisions, especially in emergencies; follow instructions; administer injections; demonstrate proficiency in both oral and written communication; and operate computers.

Work Environment

Typical: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually high. While performing the essential duties of this job, the employee is constantly required to perform multiple tasks simultaneously, to work under time pressures to meet deadlines, and to work closely with others as a part of a team. The employee is frequently required to respond to emergency situations.

APPROVED


Duane Peters
County Judge


Date



Brazos County Job Description

Last Updated: September 2017

RECEIVED

SEP 26 2017

Template Revision 1.2 08/15/2012

12181

pos 1

Class Number:	1557	Title:	Teacher
Pay Group:	16	Department:	Sheriff-Jail
FLSA Status:	Non Exempt	Reports To:	DO Sergeant (Programs)
Approved Date:	10/01/2017	EEOC Category:	Technicians
Position End Date:	09/30/2018	Temporary Employee Signature:	Robert A. Jensen

General Summary:

To plan, organize and implement an appropriate instructional program in a learning environment that guides and encourages inmates to develop and fulfill their academic potential.

Essential Duties:

Other duties may be assigned. Plan, prepare and deliver instructional activities that facilitate active learning experiences; Develop schemes of work and lesson plans; Establish and communicate clear objectives for all learning activities; Prepare classroom for class activities; Provide a variety of learning materials and resources for use in educational activities; Identify and select different instructional resources and methods to meet students' varying needs; Provide appropriate feedback on work; Encourage and monitor the progress of individual students; Maintain accurate and complete records of students' progress and development; Manage student behavior in the classroom by establishing and enforcing rules and procedures; Follow rules and procedures for managing students in the correctional setting.

Other Duties as assigned. (1%)

Supervision

Received: From D.O. Sergeant

Given: This is a non-supervisory position.

Education

Required: Bachelor's degree or higher from an accredited institution

Preferred:

Experience

Required: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Preferred:

Certificates, Licenses, Registrations

Required: Texas Teaching certificate

Preferred:

Physical Demands

Typical: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; bend and kneel; and talk and hear. The employee frequently is required to stand and walk. The employee must frequently lift and/or move objects weighing up to 20 pounds, such as books and stacks of records, and occasionally must lift and/or move objects weighing 50 pounds or more. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, color vision, and ability to adjust focus.

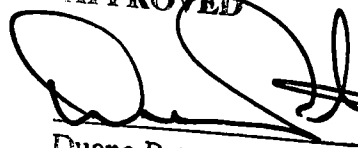
Knowledge, Skills, & Abilities

Typical: Standard office equipment and computers. Operate computers, including word processing and spreadsheet software; operate fire and safety equipment and firearms; read and write reports, letters, and memos; perform basic mathematical calculations; analyze data; follow instructions; communicate effectively, both orally and in writing; and maintain effective working relationships with co-workers, prisoners, and the general public

Work Environment

Typical: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually high. While performing the essential duties of this job, the employee is constantly required to perform multiple tasks simultaneously, to work under time pressures to meet deadlines, and to work closely with others apart of a team. The employee is frequently required to respond to emergency situations in which there may be danger or physical abuse.

APPROVED


Duane Peters
County Judge

10/31/17
Date



**Brazos County
Job Description**
Last Updated: September 2017

RECEIVED

SEP 26 2017

Template Revision 1 2 08/15/2012

pos. 3
12275

Class Number:	1557	Title:	Teacher
Pay Group:	16	Department:	Sheriff-Jail
FLSA Status:	Non Exempt	Reports To:	DO Sergeant (Programs)
Approved Date:	10/01/2017	EEOC Category:	Technicians
Position End Date:	09/30/2018	Temporary Employee Signature:	<i>Matthew Walker</i>

General Summary:

To plan, organize and implement an appropriate instructional program in a learning environment that guides and encourages inmates to develop and fulfill their academic potential.

Essential Duties:

Other duties may be assigned. Plan, prepare and deliver instructional activities that facilitate active learning experiences; Develop schemes of work and lesson plans; Establish and communicate clear objectives for all learning activities; Prepare classroom for class activities; Provide a variety of learning materials and resources for use in educational activities; Identify and select different instructional resources and methods to meet students' varying needs; Provide appropriate feedback on work; Encourage and monitor the progress of individual students; Maintain accurate and complete records of students' progress and development; Manage student behavior in the classroom by establishing and enforcing rules and procedures; Follow rules and procedures for managing students in the correctional setting.

Other Duties as assigned. (1%)

Supervision

Received: From D.O. Sergeant

Given: This is a non-supervisory position.

Education

Required: Bachelor's degree or higher from an accredited institution

Preferred:

Experience

Required: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Preferred:

**Certificates, Licenses,
Registrations**

Required: Texas Teaching certificate

Preferred:

Physical Demands

Typical: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; bend and kneel; and talk and hear. The employee frequently is required to stand and walk. The employee must frequently lift and/or move objects weighing up to 20 pounds, such as books and stacks of records, and occasionally must lift and/or move objects weighing 50 pounds or more. Specific vision abilities required by this job include close vision; distance vision; peripheral vision; color vision, and ability to adjust focus.

Knowledge, Skills, & Abilities

Typical: Standard office equipment and computers. Operate computers, including word processing and spreadsheet software; operate fire and safety equipment and firearms; read and write reports, letters, and memos; perform basic mathematical calculations; analyze data; follow instructions; communicate effectively, both orally and in writing; and maintain effective working relationships with co-workers, prisoners, and the general public.

Work Environment

Typical: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually high. While performing the essential duties of this job, the employee is constantly required to perform multiple tasks simultaneously, to work under time pressures to meet deadlines, and to work closely with others apart of a team. The employee is frequently required to respond to emergency situations in which there may be danger or physical abuse.

APPROVED



Duane Peters
County Judge

Date

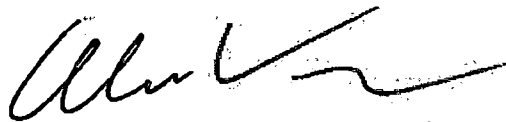


Brazos County Job Description

Last Updated: September 2017

Template Revision 1.2 08/15/2012

pos. 2

Class Number:	1516	Title:	Intern, Detention Officer (Intake Release)
Pay Group:	10	Department:	Sheriff-Jail Admin.
FLSA Status:	Non Exempt	Reports To:	Intake Sergeant
Approved Date:	10/01/2017	EEOC Category:	Office and Clerical
Position End Date:	09/30/2018	Temporary Employee Signature:	

General Summary:

Performs duties assisting Intake/Release Officers related to the intake and booking of inmates, answering the telephone and routing calls and taking messages; and serves as public/inmate liaison, including appropriately responding to letters and telephone calls regarding incarcerated inmates, assisting the public in the Release Lobby. Assisting any other subdivision of the Intake/Release department.

Essential Duties:

Other duties may be assigned; Assisting the Intake/Release staff; Assisting the Court Clerks; Answers the telephone, including routing calls and taking messages; Performs duties of Public/Inmate liaison, including appropriately responding telephone calls regarding incarcerated inmates; Performs miscellaneous duties, including writing memos; May assist with transporting inmates within and outside of facility; May fingerprint and photograph prisoners; May assist Serve Time Coordinator as necessary.

Other Duties as assigned. (1%)

Supervision

Received: From Intake Sergeant

Given: This is a non-supervisory position.

Education

Required: High school graduation or its equivalent, and be enrolled in the internship class at a university.

Preferred:

Experience

Required: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Preferred:

Certificates, Licenses, Registrations

Required: Valid Texas Motor Vehicle operator's license.

Preferred:	
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Physical Demands	
Typical:	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; bend and kneel; and talk and hear. The employee frequently is required to stand and walk. The employee must frequently lift and/or move objects weighing up to 20 pounds, such as books and stacks of records, and occasionally must lift and/or move objects weighing 100 pounds or more. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, color vision, and ability to adjust focus.

Knowledge, Skills, & Abilities	
Typical:	Procedures and laws relating to intake of inmates, standard office practices and procedures, and use of computer software. Operate computers, including word processing software; read and understand legal documents, letters, and memos; operate office equipment, communicate effectively, both orally and in writing; and maintain effective working relationships with co-workers, county employees, and the general public.

Work Environment	
Typical:	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually high. While performing the essential duties of this job, the employee is constantly required to perform tedious and exacting tasks. The employee is frequently required to perform multiple tasks simultaneously and to work closely with others a part of a team. The employee may experience the threat of danger or physical abuse and may be required to respond to emergency situations.

APPROVED



Duane Peters
County Judge

Date




Brazos County Job Description

Last Updated: September 2017

Template Revision 1.2 08/15/2012

#12228
pos.?

Class Number:	1516	Title:	Intern, Detention Officer (Intake Release)
Pay Group:	10	Department:	Sheriff-Jail Admin.
FLSA Status:	Non Exempt	Reports To:	Intake Sergeant
Approved Date:	10/01/2017	EEOC Category:	Office and Clerical
Position End Date:	09/30/2018	Temporary Employee Signature:	

General Summary:

Performs duties assisting Intake/Release Officers related to the intake and booking of inmates, answering the telephone and routing calls and taking messages; and serves as public/inmate liaison, including appropriately responding to letters and telephone calls regarding incarcerated inmates, assisting the public in the Release Lobby. Assisting any other subdivision of the Intake/Release department.

Essential Duties:

Other duties may be assigned. Assisting the Intake/Release staff; Assisting the Court Clerks; Answers the telephone, including routing calls and taking messages; Performs duties of Public/Inmate liaison, including appropriately responding telephone calls regarding incarcerated inmates; Performs miscellaneous duties, including writing memos; May assist with transporting inmates within and outside of facility; May fingerprint and photograph prisoners; May assist Serve Time Coordinator as necessary.

Other Duties as assigned. (1%)

Supervision

Received: From Intake Sergeant

Given: This is a non-supervisory position.

Education

Required: High school graduation or its equivalent, and be enrolled in the internship class at a university.

Preferred:

Experience

Required: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Preferred:

Certificates, Licenses, Registrations

Required: Valid Texas Motor Vehicle operator's license.

Preferred:	
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Physical Demands	
Typical:	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; bend and kneel; and talk and hear. The employee frequently is required to stand and walk. The employee must frequently lift and/or move objects weighing up to 20 pounds, such as books and stacks of records, and occasionally must lift and/or move objects weighing 100 pounds or more. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, color vision, and ability to adjust focus.

Knowledge, Skills, & Abilities	
Typical:	Procedures and laws relating to intake of inmates, standard office practices and procedures, and use of computer software. Operate computers, including word processing software; read and understand legal documents, letters, and memos; operate office equipment, communicate effectively, both orally and in writing; and maintain effective working relationships with co-workers, county employees, and the general public.

Work Environment	
Typical:	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually high. While performing the essential duties of this job, the employee is constantly required to perform tedious and exacting tasks. The employee is frequently required to perform multiple tasks simultaneously and to work closely with others a part of a team. The employee may experience the threat of danger or physical abuse and may be required to respond to emergency situations.

APPROVED

 10/3/17

Duane Peters
County Judge

Date



Brazos County Job Description

Last Updated: September 2017

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SEP 27 2017

Template Revision 1.2 08/15/2012

POS. 1 #12136

Class Number:	819	Title:	Building Event Worker
Pay Group:	07	Department:	Brazos Center
FLSA Status:	Non Exempt	Reports To:	Director and Event Coordinator
Approved Date:	10/01/2017	EEOC Category:	Service/Maintenance
Position End Date:	09/30/2018	Temporary Employee Signature:	<i>Melany Pollock</i>

General Summary:

This is a temporary part time position that involves being responsible for the safety of the customers, setting up the rooms as specified in the layout book, overseeing the cleanliness of the building and grounds, and must meet the customer's expectations as far as courtesy and prompt response to their requests.

Essential Duties:

Cleaning the restroom floors with wet mops and disinfectant and vacuuming mats at the beginning of each shift.

Restock the paper towels, hand soap and toilet paper.

Cleaning the floors with wet mops for spills and food.

Dust mop the concourse, assembly rooms and hallways regularly to remove excess dirt.

Autoscrub assembly room floors before setting up the tables and chairs.

Empty all trash containers at the end of the event/evening.

Before the event seek out the person in charge and introduce yourself and tell them where you can be found throughout the event.

Make sure sound levels are appropriate for each group.

During events you should be visible and available.

Check restrooms every 30 minutes.

Lock rooms that are not being used. Lock office when you are not in it and leave it locked at the end of the night.

Check the areas the caterer or bartender use for cleanliness before they leave.

When an event is coming to an end you are to be present in the room.

Before leaving for the night, check all rest rooms, clean and restock as needed.

Vacuum mats in front of doors and in restrooms.

Turn off all interior lights in the building.

Store equipment and supplies appropriately.

Make sure all exterior doors are locked.

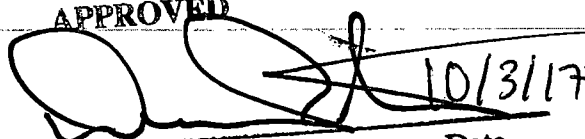
Close overhead door completely. Vacuum office every evening.

Priorities are, Safety, Customer Service, Rules enforcement and Cleanliness

Other Duties as assigned. (1%)

Supervision	
Received:	From Director and Event Coordinator
Given:	This is a non-supervisory position.
Education	
Required:	High School graduation or its equivalent.
Preferred:	
Experience	
Required:	To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.
Preferred:	
Certificates, Licenses, Registrations	
Required:	None.
Preferred:	
Physical Demands	
Typical:	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hand to finger, handle, or feel; reach with hands and arms; bend and kneel; and talk and hear. The employee frequently is required to stand and walk. The employee must frequently lift and/or move objects weighing up to 50 pounds, such as tables and table carts. Specific vision abilities required for this job include close vision, distance vision, and the ability to adjust focus.
Knowledge, Skills, & Abilities	
Typical:	Ability to follow oral and written instructions; ability to learn to use janitorial equipment and supplies; ability to be courteous to the public and coworkers. Must be in good physical condition to perform strenuous work and heavy lifting; must be reliable and able to make good decisions.
Work Environment	
Typical:	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. The employee is constantly required to work closely with others as a part of a team to perform multiple tasks simultaneously, and switch from one task to another. The employee is frequently required to work under time pressures and meet deadlines.

APPROVED



 Duane Peters
 County Judge

10/3/17

 Date



Brazos County Job Description

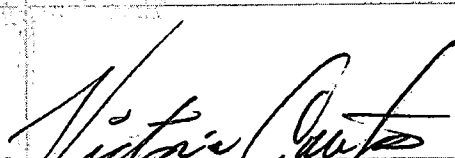
Last Updated: September 2017

RECEIVED

SEP 27 2017

Template Revision 1.2 08/15/2012

pos. 2 #12200

Class Number:	819	Title:	Building Event Worker
Pay Group:	07	Department:	Brazos Center
FLSA Status:	Non Exempt	Reports To:	Director and Event Coordinator
Approved Date:	10/01/2017	EEOC Category:	Service/Maintenance
Position End Date:	09/30/2018	Temporary Employee Signature:	

General Summary:

This is a temporary part time position that involves being responsible for the safety of the customers, setting up the rooms as specified in the layout book, overseeing the cleanliness of the building and grounds, and must meet the customer's expectations as far as courtesy and prompt response to their requests.

Essential Duties:

Cleaning the restroom floors with wet mops and disinfectant and vacuuming mats at the beginning of each shift.

Restock the paper towels, hand soap and toilet paper.

Cleaning the floors with wet mops for spills and food.

Dust mop the concourse, assembly rooms and hallways regularly to remove excess dirt.

Autoscrub assembly room floors before setting up the tables and chairs.

Empty all trash containers at the end of the event/evening.

Before the event seek out the person in charge and introduce yourself and tell them where you can be found throughout the event.

Make sure sound levels are appropriate for each group.

During events you should be visible and available.

Check restrooms every 30 minutes.

Lock rooms that are not being used. Lock office when you are not in it and leave it locked at the end of the night.

Check the areas the caterer or bartender use for cleanliness before they leave.

When an event is coming to an end you are to be present in the room.

Before leaving for the night, check all rest rooms, clean and restock as needed.

Vacuum mats in front of doors and in restrooms.

Turn off all interior lights in the building.

Store equipment and supplies appropriately.

Make sure all exterior doors are locked.

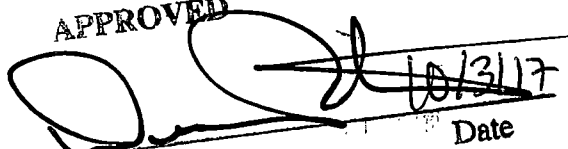
Close overhead door completely. Vacuum office every evening.

Priorities are, Safety, Customer Service, Rules enforcement and Cleanliness

Other Duties as assigned. (1%)

Supervision	
Received:	From Director and Event Coordinator
Given:	This is a non-supervisory position.
Education	
Required:	High School graduation or its equivalent.
Preferred:	
Experience	
Required:	To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.
Preferred:	
Certificates, Licenses, Registrations	
Required:	None.
Preferred:	
Physical Demands	
Typical:	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hand to finger, handle, or feel; reach with hands and arms; bend and kneel; and talk and hear. The employee frequently is required to stand and walk. The employee must frequently lift and/or move objects weighing up to 50 pounds, such as tables and table carts. Specific vision abilities required for this job include close vision, distance vision, and the ability to adjust focus.
Knowledge, Skills, & Abilities	
Typical:	Ability to follow oral and written instructions; ability to learn to use janitorial equipment and supplies; ability to be courteous to the public and coworkers. Must be in good physical condition to perform strenuous work and heavy lifting; must be reliable and able to make good decisions.
Work Environment	
Typical:	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. The employee is constantly required to work closely with others as a part of a team to perform multiple tasks simultaneously, and switch from one task to another. The employee is frequently required to work under time pressures and meet deadlines.

APPROVED

 10/3/17

Date

Duane Peters
County Judge



Brazos County Job Description

Last Updated: September 2017


RECEIVED

SEP 26 2017

POS. 3

#12279

Template Revision 1.2 08/15/2012

Class Number:	819	Title:	Building Event Worker
Pay Group:	07	Department:	Brazos Center
FLSA Status:	Non Exempt	Reports To:	Director and Event Coordinator
Approved Date:	10/01/2017	EEOC Category:	Service/Maintenance
Position End Date:	09/30/2018	Temporary Employee Signature:	* 

General Summary:

This is a temporary part time position that involves being responsible for the safety of the customers, setting up the rooms as specified in the layout book, overseeing the cleanliness of the building and grounds, and must meet the customer's expectations as far as courtesy and prompt response to their requests.

Essential Duties:

Cleaning the restroom floors with wet mops and disinfectant and vacuuming mats at the beginning of each shift.

Restock the paper towels, hand soap and toilet paper.

Cleaning the floors with wet mops for spills and food.

Dust mop the concourse, assembly rooms and hallways regularly to remove excess dirt.

Autoscrub assembly room floors before setting up the tables and chairs.

Empty all trash containers at the end of the event/evening.

Before the event seek out the person in charge and introduce yourself and tell them where you can be found throughout the event.

Make sure sound levels are appropriate for each group.

During events you should be visible and available.

Check restrooms every 30 minutes.

Lock rooms that are not being used. Lock office when you are not in it and leave it locked at the end of the night.

Check the areas the caterer or bartender use for cleanliness before they leave.

When an event is coming to an end you are to be present in the room.

Before leaving for the night, check all rest rooms, clean and restock as needed.

Vacuum mats in front of doors and in restrooms.

Turn off all interior lights in the building.

Store equipment and supplies appropriately.

Make sure all exterior doors are locked.

Close overhead door completely. Vacuum office every evening.

Priorities are, Safety, Customer Service, Rules enforcement and Cleanliness

Other Duties as assigned. (1%)

Supervision	
Received:	From Director and Event Coordinator
Given:	This is a non-supervisory position.
Education	
Required:	High School graduation or its equivalent.
Preferred:	
Experience	
Required:	To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.
Preferred:	
Certificates, Licenses, Registrations	
Required:	None.
Preferred:	
Physical Demands	
Typical:	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hand to finger, handle, or feel; reach with hands and arms; bend and kneel; and talk and hear. The employee frequently is required to stand and walk. The employee must frequently lift and/or move objects weighing up to 50 pounds, such as tables and table carts. Specific vision abilities required for this job include close vision, distance vision, and the ability to adjust focus.
Knowledge, Skills, & Abilities	
Typical:	Ability to follow oral and written instructions; ability to learn to use janitorial equipment and supplies; ability to be courteous to the public and coworkers. Must be in good physical condition to perform strenuous work and heavy lifting; must be reliable and able to make good decisions.
Work Environment	
Typical:	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. The employee is constantly required to work closely with others as a part of a team to perform multiple tasks simultaneously, and switch from one task to another. The employee is frequently required to work under time pressures and meet deadlines.

APPROVED

 10/3/17

Duane Peters
County Judge

Date



Brazos County Job Description

Last Updated: September 2017

Template Revision 1.2 08/15/2012

RECEIVED

SEP 25 2017

#12137
pos. 2

Class Number:	0169	Title:	Clerk – Election Admin Temp
Pay Group:	06	Department:	Elections Administrator
FLSA Status:	Non Exempt	Reports To:	Election Administrator
Approved Date:	10/01/2017	EEOC Category:	Administrative/Clerical
Position End Date:	09/30/2018	Temporary Employee Signature:	PR Alston

General Summary:

Performs a variety of clerical and cashier duties for the Elections Administrator Office.

Essential Duties:

Other duties may be assigned. Assists the public in person, by telephone, and by mail concerning department information, researching records, filling out forms, and resolving relevant problems; Performs general clerical duties as required, including filing, scanning, indexing, recording information, and making copies.

Voter Registration Clerk

Processes voter registration applications, including reviewing applications, entering valid applicants in computer, printing and mailing voter certificates and notices of incomplete applications and suspense notifications.

Provides voter registration applications and information to public. Updates voter information including name and address changes, deletion of voters no longer eligible, and processes and tracks convicted felons for voting and jury wheel purposes.

Works to provide the most accurate information for election processes in Brazos County.

Other Duties as assigned. (1%)

Supervision

Received:

Given:

This is a non-supervisory position.

Education

Required:

High school graduation or its equivalent, plus at least six months of office experience, or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities.

Preferred:

Experience

Required:

To perform this job successfully, and individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Preferred:

Certificates, Licenses, Registrations

Required:

None

Preferred:

<i>Physical Demands</i>	
Typical:	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; bend and kneel; and talk and hear. The employee frequently is required to stand and walk. The employee must frequently lift and/or move objects weighing up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.
<i>Knowledge, Skills, & Abilities</i>	
Typical:	Standard office practices and procedures, including handling cash and making change. Operate computers and standard office equipment; read and understand manuals, journals, policies and procedures, and office memos; write form letters, memos, and accurate telephone messages; perform basic mathematical calculations, including making change; communicate effectively, both orally and in writing; and maintain effective working relationships with co-workers and the general public.
<i>Work Environment</i>	
Typical:	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. The employee is constantly required to work closely with others as a part of a team; to perform tedious, exacting work, and to switch from one task to another. The employee is frequently required to perform multiple tasks simultaneously, and to work under time pressures to meet deadlines.

APPROVED



Duane Peters
County Judge

Date



**Brazos County
Job Description**
Last Updated: September 2017

pos.1 #12230

RECEIVED

SEP 27 2017

Template Revision 1.2 08/15/2012

Class Number:	1719	Title:	Clk, Temp. 1040hrs
Pay Group:	07	Department:	District Clerk, Archival Fund
FLSA Status:	Non Exempt	Reports To:	Supervisor & District Clerk
Approved Date:	10/01/2017	EEOC Category:	Office and Clerical
Position End Date:	09/30/2018	Temporary Employee Signature:	Kate Mills

General Summary:

Scans documents into the imaging system.

Essential Duties:

Scan both active and disposed paperwork and files.

File documents and files after scanning.

Assist the public and other employees, as needed or requested, with records search which may include microfilm search and making of copies.

Assist other employees, as needed or requested, with answering telephone calls, answering questions, and directing to proper person according to office procedures.

Perform all other duties assigned with fall within the general scope and ability level of the job.

Other Duties as assigned. (1%)

Supervision

Received: From Supervisor and District Clerk

Given: This is a non-supervisory position.

Education

Required: High school graduation or its equivalent.

Preferred:

Experience

Required: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Preferred:

Certificates, Licenses, Registrations

Required: None.

Preferred:

Physical Demands

	Typical:	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel; reach with hands and arms; bend and kneel; and talk and hear. The employee frequently is required to stand and walk. The employee must frequently lift and/or move objects weighing up to 20 pounds, such as books and stacks of records. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.
Knowledge, Skills, & Abilities		
	Typical:	Operate computers, including spreadsheet and word processing software; read and interpret manuals and memos; perform basic mathematical calculations; write letters, memos, and telephone messages; manage time effectively; understand and follow instructions; operate standard office equipment, such as copy machine and facsimile machine; communicate effectively, both orally and in writing; and maintain effective working relationships with co-workers and the general public.
Work Environment		
	Typical:	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. The employee is constantly required to work closely with other as a part of a team. The employee is frequently required to perform tedious and exacting work; to perform multiple tasks simultaneously; to switch from one task to another, and to work under time pressures to meet deadlines.

APPROVED



Duane Peters
County Judge

10/31/17
Date



Brazos County Job Description

Last Updated: September 2017

SEP 27 2017

RECEIVED

Template Revision: 1.2 08/15/2012

#12322

POS. 3

Class Number:	433	Title:	Clerk, Temp.
Pay Group:	N/A	Department:	District Attorney, Crime Fund
FLSA Status:	Non Exempt	Reports To:	Chief Investigator
Approved Date:	10/01/2017	EEOC Category:	Office and Clerical
Position End Date:	09/30/2018	Temporary Employee Signature:	

General Summary:

This position is primarily filled by students who are in law school or will be attending law school and are looking to gain some legal experience as they continue their education. Assist all DA personnel with any work they need help with.

Essential Duties:

Assist Investigators with any work they may have which include serving subpoenas, picking up evidence from police agencies, pick up records from businesses;

Assist attorneys with any work they may have which may include legal research or helping with a trial case;

Filing paperwork or files, shredding paperwork, scanning documents into laserfiche.

Other Duties as assigned. (1%)

Supervision

Received: From Chief Investigator & District Attorney

Given: This is a non-supervisory position.

Education

Required: High school graduation or its equivalent; or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities.

Preferred:

Experience

Required: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Preferred:

Certificates, Licenses, Registrations

Required: None.

Preferred:

Physical Demands Typical:	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; bend and kneel; and talk and hear. The employee frequently is required to stand and walk. The employee must frequently lift and/or move objects weighing up to 20 pounds, such as boxes of files, stacks of records, or other similar objects. Specific vision abilities required by this job include close vision, and ability to adjust focus.
Knowledge, Skills, & Abilities Typical:	Computers, shredders; and standard office practices and procedures. Operate computers, including performing word processing functions; read and understand manuals; operate office equipment, such as shredder, copy machine, and facsimile machine; communicate effectively, both in person and over the phone; and maintain effective working relationships with co-workers.
Work Environment Typical:	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is may be required to perform multiple tasks simultaneously, and to work closely with others as a part of a team. The noise level in the work environment is usually moderate.

APPROVED

 10/3/17

Duane Peters
County Judge

Date



Brazos County Job Description

Last Updated: September 2017

RECEIVED
Template Revision 1.2 08/15/2012

SEP 27 2017

12289
pos: 4

Class Number:	433	Title:	Clerk, Temp.
Pay Group:	N/A	Department:	District Attorney, Crime Fund
FLSA Status:	Non Exempt	Reports To:	Chief Investigator
Approved Date:	10/01/2017	EEOC Category:	Office and Clerical
Position End Date:	09/30/2018	Temporary Employee Signature:	<i>Cindy McClure</i>

General Summary:

This position is primarily filled by students who are in law school or will be attending law school and are looking to gain some legal experience as they continue their education. Assist all DA personnel with any work they need help with.

Essential Duties:

Assist Investigators with any work they may have which include serving subpoenas, picking up evidence from police agencies, pick up records from businesses;

Assist attorneys with any work they may have which may include legal research or helping with a trial case;

Filing paperwork or files, shredding paperwork, scanning documents into laserfiche.

Other Duties as assigned. (1%)

Supervision

Received: Form Chief Investigator & District Attorney

Given: This is a non-supervisory position.

Education

Required: High school graduation or its equivalent; or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities.

Preferred:

Experience

Required: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Preferred:

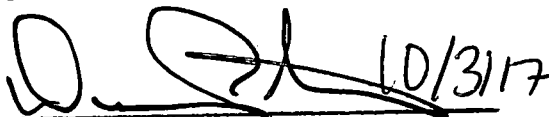
Certificates, Licenses, Registrations

Required: None.

Preferred:

Physical Demands Typical:	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; bend and kneel; and talk and hear. The employee frequently is required to stand and walk. The employee must frequently lift and/or move objects weighing up to 20 pounds, such as boxes of files, stacks of records, or other similar objects. Specific vision abilities required by this job include close vision, and ability to adjust focus.
Knowledge, Skills, & Abilities Typical:	Computers, shredders; and standard office practices and procedures. Operate computers, including performing word processing functions; read and understand manuals; operate office equipment, such as shredder, copy machine, and facsimile machine; communicate effectively, both in person and over the phone; and maintain effective working relationships with co-workers.
Work Environment Typical:	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is may be required to perform multiple tasks simultaneously, and to work closely with others as a part of a team. The noise level in the work environment is usually moderate.

APPROVED

 10/31/17

Duane Peters
County Judge

Date



**BRAZOS COUNTY
BRYAN, TEXAS**

DEPARTMENT: NUMBER:
DATE OF COURT MEETING: 10/3/2017
ITEM: Approval of the TCDRS Elected Rate for 2018.
TO: Commissioners Court
DATE: 09/28/2017
FISCAL IMPACT: False
BUDGETED: False
DOLLAR AMOUNT: \$0.00

ATTACHMENTS:

<u>File Name</u>	<u>Description</u>	<u>Type</u>
-------------------------	---------------------------	--------------------



Plan Agreement for Plan Year 2018
Brazos County – 120
Effective as of Jan. 1, 2018

Basic Plan Options	
Employee Deposit Rate:	7%
Employer Matching:	225%
Prior Service Credit:	120%
Retirement Eligibility	
At 60 (Vesting)	8 years of service
Rule of	75 years total age + service
At Any Age	30 years of service
Optional Benefits	
Partial Lump-sum Payment at Retirement:	No
Group Term Life:	None
Retirement Plan Funding	
Elected Rate:	14.25%
Total Contribution Rate	
Retirement Plan Rate:	14.25%
Group Term Life Rate:	N/A
Total Contribution Rate:	14.25%

Certification

I certify that the plan agreement for the participation of Brazos County in TCDRS for the 2018 plan year truly and accurately reflects the official action taken during properly posted and noticed meeting on 10/03/2017 (mm/dd/yy) by the Commissioners Court and such action is recorded in the official minutes.

Printed Name: Duane Peters Title: County Judge
County Judge: [Signature] Date: 10/3/17



**BRAZOS COUNTY
BRYAN, TEXAS**

DEPARTMENT: NUMBER:
DATE OF COURT MEETING: 10/3/2017
ITEM: Approval of Deer Oaks EAP Contract Renewal.
TO: Commissioners Court
DATE: 09/27/2017
FISCAL IMPACT: False
BUDGETED: False
DOLLAR AMOUNT: \$0.00

ATTACHMENTS:

<u>File Name</u>	<u>Description</u>	<u>Type</u>
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Brazos County

This Employee Assistance Program Services Agreement (the "Agreement") is made and entered into effective **January 1, 2018** by and between Brazos County, and Deer Oaks EAP Services, a Limited Liability Company, hereinafter referred to as "Company".

WHEREAS, the Employer Group desires to retain a contractor to provide an Employee Assistance Program ("EAP");

WHEREAS, Brazos County solicited requests for proposals for said EAP; and

WHEREAS, Company submitted a proposal which Brazos County has selected.

NOW, THEREFORE, IN CONSIDERATION OF THE MUTUAL COVENANTS SET OUT HEREIN, THE PARTIES HERETO AGREE AS FOLLOWS:

1. **Scope of Work and Services.** The services rendered by Company shall be in conformance with the terms of this Agreement,

- a. **Intake (Telephonic Triage):** This service will be immediately available during regular business hours and in emergency situations via the 24-hour, 7 days a week emergency on-call system. Basic demographic information will be gathered. Client needs will be assessed. Those in crisis will be connected to a counselor.
- b. **Initial Diagnostic Assessment:** Following the intake, a Face-to-Face or Telephonic consultation appointment is offered. During the assessment the counselor will gather information regarding the presenting problem in order to create a diagnosis and develop a treatment plan for short-term counseling. This session counts as one of the EAP visits included in the plan. Telephonic Assessments in lieu of face-to-face assessments will only be conducted at the request of the participant.
- c. **Short-Term Therapeutic Counseling:** Company will offer up to six (6) visits for short-term EAP counseling benefit per participant, per issue, per calendar year (including the initial appointment). The Company will be fully responsible for the clinical care provided to participants. The specific number of sessions and treatment plans will be determined by the Company's counselor and will be based on clinical presentation, need, and suitability for a short-term counseling model of treatment. Telephonic counseling can be made available in

lieu of face-to-face counseling only at the request of the participant. If a participant possesses clinical symptomatology that requires longer-term and/or a different psychotherapeutic approach to treatment, the Company will work with the employers medical benefit plan to either make a referral to another provider and/or provide these services under the umbrella of the employee's medical benefit.

- d. **Range of Counseling Types:** Counseling may include individual, family, and/or marital interventions for issues suitable for a short-term counseling approach. Common presenting problems include, but not limited to stress, family problems, marital problems, sadness/grief, worrying, parent/child problems, work-related difficulties, interpersonal problems with co-workers and supervisors, anger management problems, drug or alcohol use, workplace violence, single parenting problems, legal and financial difficulties, coping with medical problems, and crisis counseling.
- e. **Case Management & Follow-Ups:** Company shall attempt to follow-up with all participants accessing services to ensure their satisfaction. Additionally, Company shall conduct comprehensive case management and follow-up for any participants referred to the EAP on a mandatory basis due to a job performance concern, work-place violence, sexual harassment, or suspicion of substance abuse or other employer group policy violation or concern.
- f. **Referrals:** For cases requiring medical or longer term/more intensive behavioral health intervention, referrals will be made by the Company to the employer's Medical Plan when indicated, or to another qualified professional that is within the financial means of the participant if the participant is not covered by the major medical plan. Low cost and free community referrals are also available to EAP participants.
- g. **Education & Prevention:** The Company offers Supervisor and Employee Wellness Training. An extensive array of education and prevention seminars are available to employees and supervisors dealing with a wide variety of topics including wellness, stress management, coping with change, motivating employees, recognizing substance abuse, other personal or work-related concerns. Seminars can be individually tailored to meet the

needs of the employer and employees. A minimum of 10 attendees are required to attend. A 24 hour cancellation notice is required; failure to provide notification will result in the deduction of the number of scheduled hours from the total bank of hours allowed per year. Electronic Newsletters for employees and supervisors are designed by the Company for distribution by the employer to provide additional educational and preventative tips and activities. Additionally, many training seminars are available to download via the Company's website. Fees include up to **12 hours** of onsite Employee and Supervisor Training that may be used at the Employer Groups discretion for supervisory training/orientation, employee orientations, wellness/brown bag seminars and health fair participation (open enrollment is not included). The Fees also include up to **eight (8) hours** for Legal and Financial training per year to be used at the Employer Group's discretion.

- h. **Work/Life Services:** Company will assist participants with balancing personal and work life concerns, coping with maternity and return to work, time management, childcare/eldercare services, and other work/life issues such as assistance with referrals for adoptions, relocations, college planning, and adjusting to retirement.
- i. **Employer Group Services:** Company will provide assistance to the Employer Group as needed. These services include immediate CISD response to any employees coping with a trauma or critical incident in the workplace within 24 hours of the request of the Employer Group or at a time and place of Employer Group's choosing. **Unlimited CISD assistance is included in the contract.** Contract includes unlimited Account Management services and telephonic management consultations by assigned Company Account Manager.
- j. **Online Services:** Company will maintain comprehensive online services at www.deeroaks.com, available 24/7 to employees and their family members seeking tools, tips, articles, videos, and resources to help them cope with balancing personal and work-related issues. Health and Wellness topics, a Chat Room, Discussion Board, and online Library are available through the website. Trainings regarding Orientation to the EAP benefit are available online as well.

- k. **Legal and Financial Services:** Company shall offer legal and financial counseling referrals and resources to employees and their family members, a free (up to 30 minute) initial assessment and a 25% reduction on legal and financial counseling rates with an in plan attorney/financial planner following any retainer. Identity Theft Counseling, legal document reviews and online legal and financial resources will also be available.
- l. **Confidentiality:** Issues of confidentiality will be handled with the utmost sensitivity and protection for the employee's rights to privacy. The Company is fully HIPAA compliant. Where appropriate, consent forms will be obtained to provide written authorization to exchange information with any Employer Group benefits director or supervisor.
- m. **Utilization Reports:** The Company will provide confidential Utilization Review Reports to the Employer Group on a quarterly basis. The reports will include: the number of EAP participants seeking assistance, the reasons for accessing the EAP, basic demographics for the EAP participants, the job classification, and the number of calls, in-services, and referrals provided. These reports will be provided quarterly to the Employer Group. Participant Satisfaction data is also included.
- n. **Implementation and Program Promotion:** The Company will provide Initial Promotional Materials including an introductory letter to the employees on the new EAP provider, 1000 wallet cards, brochures and 5 two-color informational posters as well as one Employee Orientation and one Supervisor Orientation DVD. The Employer Group will be responsible for reproduction and distribution of direct mailing and other promotional materials requested beyond the Initial Promotional Materials. Company will provide ongoing electronic promotional materials (e.g. flyers, payroll stuffers, e-mail articles, newsletters) as needed throughout the duration of the contract term as well as a CD-ROM containing additional flyers and posters that may be used as needed by the Employer Group. The Employer Group will assume responsibility for the reproduction and distribution of these promotional articles/notices to participants (with the exception of the initial promotional materials listed above, which shall be reproduced by the Company, at the Company's expense and distributed by the Employer Group). Company will complete a Comprehensive Needs

Assessment to ensure Program is customized and tailored to meet Employer Group's expectations.

2. Fees. For all of the services provided hereunder by Company to Employer Group, the Employer Group shall pay to Company an amount per month equal to the Per Employee Per Month (PEPM) rate of reimbursement multiplied by the number of Employer Group's eligible Employees for such month. For the term of this Agreement, that is, from **January 1, 2018 – December 31, 2022**, the Per Employee Per Month (PEPM) rate of reimbursement shall be a guaranteed rate of **\$1.35** PEPM. Payment of such fees shall be due quarterly in arrears, commencing **January 1, 2018**. DOT Evaluations provided for formal mandatory referrals for DOT or Fitness-for-Duty, will be billed on a fee-for-service basis at \$550.00 per evaluation for DOT and be payable in the month following the initial evaluation date. DOT and Reasonable Suspicion Trainings will be billed at \$250.00 per hour. Any fees for other optional add-on services will be applied per the terms of Company's proposal to Employer Group, if and when Employer Group elects to add these services to the contract.

3. Definitions.

- a. The term "participant" for purposes of this Agreement shall mean (i) the spouse or any child (natural or adopted) of an Employee, regardless of where such spouse or child resides; and (ii) any child for whom an Employee (or his or her spouse) is a court-appointed guardian; and (iii) any person residing in the household of an Employee.
- b. The term "counselor" shall mean a Company employee or contractor with master's degree or Ph.D. in an appropriate mental health care related field.
- c. The number of sessions shall include appointments made and kept as well as appointments made and late cancelled (less than 24 hours notice by participant) or no shows.

4. Term. The term of this Agreement shall be for a three (3) year period beginning **January 1, 2018 thru December 31, 2022**. This Agreement may be terminated earlier (i) by Company, if Employer Group fails to pay the monthly fee owing hereunder to Company and such failure shall continue for thirty days after Employer Group receives written notice to cure for such failure from Company; (ii) by Company, if Employer Group shall have received three delinquency notices under Section 4, immediately above, in any year; (iii) by Employer Group, if Company fails to perform any of its obligations hereunder or

if Company is in breach of any of its covenants hereunder, and such failure or breach continues for thirty days after Company receives written notice to cure for such failure or breach from Employer Group; and (iv) by Employer Group, with or without cause, by providing Company with ninety days written notice of termination. This Agreement shall also be cancelable by Employer Group at the end of any fiscal year of Employer Group in the event that sufficient funds have not been budgeted for the following fiscal year for the purposes of this Agreement; and in the event that Employer Group is required by law to competitively bid or submit requests for proposals in connection with the subject matter of this Agreement during its term.

5. Access. Employees and participants may contact the EAP via the toll free access number (1-866-EAP-2400) to Employer Group's employees and their dependents 24 hours a day, seven days a week, throughout the term of this Agreement. The EAP Call Center hours of operation are from 7:00A.M. to 7:00P.M. (Central Standard Time), Monday through Friday. At all other times, the toll-free line is answered automatically with the caller having the choice of pushing one button to be directly connection to a trained counselor, or to leave a message for routine business information. Routine appointments are offered generally within three (3) business days, urgent appointments within 48 hours, and emergency appointments are arranged same day. Company offers a nationwide network of affiliate providers in multiple locations shall make every effort to participant's specific request for an appointment time or location. Bilingual counseling services are also available.

6. Service Locations: Company shall provide counseling services at the Company's and Affiliates' office locations. Onsite counseling at the workplace will also be provided at the request of the Employer Group according to the terms contained herein.

7. Eligibility Determination. Company will provide services to all participants without requiring a specific verification process of each employee's current employment status. COBRA participants as well as employees whom need support during their transition following their termination of employment with Employer Group will also be eligible for short-term EAP counseling services. Employer Group will verify the numbers of employees eligible for the EAP benefit each month, and adjust the reimbursement to Company accordingly. Company will contact Employer Group if there appears to be significant access of the EAP benefit by anyone who is not eligible.

8. **Company Representative.** The Company will assign a primary representative at the discretion of Company. Alicia Barrera, the Company's EAP Account Manager, shall be the primary representative of Company for the purposes of this Agreement (the "Company Representative"). Mrs. Barrera address, telephone and fax numbers are as follows: 126 Main Plaza Ste. 8 San Antonio, TX. 78205; Telephone No. (210) 569-8152; Fax No. (210) 569-8157. The Company may also assign additional Account Management Specialists to the team handling the account at the Company's discretion or as needed. Employer Group may contact the Company Representative (or designated assistant) directly regarding any questions, problems, or concerns Employer Group may have which are related to this Agreement. Company may change the person designated as the Company Representative by prior notice to the Employer Group; provided, however, that Company shall appoint a replacement Company Representative at any time within thirty days after the receipt of a request from the Employer Group.

9. **Relationship of Parties.** It is understood by the parties that the Company is an independent Contractor, and not an employee of the Employer Group. Employer Group will not provide fringe benefits, including health insurance benefits, paid vacation, or any other employee benefit, for the benefit of the Company.

10. **Entire Agreement:** This agreement supersedes any and all other agreements, either oral or in writing, between the parties hereto with respect to the subject matter hereof, and no other agreement, statement, or promise relating to the subject matter of this Agreement is binding unless in writing signed and duly executed by both parties.

11. **Communications with Employees.** No promotional or informational materials shall be disseminated to Employer Group's employees without the prior written approval of Employer Group's Representative. The Company Representative in connection with Employer Group's Representative shall prepare an initial, explanatory packet for distribution by Employer Group to all Employees no later than two weeks prior to the commencement date of this contract.

12. **Extended Services.** Referrals to the health plan for extended service will be made based on symptom severity and the client's best interests. Company will be able to continue counseling services under Employer Group's current health plans, if Company is a participating provider and if such services are covered under such plans. If the participant requires additional counseling, but such counseling is not

covered under an applicable health plan, then Company shall refer such participant to appropriate community health services, or if the participant prefers, the participant may continue to use the services of the Company on a private pay basis.

13. Standard of Care. Company shall perform its duties and obligations under this Agreement as a fiduciary of Employer Group Employees and their respective dependents; and Company shall use the care, skill, prudence, and diligence in the performance of its duties and obligations under this Agreement as required by all applicable professional standards and laws.

14. Equal Employment Opportunity. Company shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin or handicap and shall otherwise comply with all applicable requirements set out in Executive Order 11246, entitled "Equal Employment Opportunity", as amended by Executive Order 11375, and as supplemented in Department of Labor Regulations 41 CFR Part 60.

15. Notices. Notices provided hereunder must be in writing to be effective, and shall be deemed received upon the earlier to occur of (i) actual receipt; or (ii) three days after the same are mailed by U.S. certified or registered mail, postage prepaid and return receipt requested, to the following address, or to such other address as shall have been provided by notice:

If to Employer Group: **Brazos County**
Jennifer Salazar
200 S. Texas Ave.
Bryan, TX. 77803
(979) 361-4117

If to Company: Ms. Alicia Barrera
Director of EAP Account Management
Deer Oaks EAP Services, LLC
126 Main Plaza #8
San Antonio, Texas 78205
(210) 615-3418
(210) 569-8157

16. Assignment. This Agreement may not be assigned by either party without the prior written consent of the other party.

17. Indemnification. Company hereby assumes all risk of loss and responsibility for and hereby agrees to indemnify and hold Employer Group, its trustees and Employees (collectively, the "Indemnities") harmless from and against any and all claims, causes of actions, demands, suits,

liabilities, recoveries, judgments, costs and expenses (including reasonable attorneys' fees) which are asserted by a party other than Company against or incurred by any of the Indemnities, to the extent caused or related to the performance or failure to perform of Company under this Agreement, except to the extent caused by the negligence of any of the Indemnities.

18. Compliance with All Laws. In the performance of its duties and obligations hereunder, Company shall ensure that it is in compliance with all applicable federal, state, and local laws, rules, and regulations, including, but not limited to, all applicable rights and regulations of the appropriate licensure board(s), and all laws, rights, and regulations applicable to patient confidentiality. It shall be the duty of Company, and not Employer Group, to ensure that no information shall be provided by Company to Employer Group that would constitute a violation of the privacy rights of a participant, even if such information is requested by Employer Group, both parties acknowledging that Company, and not Employer Group shall have the obligation under this Agreement to be aware of the most current version of such confidentiality laws, rules, and regulations. Affiliate providers nationwide will uphold their professional and ethical responsibilities according to their particular state rules and regulations.

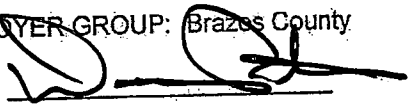
19. Governing Law. This Agreement shall be governed by, construed and interpreted in accordance with the laws of the State of Texas.

20. Mediation. Any controversy or claim between the parties arising under this Agreement ("Dispute") must, at the request of either party, be submitted to mediation. If either party desires that a dispute be submitted to mediation, then such party shall so notify the other party, by written notice. Within ten days after the receipt of such notice, the parties shall jointly appoint a mutually acceptable, neutral attorney-mediator to mediate the dispute (the Mediator). If the parties are unable to agree upon such appointment within such ten-day period, either party may request a court jurisdiction of the Dispute to appoint a Mediator. The parties or the court will hold a mediation conference within thirty days after the appointment of the Mediator. The mediation conference will be conducted in accordance with the Texas Alternative Dispute Resolution Procedures Act, Civil Practice and Remedies Code, Sections 154.001-154.073. The fees of the Mediator will be shared equally between the parties.

IN WITNESS WHEREOF, the undersigned have executed this Agreement as of the day and year first above written.

EMPLOYER GROUP: Brazos County

BY:



Date:

10/3/17

DEER OAKS EAP SERVICES, LLC

By:

Alicia Barrera 9/26/17

Alicia Barrera
Executive Director



**BRAZOS COUNTY
BRYAN, TEXAS**

DEPARTMENT: NUMBER:
DATE OF COURT MEETING: 10/3/2017
ITEM: Interlocal Agreement with the City of Bryan and the City of College Station for emergency medical ambulance service for FY 2018 - FY 2020.
TO: Commissioners Court
DATE: 09/25/2017
FISCAL IMPACT: False
BUDGETED: False
DOLLAR AMOUNT: \$0.00

ATTACHMENTS:

File Name

[2018_EMS.pdf](#)

Description

EMS

Type

Cover Memo

INTERLOCAL AGREEMENT EMERGENCY MEDICAL AMBULANCE SERVICE

THIS INTERLOCAL AGREEMENT is hereby made and entered into by and among the CITY OF BRYAN, TEXAS, a home rule municipal corporation ("Bryan"), CITY OF COLLEGE STATION, TEXAS, a home rule municipal corporation ("College Station") and BRAZOS COUNTY, TEXAS ("County"), each acting by and through its duly authorized agents;

WHEREAS, the respective participating governments (the "Parties") are authorized by the Interlocal Cooperation Act, Texas Government Code, Chapter 791, to enter into a joint agreement for the performance of the governmental function of providing Emergency Medical Ambulance Services; and

WHEREAS, Bryan, College Station and County are authorized under Chapter 774 of the Texas Health & Safety Code to contract with each other to provide Emergency Medical Ambulance services; and

WHEREAS, Bryan and College Station have already been providing Emergency Medical Ambulance services to the County according to the geographic areas as defined as "Automatic Mutual Aid Response Districts" referenced in the Automatic Mutual Aid Agreement between Bryan and College Station;

NOW, THEREFORE, the parties, in consideration of the mutual covenants and conditions contained herein, agree as follows:

SCOPE

1. Bryan and College Station shall provide Emergency Medical Ambulance Services to any person who requests it within their respective Automatic Mutual Aid Response District for which Bryan and College Station are assigned responsibility referenced in the Automatic Mutual Aid Agreement between Bryan and College Station. (See Exhibit "A," a map of the Automatic Mutual Aid Response Districts indicating the corporation limits of each city as updated on or after 2005).
2. All requests for services under this Agreement shall be through the 9-1-1 Emergency Communications District and the College Station Communication Center, which dispatches police and fire units respectively for Bryan/County and College Station.
3. Bryan and College Station reserve the right to refuse to answer any call pursuant to this Agreement if their respective Fire Chief or his or her designee reasonably determines that the health, safety, or welfare of their city would be endangered by dispatching personnel or equipment outside of its corporate limits.
4. Bryan and College Station will maintain emergency medical equipment and licensed personnel in compliance with Subchapter C of Chapter 773 Health & Safety Code and will perform all activities related to this Agreement in accordance with the regulations promulgated by the Texas Department of State Health Services. Bryan and College Station will provide to the County, notwithstanding any HIPAA restrictions, an electronic copy of each run taken outside the corporation limits of each city, respectively, on a quarterly basis upon request. A "run" is defined as a single medical incident regardless of the number of EMS or other apparatus that respond(s).

PAYMENTS

5. County shall pay Bryan and College Station the following amounts for such Emergency Medical Ambulance Services on a quarterly basis according to the following schedule:

FY 2018

For FY 2018, a collective total of Five Hundred Fifty-Nine Thousand One Hundred Sixty-Two and no/1.00 Dollars (\$559,162.00) annually:

<u>Payment Due Date</u>	<u>Quarter for which Payment is made</u>	<u>Amount</u>
October 1, 2017	October –December, 2017	\$ 69,895.25 (Bryan) \$ 69,895.25 (College Station)
January 2, 2018	January – March, 2018	\$ 69,895.25 (Bryan) \$ 69,895.25 (College Station)
April 1, 2018	April – June, 2018	\$ 69,895.25 (Bryan) \$ 69,895.25 (College Station)
July 1, 2018	July – September, 2018	\$69,895.25 (Bryan) \$69,895.25 (College Station)

FY 2019

For FY 2019, a collective total of Five Hundred Seventy-Three Thousand One Hundred Forty-Two and no/1.00 Dollars (\$573,142.00) annually:

<u>Payment Due Date</u>	<u>Quarter for which Payment is made</u>	<u>Amount</u>
October 1, 2018	October –December, 2018	\$ 71,642.75 (Bryan) \$ 71,642.75 (College Station)
January 2, 2019	January – March, 2019	\$ 71,642.75 (Bryan) \$ 71,642.75 (College Station)
April 1, 2019	April – June, 2019	\$ 71,642.75 (Bryan) \$ 71,642.75 (College Station)
July 1, 2019	July – September, 2019	\$ 71,642.75 (Bryan) \$ 71,642.75 (College Station)

FY 2020

For FY 2020, a collective total of Five Hundred Eighty-Seven Thousand Four Hundred Seventy and no/1.00 Dollars (\$587,470.00) annually:

<u>Payment Due Date</u>	<u>Quarter for which Payment is made</u>	<u>Amount</u>
October 1, 2019	October –December, 2019	\$ 73,433.75 (Bryan) \$ 73,433.75 (College Station)
January 2, 2020	January – March, 2020	\$ 73,433.75 (Bryan) \$ 73,433.75 (College Station)
April 1, 2020	April – June, 2020	\$ 73,433.75 (Bryan) \$ 73,433.75 (College Station)
July 1, 2020	July – September, 2020	\$ 73,433.75 (Bryan) \$ 73,433.75 (College Station)

6. The County must make all payments to Bryan and College Station for these services from current revenues.

TERM AND TERMINATION

7. This Agreement term shall be for Emergency Ambulance Services provided by Bryan and College Station for a term to begin on October 1, 2017, through midnight on September 30, 2020. This Agreement shall go into effect immediately upon proper approval of all parties. A party to this Agreement shall have the right to terminate this Agreement, without cause, upon thirty (30) days' written notice of such termination. Further, should the Agreement be terminated, the rights and obligations of the Parties hereunder shall terminate, except those rights and obligations that have accrued under this Agreement prior to the date of termination shall survive.

NOTICES

8. All notices issued between parties to this agreement shall be in writing. All notices shall be deemed given on the date personally delivered, faxed, or deposited in the U.S. mail to the following parties:

Bryan: City of Bryan
P.O. Box 1000
Bryan, Texas. 77805
Attn: Randy McGregor, Fire Chief

College Station: City of College Station
P.O. Box 9960
300 Krenek Tap Road
College Station, Texas. 77842
Attn: Jonathan McMahan, Fire Chief

County: Brazos County
200 S. Texas Ave, Suite 332 Bryan, Texas 77803
Bryan, Texas 77803
Attn: County Judge Duane Peters

DEFENSE OF CLAIMS

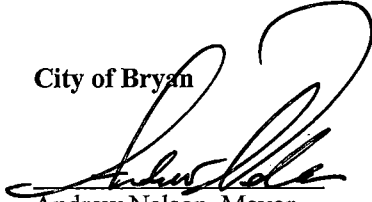
9. Subject to the limitations as to damages and liability under the Texas Tort Claims Act, and without waiving its governmental immunity, each party to this Agreement agrees to hold harmless each other, its governing board, officers, agents and employees for any liability, loss, damages, claims or causes of action caused, or asserted to be caused, directly or indirectly by any party to this Agreement, or any of its officers, agents or employees as a result of its performance under this agreement. If any party to this contract is sued by a third party for any acts or omissions arising from the performance of this Agreement, the parties agree that the governmental unit that would have been responsible for furnishing the services in the absence of the Agreement is responsible for any civil liability that arises from the furnishings of those services except for personal injury, personnel and/or retirement benefits of the personnel of the responding city, and/or damage to or resulting from use of any equipment of the responding city.

MISCELLANEOUS

10. If any provision of the Agreement shall be held to be invalid, illegal, or unenforceable by a court or other tribunal of competent jurisdiction, the validity and enforceability of the remaining provisions shall not in any way be affected or impaired thereby. The parties shall use their best efforts to replace the respective provisions or provisions of this Agreement with legal terms and conditions approximating the original intent of the parties.
11. All parties to this Agreement agree that payment for the performance recited herein will be payable from current revenues available to such paying party.
12. This Agreement is the entire agreement among Bryan, College Station and the County relating to the provision of Emergency Medical Ambulance Services and supersedes any and all prior agreements, arrangements, or understandings, whether written or oral.
13. This Agreement is for the benefit of the parties to this Agreement, and does not confer any rights on any third parties.
14. No amendment to this Agreement shall be effective or binding unless and until it is reduced to writing and signed by the authorized representatives of all parties.
15. This Agreement has been made under and shall be governed by the laws of the State of Texas. This Agreement and all matters related thereto shall be performed in Brazos County, Texas. The venue of any lawsuits arising out of this Agreement shall be in Brazos County, Texas.
16. Failure of any party to enforce a provision of this Agreement shall not constitute a waiver of that provision nor in any way affect the validity of this Agreement or the right of any party to enforce each and every provision hereof. No term of this Agreement shall be deemed waived or breach excused unless the waiver shall be in writing and signed by the part(ies) claimed to have waived. Furthermore, any consent to or waiver of a breach will not constitute consent to or waiver of or excuse of any other different or subsequent breach.

17. This Agreement may be executed in a number of identical counterparts, each of which shall be deemed an original for all purposes.

City of Bryan

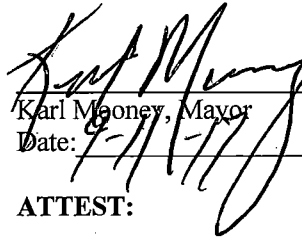


Andrew Nelson, Mayor

Date: 9-19-17

ATTEST:

City of College Station



Karl Mooney, Mayor

Date: 9-11-17

ATTEST:

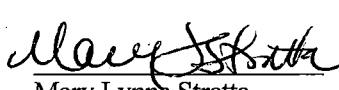
Brazos County



Duane Peters, County Judge

Date: 10/3/17

ATTEST:



Mary Lynne Stratta

City Secretary

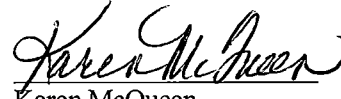
Date: 9-19-17



Amy McQuinn

City Secretary

Date: 9-12-17

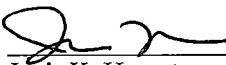


Karen McQueen

County Clerk

Date: 10-3-17

APPROVED AS TO FORM:



Janis K. Hampton

City Attorney

City of Bryan, Texas

Date: 9-15-17

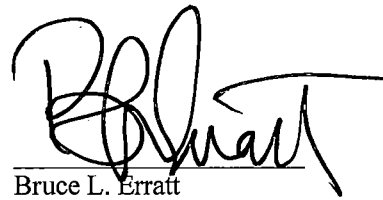


Carla Robinson

City Attorney

College Station, Texas

Date: _____



Bruce L. Erratt

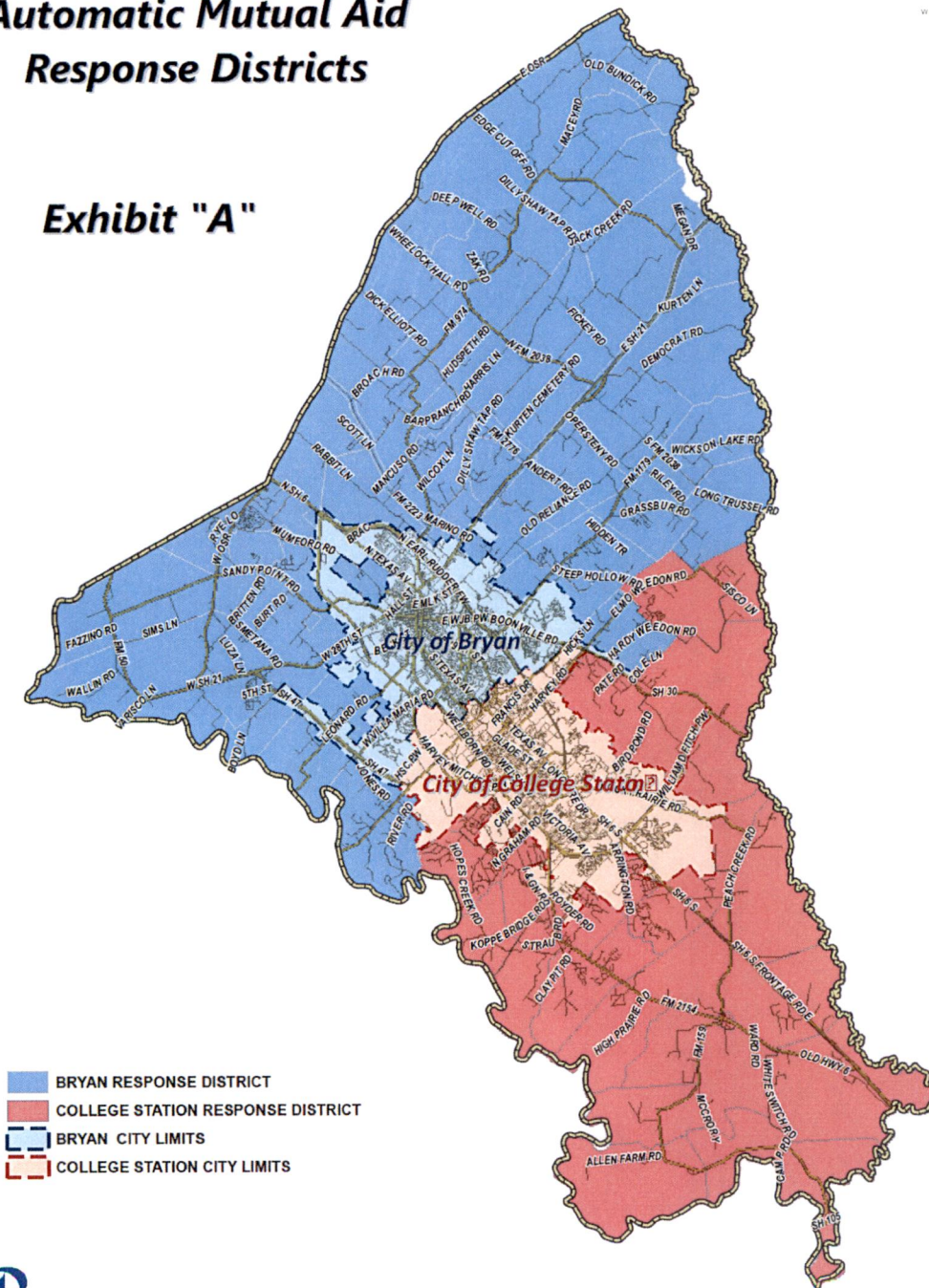
Assistant County Attorney

Brazos County, Texas

Date: 10/3/17

Automatic Mutual Aid Response Districts

Exhibit "A"



City of Bryan Geographic Information Services (COBGIS)

16 July 2012



**BRAZOS COUNTY
BRYAN, TEXAS**

DEPARTMENT:

NUMBER:

DATE OF COURT MEETING: 10/3/2017

ITEM:

Approval of the following community support contracts for FY 2018:

- a. Brazos County Emergency Communications District
- b. Brazos County Rape Crisis Center, Inc. dba Sexual Assault Resource Center
- c. Brazos County Historical Commission
- d. Brazos County Soil & Water Conservation District #450
- e. National Alliance on Mental Illness - Brazos Valley, Inc.
- f. Texas A&M University System for Easterwood Airport

TO: Commissioners Court

DATE: 09/22/2017

FISCAL IMPACT: False

BUDGETED: False

DOLLAR AMOUNT: \$0.00

ATTACHMENTS:

File Name

Description

Type

[2018_9-1-1.pdf](#)

9-1-1

Cover Memo

[2018_SARC.pdf](#)

SARC

Cover Memo

[2018_Historical_Comm.pdf](#)

Historical Comm

Cover Memo

[2018_SWCD.pdf](#)

SWCD

Cover Memo

[2018_NAMI.pdf](#)

NAMI

Cover Memo

[2018_Easterwood_Airport.pdf](#)

Easterwood

Cover Memo

18a

AGREEMENT FOR FUNDING

THIS AGREEMENT FOR FUNDING ("**Agreement**") is entered into this 3rd day of October, 2017, by and between BRAZOS COUNTY, Texas ("**County**") and the Brazos County Emergency Communications District ("**District**"), pursuant to the authority TEX. GOV'T CODE ANN. Chapter 791 ("**Texas Interlocal Government Cooperation Act**").

RECITALS

WHEREAS, pursuant to TEX. HEALTH & SAFETY CODE ANN. § 772.301, et. seq., ("**Emergency Telephone Number Act**"), the District has been formed and is a political subdivision of the State of Texas; and,

WHEREAS, Brazos County is a political subdivision of the State of Texas authorized to enter into interlocal cooperative governmental agreements; and,

WHEREAS, the Brazos County Commissioners in public meeting found that it is mutually beneficial for the County and the District to enter into an agreement for the District to perform for the County, Emergency Communications Services Dispatching;

WHEREAS, the District is willing to perform such services on behalf of the County;

NOW THEREFORE; IN CONSIDERATION of the mutual promises to each other made hereinafter, the undersigned parties agree as follows:

AGREEMENT

1. **Services.** Effective October 1, 2017 the District is hereby appointed the emergency communications dispatching authority for the Brazos County Sheriff's Office, the Brazos County Constables and the Volunteer Fire Departments for the period October 1, 2017, through and including September 30, 2018. The District shall, in dispatching emergency service units of the County, do so in accordance with the policies and procedures developed by the Sheriff's Office, the Brazos County Constables and the Volunteer Fire Departments to respond to such directives. Any changes, alterations or revisions of such policies and procedures by any of these County offices during the term of the Agreement shall be made in consultation with the District. No such changes, additions or alterations shall be made without the consent of the District, which shall not be unreasonably withheld or conditioned.

The County will provide the District access to the County's Law Enforcement Computer System to facilitate Law Enforcement Officers requests for warrant information.

2. **Fee.** The County agrees to pay and the District agrees to accept as compensation for the services provided a flat fee of One Million Thirty One Thousand Seven Hundred Thirteen and NO/100 Dollars (\$1,031,713.00), payable in twelve (12) monthly installments. Should additional or expanded services be requested by the County during the term of this Agreement, the parties agree to adjust the fee to accommodate such change. The County shall pay the full amount due within thirty (30) days of the County Auditor's receipt of an invoice from the District. All payments shall be subject to TEX. GOV'T CODE ANN. § 2251.0001, et. seq. ("**Texas Prompt Payment Act**"). Should there

arise any dispute, disputed amounts shall be deposited in a mutually agreed upon escrow account until a resolution.

The District shall encumber and hold in reserve a fund equal to three (3) months operating expenses. This reserve balance shall be reported to the Board of Managers on the District's monthly financial statements.

3. **Business Records and Audit.** All records relating to the service provided under this Agreement and supporting documentation for invoices submitted to Brazos County by the District shall be retained and made available by the District for audit by Brazos County, its duly authorized representatives, the State of Texas (including, but not limited to the Auditor of the State of Texas, Inspector General or duly appointed law enforcement officials) and agencies of the United States Government. Such records shall be returned by District and made available for any time period required by state or federal law. If changes occur in the governing state or federal law, regarding retention records, District shall comply with such changes. Brazos County shall inform the District in writing of the retention periods established by State and federal law applicable to such records and shall provide written notice if changes occur to such retention requirements. If an audit is initiated before the expiration of such time periods required by state or federal law regarding retention of records, the District shall retain such records until the audit is concluded and all issues resolved. District shall provide Brazos County with copies of such audits that be conducted with respect to the Agreement.

The District shall be responsible for receiving, replying to and/or complying with any audit exception by appropriate federal, state or local audit directly related to the provision of this Agreement.

The District shall repay to Brazos County the full amount received for duplicate billings, erroneous billings, false or deceptive claims. The District recognizes and agrees that Brazos County may withhold any money due and recover through any appropriate method any money erroneously paid under this Agreement if evidence exists of less than full compliance with this Agreement.

Annual financial statements (audited if available) are due to Brazos County within six (6) months of completion. If an independent financial audit is performed, a management letter be prepared by the auditor as part of the process and a copy of said management letter shall be delivered to the Brazos County Commissioners Court. The management letter shall identify issues that might not otherwise require disclosure in the District's annual financial report, but which are of concern to or under the suggestion of the auditor.

4. **Call and Dispatch Records.** The County acknowledges that, in the course of acting as the dispatching authority for the County, the District creates records through the Tiburon commandCAD Dispatch system ("Tiburon"). However, the District shall not act as and is not contractually designated hereby as the custodian of these Tiburon records. All requests received by the District, in accordance with the Public Information Act Texas Government Code § 552, for Tiburon records relative to dispatching for the County as set forth herein, regardless of the form of such request shall be forwarded immediately to the attention of the Office of the Brazos County Judge, Public Information Officer, 200 So. Texas Ave., Suite 332, Bryan, TX 77803, for processing and response. The County shall indemnify and hold harmless the District from and against any and all claims, demands, damages, penalties and causes of action relative to such records requests and the

responses thereto. The District shall maintain an electronic version of the Tiburon records for a period of seven (7) years.

5. **Employees.** District employees shall not be considered as County employees.
6. **Governing Law.** The County and the District understand and agree to be subject to all the laws, ordinances and regulations which govern and affect Emergency Communications Dispatching and National Crime Information Computer network telecommunications as promulgated by the State of Texas or the United States Government or any of its appropriate agencies, such as the Texas Department of Public Safety or the Federal Bureau of Investigation.

This agreement is made in accordance with TEX. HEALTH & SAFETY CODE ANN. § 772.101 et. seq., ("**9-1-1 Emergency Number Act**").

7. **Hold Harmless.** Each of the parties to this Agreement agrees to hold the other harmless to the extent of its respective duties undertaken herein and/or for any and all claims of whatsoever nature or kind, which may arise as a result of that party's fulfillment of this Agreement.
8. **Authority.** Each party hereby empowers and authorizes its Chief Administrative Officer to be signatory agent for any required documentation to implement the intent of this Agreement.
9. **Entire Agreement.** This Agreement contains all of the commitments and covenants of the parties and any oral or written promises not contained herein shall have no force or effect to alter any term or condition of this Agreement.
10. **Termination.** This Agreement may be terminated by either party upon ninety (90) days advance written notice to the non-terminating party as set forth below. In the event of termination, the fee payable by the County to the District shall be pro-rated to the date of termination.
11. **Notices.** All notices sent pursuant to this Agreement shall be in writing and may be hand delivered or sent registered or certified mail, postage prepaid, return receipt requested to each party as set below:

Brazos County Emergency Communications District
Executive Director
PO Box 911
Bryan, Texas 77806

Brazos County Commissioners Court
County Judge
200 South Texas Ave, Suite 310
Bryan, Texas 77803

12. **Conflicts.** No officer, employee or agent of the Brazos County Commissioners Court and no member of its governing body shall participate in any decision relating to this Agreement which affects or conflicts with his/her personal interest or have any personal or pecuniary interest, direct or indirect, in this Agreement or the proceeds thereof.

13. **No Waiver.** The parties expressly agree that no provision of this Agreement is in any way intended to constitute a waiver or any immunities from suit or from liability that the Brazos County has by operation of law. Nothing in this Agreement is intended to benefit any third party beneficiary.
14. **Modifications** This Agreement may only be modified or amended in writing by the mutual consent of the parties with said modification being attached to and incorporated into this Agreement by this reference for all purposes.
15. **Severability** In the event that any provisions or portion of this Agreement is held to be unenforceable or invalid, the validity and enforceability of the remaining provisions or portions shall not be affected.

SIGNED this day of October 3, 2017.

BRAZOS COUNTY EMERGENCY COMMUNICATIONS DISTRICT

Lloyd Wassermann
Lloyd Wassermann, Chairman Board of Managers

ATTEST:
Greta Norton
Greta Norton, Recording Secretary

BRAZOS COUNTY, TEXAS
Duane Peters
Duane Peters, Brazos County Judge

ATTEST:
Karen McQueen
Karen McQueen, Brazos County Clerk

**FUNDING AGREEMENT
BETWEEN BRAZOS COUNTY AND
BRAZOS COUNTY RAPE CRISIS CENTER, INC.
DBA SEXUAL ASSAULT RESOURCE CENTER**

THIS FUNDING AGREEMENT ("Agreement") IS ENTERED INTO BY AND BETWEEN **BRAZOS COUNTY, TEXAS**, acting by and through its duly elected County Commissioners (hereinafter "County"), and the **BRAZOS COUNTY RAPE CRISIS CENTER, INC., dba Sexual Assault Resource Center** (hereinafter "Provider"), located in Bryan, Texas, and is effective October 1, 2017.

RECITALS:

WHEREAS, the County has the objective of providing support services to the victims of sexual assault; and

WHEREAS, the Provider shares this common goal with the County; and

WHEREAS, the County desires to assist the Provider in providing support services to victims of sexual assault through funds provided by the County.

NOW THEREFORE, the parties agree to the following terms and conditions to provide such support services.

AGREEMENT

TERM

This Agreement shall be for a term of twelve (12) months commencing on the 1st day of October, 2017, and terminating 30th day of September, 2018.

CANCELLATION

This Agreement may be canceled by any parties hereto upon sixty (60) days written notice as provided herein.

SERVICES TO BE PERFORMED BY PROVIDER

The Provider will provide services to victims of sexual assault and their families. These services will include: a 24-hour hotline and 24-hour escort service; one-to-one counseling; group counseling; community awareness programs; Speaker's Bureau; training and supervision of volunteers; training for law enforcement agency personnel, the medical community, clergy, staff of the District Attorney's office and psychologists (collectively "Services").

USE OF COUNTY FUNDS

Funds to be furnished to Provider as stated herein be used to offset operational expenses of the Provider, including rent, telephone expenses, and office supplies, as described in Exhibit "A" attached hereto and made a part hereof for all purposes.

COUNTY'S LIABILITY FOR PAYMENT

The County agrees to fund the Provider **\$22,000.00** for the term of this Agreement ("Funds").

RESPONSIBILITIES OF PROVIDER

Provider will be responsible for providing the following services pursuant to this Agreement:

1. Maintaining this Agreement;
2. Providing of Services;
3. Maintaining data files on clients and the Services provided thereto;
4. Respond to all and any inquiries by the County.
5. Provider agrees that the County, or its designated representative, shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. Provider agrees to maintain such records for possible audit for a minimum of three (3) years after the termination date of this Agreement, unless a longer period of records retention is stipulated. Provider agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Provider agrees that the County, or its designated representative, shall further have the right to review and to copy any records and supporting documentation for prior years in which the County provided funds to the Provider under prior Agreements. Any audit will be conducted by County personnel or an independent third party, as determined by the Brazos County Commissioners Court. If the Brazos County Commissioners Court determines that the audit will be conducted by an independent third party, all costs and expenses associated with said audit will be solely paid for by the Provider.
6. Brazos County Commissioners Court may, in its sole discretion, require that an independent financial audit be performed on the records of the Provider. If an independent financial audit is performed, a management letter will be prepared by the auditor as part of the process and a copy of said

management letter shall be delivered to the Brazos County Commissioners Court. The management letter shall identify issues that might not otherwise require disclosure in the Provider's annual financial report, but which are of concern to or under the suggestion of the auditor. If the Brazos County Commissioners Court determines that the audit will be conducted by an independent third party, all costs and expenses associated with said audit will be solely paid for by the Provider.

7. Provider will provide the County with any and all certified audits conducted by Provider and the management letter prepared in connection therewith;
8. Provider will provide the Commissioners Court with statistics evidencing the number of Brazos County residents using the Provider's Services.

RESPONSIBILITY OF COUNTY

The County shall be responsible for the following duties and requirements:

1. Provide County Funds.
2. Conduct a review of the Provider's performance in providing the Services to be provided hereunder in order to assess County's continued participation in the funding of the Provider.

RECORD RETENTION

The Provider shall be responsible for record keeping on all Services provided to those individuals using its services and all financial records. The Provider agrees to maintain and make available for inspection by the County upon request, consistent with personal privacy and subject to the limitation of state law, any and all records the County determines, in its sole discretion, to be necessary for the County to justify its continued participation in supporting the Provider with Funds. Such records shall be retained for at least three (3) years from the date the service was provided. These records shall be made available for inspection and audit by the County, if it so desires.

DISCRIMINATION

The Provider shall not discriminate against any employee or applicant for employment because of race, color, sex, or national origin. The Provider shall take affirmative action to ensure that applicants who are employed are treated during employment, without regard to their race, color, religion, sex, or national origin. Such action shall include, but not limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rate of pay or other forms of compensation; and selection for training, including apprenticeship. The Provider agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

INDEMNITY

The parties hereto agree to indemnify one another for and hold one another harmless from and against all suits, claims, demands, liabilities or actions resulting or alleged to result from the breach, violation or non-performance of the services stated herein and for any damage to any person resulting from any action or omission or negligence on the part of each party hereto.

INSURANCE

The parties hereto agree that the Provider shall be an independent contractor and not any employee or agent of the County and that each shall maintain at its own expense, adequate liability insurance to insure against damages and liabilities which may arise due to the duties and obligations contracted for herein.

COUNTY INVOLVEMENT

The County and Provider state that to the best of their knowledge, no officer, agent or employee of the County who exercises any function or responsibility in connection with the carrying out of this Agreement or the Services to which it relates has personal interest, direct or indirect, in this Agreement.

GOVERNING LAW

This Agreement shall be executed in and shall be governed by the laws of the State of Texas.

TERMINATION

Provider or County may unilaterally terminate this Agreement, at any time and for any reason, or no reason, by giving the other sixty (60) calendar days prior written notice.

In the event of termination Provider agrees to return funds to County of a pro rata basis based on a twelve (12) month calculation.

NOTICES

All notices required to be given hereunder shall be deemed to be duly given by delivering such notice or by mailing it, certified mail RRR to the other party at the following addresses:

Brazos County Rape Crisis Center, Inc.
P.O. Box 3082
Bryan, Texas 77805
Confidential Physical Location: 3131 East 29th Street, Bldg C, Bryan, TX.

Brazos County Commissioners Court
County Administration Building
200 So. Texas Ave. No. 310
Bryan, Texas 77803

FURTHER ASSURANCES

Each party hereto agrees to perform any further acts and to execute and deliver any further documents which may be necessary to carry out the provisions of this Agreement.

SEVERABILITY

In the event that any provisions or portion of this Agreement is held to be unenforceable or invalid, the validity and enforceability of the remaining provisions or portions shall not be affected.

ENTIRE AGREEMENT

This Agreement contains the entire understanding between the parties concerning the subject matter contained herein. There are no representations, agreements, arrangements, or understanding, oral or written, between or among the parties hereto, relating to the subject matter of the Agreement, which are not fully expressed herein.

ASSIGNABILITY

This Agreement is not assignable by the Provider without the prior written consent of the County.

DATED this 3rd day of October, 2016.

Brazos County

Brazos County Rape Crisis Center, Inc.
dba Sexual Assault Resource Center



DUANE PETERS, Judge



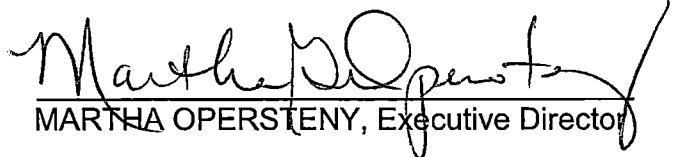
President

ATTEST:



KAREN McQUEEN, County Clerk

ATTEST:



MARTHA OPERSTENY, Executive Director

BRAZOS COUNTY
BUSINESS ASSOCIATE AGREEMENT

- A. Acknowledgment of HIPAA Obligations and Other Regulations Implementing the Health Insurance Portability and Accountability Act of 1996 (42 U.S.C. §1320(d) ("HIPAA")). The parties acknowledge that federal regulations relating to the confidentiality of individually identifiable health information require covered entities to comply with the privacy standards adopted by the U.S. Department of Health and Human Services as they may be amended from time to time, 45 C.F.R. parts 160 and 164, subparts A and E ("the Privacy Rule") and the security standards adopted by the U.S. Department of Health and Human Services as they may be amended from time to time, 45 C.F.R. parts 160, 162 and 164, subpart C ("the Security Rule"). Collectively, the Privacy Rule and the Security Rule are referred to herein as "HIPAA Rules." The HIPAA Rules, as well as any applicable state confidentiality laws, require Covered Entity to ensure that business associates who receive confidential information in the course of providing services on behalf of Covered Entity comply with certain obligations regarding the confidentiality of health information. "Covered Entity" and "Business Associate" are defined in the HIPAA Rules, and for the purposes of this Agreement, shall refer to Brazos County and Service Provider, respectively.
- B. Purposes for which Protected Health Information May Be Used or Disclosed. In connection with the services provided by Business Associate on behalf of Covered Entity pursuant to this Agreement, Covered Entity may use and disclose protected health information ("PHI"), as defined in the HIPAA Rules.
- C. Business Associate Obligations. Business Associate agrees to comply with applicable federal and state confidentiality and security laws, including, but not limited to the Privacy Rule and Security Rule, including without limitation:
1. Use of Protected Health Information ("PHI"). Business Associate shall not use PHI except as necessary to fulfill the purposes of this Agreement. Business Associate is permitted to use and disclose PHI as necessary for the proper management and administration of Business Associate or to carry out its legal responsibilities and its responsibilities under this Agreement. However, Business Associate shall in such case:
 - (a) provide training to members of its workforce regarding the confidentiality requirements in the HIPAA Rules and this Agreement;
 - (b) obtain reasonable assurances from the person to whom the information is disclosed that it will be held confidential and further used and disclosed only as required by law or for the purpose for which it was disclosed to the person or entity;

- (c) agree to notify the Covered Entity of any instances of which it is aware in which the PHI is used or disclosed for a purpose that is not otherwise provided for in this Agreement or for a purpose not expressly permitted by the HIPAA Rules; and
 - (d) ensure that all disclosures of PHI are subject to the principle of "minimum necessary use and disclosure," *i.e.*, only PHI that is the minimum necessary to accomplish the intended purpose of the use, disclosure, or request may be disclosed.
2. Disclosure to Third Parties. If Business Associate discloses PHI received from Covered Entity, or created or received by Business Associate on behalf of Covered Entity, to agents, including a subcontractor, Business Associate shall require the agent to agree to the same restrictions and conditions that apply to Business Associate under this Agreement. Business Associate shall ensure that any agent, including a subcontractor, agrees to implement reasonable and appropriate safeguards to protect the confidentiality, integrity, and availability of the electronic PHI that it creates, receives, maintains, or transmits on behalf of the Covered Entity. Business Associate shall be fully liable to Covered Entity for any acts, failures or omissions of the Agent in providing the services as if they were Business Associate's own acts, failures or omissions, to the extent permitted by law. Business Associate further expressly warrants that its Agents will be specifically advised of, and will comply in all respects with, the terms of this Agreement.
 3. Data Aggregation. In the event that Business Associate works for more than one Covered Entity, Business Associate is permitted to use and disclose PHI, but only in order to analyze data for permitted health care operations, and only to the extent that such use is permitted under the HIPAA Rules or the issuing court's orders.
 4. De-identified Information. Use and disclosure of de-identified health information is permitted, but only if (i) the precise use is disclosed to Covered Entity and permitted by Covered Entity in its sole discretion and (ii) the de-identification is in compliance with 45 CFR §164.502(d), and any such de-identified health information meets the standard and implementation specifications for de-identification under 45 CFR §164.514(a) and (b).
 5. Notice of Privacy Practices. Business Associate shall abide by the limitations of any Notice of Privacy Practices ("Notice") published by the Covered Entity of which it has knowledge. Covered Entity shall provide to Business Associate such Notice when it is adopted. Any use or disclosure permitted by this Agreement may be amended by such Notice. However, the amended Notice shall not affect permitted uses and disclosures on which Business Associate relied prior to such notice.

6. Withdrawal of Consent or Authorization. In the absence of applicable court orders governing the Business Associate's responsibilities, if the use or disclosure of PHI in this agreement is based upon an individual's specific consent or authorization for the use of his or her PHI, and the individual revokes such consent or authorization in writing, or the effective date of such authorization has expired, or the consent or authorization is found to be defective in any manner that renders it invalid, Business Associate shall, if it has notice of such revocation, expiration or invalidity, to cease the use and disclosure of any such individual's PHI except to the extent it has relied on such use or disclosure, or where an exception under the Privacy Rule expressly applies.
7. Use or Disclosure That Would Violate HIPAA. Business Associate is prohibited from further use or disclosure of PHI in a manner that would violate the requirements of the HIPAA Rules if the PHI were used or disclosed by the Covered Entity.
8. Safeguards. Business Associate shall maintain appropriate safeguards to ensure that PHI is not used or disclosed other than as provided by this Agreement or as Required by Law. Business Associate shall implement administrative, physical and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of any electronic PHI it creates, receives, maintains, or transmits on behalf of Covered Entity.
9. Records Management. Upon termination of this Agreement, Business Associate agrees to return or destroy all PHI received from Covered Entity that Business Associate maintains in any form and shall comply with federal and state laws as they may be amended from time to time governing the maintenance or retention of PHI. If the return or destruction of PHI is not feasible, Business Associate agrees to extend the protections of this Agreement to the information and limit further uses and disclosures to those purposes that make the return or destruction of the information infeasible.
10. Individual Rights Regarding Designated Record Sets. If Business Associate maintains a designated record set (as defined in the HIPAA Rules) on behalf of Covered Entity, Business Associate agrees as follows:
 - (a) Correction of PHI. Business Associate agrees that it will amend PHI maintained by Business Associate as requested by Covered Entity.
 - (b) Individual Right to Copy or Inspection. Business Associate agrees that, if it maintains PHI in a designated record set for the Covered Entity, it will permit an individual to inspect or copy PHI about the individual in that set under conditions and limitations required under

45 CFR §164.524. The Covered Entity is required to take action on such requests as soon as possible but not later than 30 days following receipt of the request. Business Associate agrees to make reasonable efforts to assist Covered Entity in meeting this deadline, to the extent the requested information is maintained by Business Associate and not the Covered Entity.

The information shall be provided in the form or format requested, if it is readily producible in such form or format; or in summary, if the individual has agreed in advance to accept the information in summary form. A reasonable, cost-based fee for copying health information may be charged.

- (c) Individual Right to Amendment. Business Associate agrees, if it maintains PHI in a designated record set, to make amendments to PHI at the request and direction of Covered Entity pursuant to 45 CFR §164.526. If Business Associate maintains a record in a designated record set that is not also maintained by Covered Entity, Business Associate agrees that it will accommodate an individual's right to have access to and amend PHI about the individual in a designated record set in accordance with the Privacy Rule set forth at 45 CFR §164.526, unless the regulation provides for a denial or exception that applies.
11. Accounting of Disclosures. Business Associate agrees to make available to the individual and/or the Covered Entity from whom the PHI originated, information required for an accounting of disclosures of PHI with respect to the individual, in accordance with 45 CFR §164.528, and incorporating exceptions to such accounting designated under the regulation. Such accounting is limited to disclosures that were made in the six (6) years prior to the request (not including any disclosures prior to the compliance date of the Privacy Rule).
- (a) Covered Entity is required to take action on such requests as soon as possible but not later than 60 days following receipt of the request. Business Associate agrees to use its best efforts to assist Covered Entity in meeting this deadline.
 - (b) Such accounting must be provided without cost to the individual or Covered Entity if it is the first accounting requested by an individual within any 12 month period; however, a reasonable, cost-based fee may be charged for subsequent accountings if Business Associate informs the individual in advance of the fee and is afforded an opportunity to withdraw or modify the request.
 - (c) Such accounting shall be provided as long as Business Associate maintains the PHI.

- D. Internal Practices, Books, and Records. Business Associate shall make available its internal practices, books, and records relating to the use and disclosure of PHI received from, created, or received by Business Associate on behalf of the Covered Entity to the U.S. Department of Health and Human Services or its agents for the purpose of determining the Covered Entity's compliance with the HIPAA Rules, or any other health oversight agency, or to the Covered Entity.
- E. Indemnification. To the extent permitted by law, Business Associate agrees to indemnify and hold harmless Covered Entity from and against all claims, demands, liabilities, judgments or causes of action of any nature for any relief, elements of recovery or damages recognized by law (including, without limitation, attorney's fees, defense costs, and equitable relief), for any damage or loss incurred by Covered Entity arising out of, resulting from, or attributable to any acts or omissions or other conduct of Business Associate or its agents in connection with the performance of Business Associate's or its agents' duties under this Agreement. This indemnity shall apply even if Covered Entity is alleged to be solely or jointly negligent or otherwise solely or jointly at fault; provided, however, that a trier of fact finds Covered Entity not to be solely or jointly negligent or otherwise solely or jointly at fault. This indemnity shall not be construed to limit Covered Entity's rights, if any, to common law indemnity.

Covered Entity shall have the option, at its sole discretion, to employ attorneys selected by it to defend any such action, the costs and expenses of which shall be the responsibility of Business Associate. Covered Entity shall provide Business Associate with timely notice of the existence of such proceedings and such information, documents and other cooperation as reasonably necessary to assist Business Associate in establishing a defense to such action.

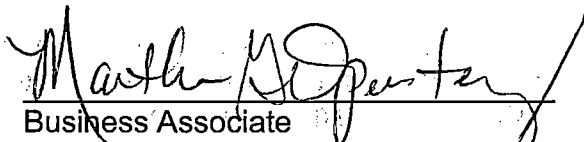
These indemnities shall survive termination of this agreement and Covered Entity reserves the right, at its option and expense, to participate in the defense of any suit or proceeding through counsel of its own choosing.

- F. Mitigation. If Business Associate violates this Agreement or the HIPAA Rules, Business Associate agrees to mitigate any damage caused by such breach.
- G. Rights of Proprietary Information. The Covered Entity retains any and all rights to the proprietary information, confidential information, and PHI it releases to Business Associate.
- H. Termination for Breach. Without limiting the termination provisions herein, if Business Associate breaches any provision in this Section entitled "Use and Disclosure of PHI", Covered Entity may, at its option, access and audit the records of Business Associate related to its use and disclosure of PHI, require Business Associate to submit to monitoring and reporting, and such other conditions as Covered Entity may determine is necessary to ensure compliance

with this Article; or Covered Entity may terminate this Agreement on a date specified by Covered Entity.

- I. Reference. Any reference in this Section entitled "Use and Disclosure of PHI" means the section of the Privacy Rule or the Security Rule, as applicable, as in effect or as amended.
- J. Amendment. Business Associate and Covered Entity agree to take such action as is necessary to amend this Section entitled "Use and Disclosure of PHI" from time to time in order to allow Covered Entity to comply with the HIPAA Rules and any applicable state confidentiality laws.
- K. Precedent and Ambiguity. If any term of this Section entitled "Use and Disclosure of PHI" conflicts with another term of this Agreement, the term contained in this Section shall be controlling. Any ambiguity in this Section entitled "Use and Disclosure of PHI" shall be resolved to permit Covered Entity to comply with the HIPAA Rules.
- L. Survival of Key Provisions. The provisions of this Section entitled "Use and Disclosure of PHI" shall survive the termination of this Agreement.

Accepted:


Business Associate
Brazos County Rape Crisis Center, Inc.
dba Sexual Assault Resource Center

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

1 of 1

Complete Nos. 1 - 4 and 6 if there are interested parties.
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

OFFICE USE ONLY CERTIFICATION OF FILING

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.

Brazos County Rape Crisis Center, Inc dba Sexual Assault Resource Center (SARC)
Bryan, TX United States

Certificate Number:
2017-261436

Date Filed:
09/15/2017

Date Acknowledged:

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.

Brazos County

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.

18-059

Provide services to victims of sexual assault and their families.

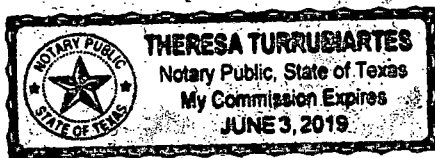
4	Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
			Controlling	Intermediary

5 Check only if there is NO Interested Party.



6 AFFIDAVIT

I swear, or affirm, under penalty of perjury, that the above disclosure is true and correct.



AFFIX NOTARY STAMP / SEAL ABOVE

Martha Garcia-Operston
Signature of authorized agent of contracting business entity

Sworn to and subscribed before me, by the said MARTHA GARCIA-OPERSTON this 25th day of September
20 17, to certify which, witness my hand and seal of office.

Theresa Turruarte
Signature of officer administering oath

Theresa TURRUARTE
Printed name of officer administering oath

Notary
Title of officer administering oath

**FUNDING AGREEMENT
BETWEEN BRAZOS COUNTY AND
BRAZOS COUNTY HISTORICAL COMMISSION**

This is an Agreement for Funding ("Agreement") by and between Brazos County hereinafter referred to as ("County") and the BRAZOS COUNTY HISTORICAL COMMISSION, hereinafter referred to as ("BCHC") a commission dedicated to the improvement of Brazos County.

RECITALS

WHEREAS, County historical commissions are a vital link in Texas' preservation network. Few other states have a built-in mechanism that makes possible a preservation organization in every county;

WHEREAS, the BCHC has the statutory responsibility to initiate and conduct programs suggested by the Brazos County Commissioners' Court and the Texas Historical Commission ("THC").

WHEREAS, BCHC has worked co-operatively with the Brazos County Commissioners' Court, THC, local governments, local non-profit organizations and individual citizens to preserve Brazos County's heritage for the use, education, enjoyment and economic benefit of present and future generations in Brazos County.

NOW, THEREFORE, FOR AND IN CONSIDERATION of mutual promises recited herein, the parties agree as follows:

AGREEMENT

BCHC Responsibilities

BCHC, shall provide services to the County as follows:

- A. Actively promote the interest in and appreciation of the rich history of Brazos County by encouraging individuals, organizations, businesses, and others to submit applications for historical markers for buildings, organizations, activities, individuals, sites of historical events, and other entities and events throughout Brazos County.
- B. Support other groups and events that have the same goal.

County Responsibilities

- A. BCHC shall be funded by the County in the amount of **\$5,000.00** for the term of this Agreement. This Agreement shall be for a term of twelve (12) months commencing on the 1st day of October, 2017, and terminating on the 30th day of September, 2018.

- B. BCHC agrees that County, or its designated representative, shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. BCHC agrees to maintain such records for possible audit for a minimum of three (3) years after the termination date of this Agreement, unless a longer period of records retention is stipulated. BCHC agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. BCHC agrees that County, or its designated representative, shall further have the right to review and to copy any records and supporting documentation for prior years in which Brazos County provided funds to the BCHC under prior Agreements.
- C. Brazos County Commissioners Court may, in its sole discretion, require that an independent financial audit be performed on the records of BCHC. If an independent financial audit is performed, a management letter will be prepared by the auditor as part of the process and a copy of said management letter shall be delivered to the Brazos County Commissioners Court. The management letter shall identify issues that might not otherwise require disclosure in the BCHC annual financial report, but which are of concern to or under the suggestion of the auditor. If the Brazos County Commissioners Court determines that the audit will be conducted by an independent third party, all costs and expenses associated with said audit will be solely paid for by the BCHC.
- D. Annual financial statements (audited if available) are due to County within six (6) months of completion.

General Provisions:

- A. All notices required or permitted hereunder shall be in writing and addressed to the respective officer of the other party at the address described below or at such other address as the receiving party may have theretofore prescribed by notice to the sending party:

COUNTY
 Brazos County
 c/o Commissioners Court
 200 South Texas Avenue, Ste., 310
 Bryan, Texas 77803

BCHC
 Henry Mayo
 Chairman
 P.O. Box 9169
 College Station, Texas 77842-9169

- B. Either of the parties shall have the right to terminate this Agreement in whole or in part at any time. Notice to terminate this Agreement will be given in writing at least thirty (30) days prior to the date of termination. The notice shall include the reason for such a termination, the effective date of the termination and, in the case of partial termination, the portion of the Agreement to be terminated.
- C. In the event that any provisions or portion of this Agreement is held to be unenforceable or invalid, the validity and enforceability of the remaining provisions or portions shall not be affected.


SIGNED this 3rd day of October, 2017.


BRAZOS COUNTY HISTORICAL COMMISSION

By: 
Henry Mayo, Chairman

BRAZOS COUNTY

ATTEST:

By: 
Duane Peters, County Judge


Karen McQueen, County Clerk

18d

**FUNDING AGREEMENT
BETWEEN BRAZOS COUNTY AND
BRAZOS COUNTY SOIL & WATER CONSERVATION DISTRICT #450**

THIS AGREEMENT FOR FUNDING ("Agreement") IS ENTERED INTO BY AND BETWEEN **BRAZOS COUNTY, TEXAS**, acting by and through its duly elected County Commissioners (hereinafter "County"), and the **BRAZOS COUNTY SOIL & WATER CONSERVATION DISTRICT #450** (hereinafter "District"), located in Bryan, Texas, and is effective October 1, 2017.

RECITALS

WHEREAS, the District, and County do hereby enter into a contractual agreement for the District to provide soil and water conservation services to the residents of Brazos County and to the County proper. The District as the recipient, shall furnish to the County's Auditor, at a minimum, documentation indicating the use of funds received from the County. The County's Auditor may require the recipient to provide information necessary for the County Auditor to properly account for all funds expended or received by the District; and

WHEREAS, those services will include, but not be limited to, erosion control, water management, and rural development ("Services"). This will be carried out by planning and application through informal agreements with land users, or, as required by Federal or State law. An information and recognition program will be used to inform the public. Technical assistance is utilized through a Memo of Understanding between the District and the USDA - Natural Resources Conservation Service; and

WHEREAS, erosion control will keep the land productive for its various uses for many generations. Sediment resulting from erosion clogs our local streams reducing water carrying capacity and resulting in local flooding. Excessive siltation ruins our local wetlands, and; therefore, reduces a dwindling wildlife habitat. Silt from erosion carries many pollutants directly into our local streams and rivers. Conservation practices consist of erosion control structures, erosion control ponds, gully shaping, diversions, vegetating old fields, proper management of grazing resources; and

WHEREAS, water management includes recommendations for proper irrigation, flood control, and water quality. Irrigated crops account for 75% of all water used. Proper irrigation saves that resource for tomorrow's uses including domestic consumption. Proper irrigation helps to keep agriculture pollutants from entering underground water supplies. Conservation practices include total evaluation of irrigation systems and application procedures, precision land leveling, and underground pipelines. Water management includes floodplain management; and

WHEREAS, the District's role in rural development in Brazos County is in providing fire protection utilizing dry hydrants. Insurance rates outside the city limits can be lowered a great deal, as well as provide a reliable source of water to fight rural fires. Farm ponds provide the water and we plan the dry hydrant system. The District is

evaluating the use of artificial wetlands to replace septic tank filter fields. The prospects are very promising, but, much work remains to be done before this technology can be implemented. Water quality in rural Brazos County will be greatly enhanced if this method can be used.

WHEREAS, the District and the County have interacted ever since the inception of the District in 1942. Many conservation problems affect not only the individual landowner but the County itself.

NOW THEREFORE, the parties agree to the following terms and conditions.

AGREEMENT

PAYMENT AMOUNT FOR FY 2018

County hereby agrees to pay the District a total payment of **\$5,000.00** ("Funds") for the year beginning **October 1, 2017** and ending **September 30, 2018** for services provided to the County. Payment of such sum will be paid upon receipt of invoice.

ACCOUNTING AND AUDIT

The District agrees that Brazos County, or its designated representative, shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. The District agrees to maintain such records for possible audit for a minimum of three (3) years after the termination date of this Agreement, unless a longer period of records retention is stipulated. The District agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. The District agrees that Brazos County, or its designated representative, shall further have the right to review and to copy any records and supporting documentation for prior years in which Brazos County provided funds to the District under prior Agreements.

Brazos County Commissioners Court may, in its sole discretion, require that an independent financial audit be performed on the records of the District. If an independent financial audit is performed, a management letter will be prepared by the auditor as part of the process and a copy of said management letter shall be delivered to the Brazos County Commissioners Court. The management letter shall identify issues that might not otherwise require disclosure in the District annual financial report, but which are of concern to or under the suggestion of the auditor. If the Brazos County Commissioners Court determines that the audit will be conducted by an independent third party, all costs and expenses associated with said audit will be solely paid for by the District.

Annual financial statements (audited if available) are due to Brazos County within six (6) months of completion.

INDEMNITY

The parties hereto agree to indemnify one another for and hold one another harmless from and against all suits, claims, demands, liabilities or actions resulting or alleged to result from the breach, violation or non-performance of the services stated herein and for any damage to any person resulting from any action or omission or negligence on the part of each party hereto.

INSURANCE

The parties hereto agree that the District shall be an independent contractor and not any employee or agent of the County and that each shall maintain at its own expense, adequate liability insurance to insure against damages and liabilities which may arise due to the duties and obligations funded herein.

COUNTY INVOLVEMENT

The County and District state that to the best of their knowledge, no officer, agent or employee of the County who exercises any function or responsibility in connection with the carrying out of this Agreement or the services to which it relates has personal interest direct or indirect, in this Agreement.

GOVERNING LAW

This Agreement shall be executed in and shall be governed by the laws of the State of Texas.

NOTICES

All notices required to be given hereunder shall be deemed to be duly given by delivering such notice or by mailing it, certified mail RRR to the other party at the following addresses:

Brazos County SWCD
3833 South Texas Avenue, #112
Bryan, TX 77802

Brazos County Commissioners Court
Brazos County Administration Building
200 So. Texas Ave., Ste. No. 310
Bryan, Texas 77803

FURTHER ASSURANCES

Each party hereto agrees to perform any further acts and to execute and deliver any further documents which may be necessary to carry out the provisions of this Agreement.

SEVERABILITY

In the event that any provisions or portion of this Agreement is held to be unenforceable or invalid, the validity and enforceability of the remaining provisions or portions shall not be affected.

ENTIRE AGREEMENT


This Agreement contains the entire understanding between the parties hereto concerning the subject matter contained herein. There are no representations, agreements, arrangements, or understanding, oral or written, between or among the parties hereto, relating to the subject matter of the Agreement, which are not fully expressed herein.

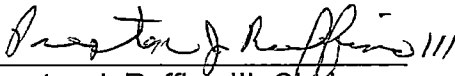
ASSIGNABILITY

This Agreement is not assignable by the District without the prior written consent of the County.


10/3/17
(DATE)

9-18-17
(DATE)


Duane Peters, County Judge
Brazos County, Texas


Preston J. Ruffino III, Chairman
Brazos County SWCD #450

ATTEST:


Karen McQueen, Brazos County Clerk

18e

**FUNDING AGREEMENT
BETWEEN BRAZOS COUNTY AND
NATIONAL ALLIANCE ON MENTAL ILLNESS - BRAZOS VALLEY, INC.**

This Funding Agreement ("**Agreement**") is by and between Brazos County, Texas (hereinafter "**County**") and the National Alliance on Mental Illness - Brazos Valley, Inc. (hereinafter "**NAMI**"), a Texas non-profit 501(c)(3) corporation for a period of 12 months beginning October 1, 2017 and ending September 30, 2018.

RECITALS

WHEREAS, NAMI serves all seven (7) counties of the Brazos Valley region;

WHEREAS, it is the mission of NAMI to promote mental health and wellness for families and those individuals affected by mental health disorders, combat the stigma of mental illness and advocate for improved social, vocational and treatment alternatives to support individual resilience, independence and well-being of those living in Brazos County; and

WHEREAS, NAMI provides peer lead educational programs, classes and support services, public policy advocacy and educational classes, and support services for families, friends and caregivers of persons living with mental health disorders ("**Services**"); and

WHEREAS, the County desires to assist NAMI in their efforts to promote the public purpose of providing a comprehensive range of services in the local community for persons with mental health disorders residing in Brazos County by contracting with NAMI for the period beginning October 1, 2017 and ending September 30, 2018, for the specific services listed below;

NOW, THEREFORE, for and in consideration of the mental health, mental retardation to be provided to the County by NAMI, and in compliance with the terms of this Agreement and subject to other provisions of this Agreement, and all applicable laws, the parties agree as follows:

AGREEMENT

ELIGIBILITY CRITERIA

This Agreement contemplates Services provided to:

- 1) Individuals who permanently reside within Brazos County; and
- 2) Who have been determined through the NAMI screening process to be in need of mental health services.

RESPONSIBILITIES OF BRAZOS COUNTY

- 1) Pay to NAMI an (not to exceed) annual total reimbursement of \$15,000 ("Funds").
- 2) It is understood and agreed that the County Funds represented by the Agreement are for the period of October 1, 2017 through September 30, 2018 only, and will be paid wholly from funds available in that budget year and that no County funding for subsequent budget years is authorized or implied by this Agreement.
- 3) Conduct a review of the NAMI's performance in providing the Services to be provided hereunder in order to assess County's continued participation in the funding of the NAMI.

USE OF COUNTY FUNDS

Funds to be furnished to NAMI as stated herein be used to offset operational expenses of NAMI, including rent, telephone expenses, and office supplies, as described in Exhibit "A" attached hereto and made a part hereof for all purposes.

RESPONSIBILITIES OF NAMI

NAMI will be responsible for providing the following services pursuant to this Agreement:

1. Maintaining this Agreement;
2. Providing of Services;
3. Maintaining data files on clients and the Services provided thereto;
4. Respond to all and any inquiries by the County.
5. NAMI agrees that the County, or its designated representative, shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. NAMI agrees to maintain such records for possible audit for a minimum of three (3) years after the termination date of this Agreement, unless a longer period of records retention is stipulated. NAMI agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. NAMI agrees that the County, or its designated representative, shall further have the right to review and to copy any records and supporting documentation for prior years in which the County provided funds to the NAMI

under prior Agreements. Any audit will be conducted by County personnel or an independent third party, as determined by the Brazos County Commissioners Court. If the Brazos County Commissioners Court determines that the audit will be conducted by an independent third party, all costs and expenses associated with said audit will be solely paid for by the NAMI.

6. Brazos County Commissioners Court may, in its sole discretion, require that an independent financial audit be performed on the records of the NAMI. If an independent financial audit is performed, a management letter will be prepared by the auditor as part of the process and a copy of said management letter shall be delivered to the Brazos County Commissioners Court. The management letter shall identify issues that might not otherwise require disclosure in the NAMI's annual financial report, but which are of concern to or under the suggestion of the auditor. If the Brazos County Commissioners Court determines that the audit will be conducted by an independent third party, all costs and expenses associated with said audit will be solely paid for by the NAMI.
7. NAMI will provide the County with any and all certified audits conducted by NAMI and the management letter prepared in connection therewith;
8. NAMI will provide the Commissioners Court with statistics evidencing the number of Brazos County residents using the NAMI's Services.

RECORD RETENTION

The NAMI shall be responsible for record keeping on all Services provided to those individuals using its services and all financial records. The NAMI agrees to maintain and make available for inspection by the County upon request, consistent with personal privacy and subject to the limitation of state law, any and all records the County determines, in its sole discretion, to be necessary for the County to justify its continued participation in supporting the NAMI with Funds. Such records shall be retained for at least three (3) years from the date the service was provided. These records shall be made available for inspection and audit by the County, if it so desires.

DISCRIMINATION

The NAMI shall not discriminate against any employee or applicant for employment because of race, color, sex, or national origin. The NAMI shall take affirmative action to ensure that applicants who are employed are treated during employment, without regard to their race, color, religion, sex, or national origin. Such action shall include, but not limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rate of pay or other forms of compensation; and selection for training, including apprenticeship. The

NAMI agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

INDEMNITY

The parties hereto agree to indemnify one another for and hold one another harmless from and against all suits, claims, demands, liabilities or actions resulting or alleged to result from the breach, violation or non-performance of the services stated herein and for any damage to any person resulting from any action or omission or negligence on the part of each party hereto.

INSURANCE

The parties hereto agree that the NAMI shall be an independent contractor and not any employee or agent of the County and that each shall maintain at its own expense, adequate liability insurance to insure against damages and liabilities which may arise due to the duties and obligations contracted for herein.

COUNTY INVOLVEMENT

The County and NAMI state that to the best of their knowledge, no officer, agent or employee of the County who exercises any function or responsibility in connection with the carrying out of this Agreement or the Services to which it relates has personal interest, direct or indirect, in this Agreement.

GOVERNING LAW

This Agreement shall be executed in and shall be governed by the laws of the State of Texas.

NOTICES

All notices required to be given hereunder shall be deemed to be duly given by delivering such notice or by mailing it, certified mail RRR to the other party at the following addresses:

National Alliance on Mental Illness – Brazos Valley, Inc.
1713 E. Broadmoor, Suite 101
Bryan, Texas 7782

Brazos County Commissioners Court
County Administration Building
200 So. Texas Ave. No. 310
Bryan, Texas 77803

FURTHER ASSURANCES

Each party hereto agrees to perform any further acts and to execute and deliver any further documents which may be necessary to carry out the provisions of this Agreement.

SEVERABILITY

In the event that any provisions or portion of this Agreement is held to be unenforceable or invalid, the validity and enforceability of the remaining provisions or portions shall not be affected.

ENTIRE AGREEMENT

This Agreement contains the entire understanding between the parties concerning the subject matter contained herein. There are no representations, agreements, arrangements, or understanding, oral or written, between or among the parties hereto, relating to the subject matter of the Agreement, which are not fully expressed herein.

ASSIGNABILITY

This Agreement is not assignable by the NAMI without the prior written consent of the County.

DATED this 3rd day of October, 2017.

Brazos County

National Alliance on Mental Illness –
Brazos Valley, Inc.


DUANE PETERS, Judge


Julie Overstreet, Director of Outreach &
Development

ATTEST:


KAREN McQUEEN, County Clerk

18f

**FUNDING AGREEMENT
BETWEEN TEXAS A&M UNIVERSITY SYSTEM
AND BRAZOS COUNTY**

This Funding Agreement ("Agreement") is effective October 1, 2017 by and between THE TEXAS A&M UNIVERSITY SYSTEM, (hereafter "TAMUS"), an agency of the State of Texas, for the benefit of Easterwood Airport, and BRAZOS COUNTY, TEXAS ("County"), a political subdivision of the State of Texas.

RECITALS

WHEREAS, TAMUS provides the services necessary to enable local citizens to travel by private aircraft or scheduled commercial airliner, and maintains and operates the facilities at Easterwood Airport, including but not limited to the terminal, runway and all associated safety facilities and functions, for general and commercial aviation; and

WHEREAS, pursuant to the TEXAS TRANSPORTATION CODE Chapter 22, the County recognizes that improving, equipping, maintaining, operating, regulating, protecting, and policing an airport is a governmental function exercised for a public purpose and that Easterwood Airport provides a public service to the County;

THEREFORE, in consideration of the mutual rights, obligations and covenants contained herein, TAMUS and County agree as follows:

AGREEMENT

**SECTION I
TERM OF AGREEMENT**

1.01 This term of this Agreement is from October 1, 2017 through September 30, 2018.

**SECTION II
PAYMENT**

2.01 County, for and in consideration of the services to be provided to County, agrees to pay to TAMUS the amount of SEVENTY THOUSAND, FOUR HUNDRED FIFTY SIX (\$70,456) as support for FY 18. County will pay out of current revenues, the full amount due within thirty (30) days of receiving an invoice from TAMUS.

2.02 TAMUS acknowledges that any and all funds provided to TAMUS by the County under this Agreement shall be used solely for operational expenses. No funds provided by the County shall be used to purchase or repair any real property or fixtures of real property, including but not limited to building, repairing or maintaining improvements of any kind.

2.03 TAMUS acknowledges the fee fairly compensates it for the services and functions it is to provide pursuant to this Agreement.

SECTION III TERMINATION

3.01 TAMUS or County may unilaterally terminate this Agreement, at any time and for any reason, or no reason, by giving the other sixty (60) calendar days prior written notice delivered pursuant to Section 4.01 of this Agreement.

3.02 In the event of termination TAMUS agrees to return funds to County at a pro rata basis, based on a twelve (12) month calculation.

SECTION IV NOTICES

4.01 Notices required under this Agreement must be given by certified mail, registered mail, or personal delivery, addressed to the parties listed below. TAMUS and/or County can change this notice address by sending to the other party a notice of the new address. Notices should be addressed as follows:

TAMUS: The Texas A&M University System
Office of the Chancellor
301 Tarrow, 7th Floor
College Station, Texas 77840-7896
(979) 845-6000 (Telephone)

County: Brazos County Commissioners Court
200 S. Texas Avenue, Suite 310
Bryan, Texas 77803
(979) 361-4102 (Telephone)

Notices transmitted by United States mail or commercial mail courier shall be deemed completed upon deposit in the United States mail or with the commercial carrier.

SECTION V MISCELLANEOUS

5.01 Contractual Agreement: TAMUS and County expressly acknowledge this Agreement is intended and should be construed as a contract by and between TAMUS and County. Nothing in this Agreement is intended to create an agency relationship, partnership, joint venture, or any other such relationship.

5.02 Severability: Failure by TAMUS or County to insist on strict performance of any requirement of this Agreement will not be construed as a waiver or relinquishment of

such requirement in future instances, but such requirement will continue and remain in full force and effect.

5.03 Appropriation of Funds: All obligations of TAMUS are subject to the appropriation of sufficient funds for such obligations by the Legislature of the State of Texas. Failure by the Legislature to appropriate funds to TAMUS sufficient to continue to perform under this Agreement relieves TAMUS from the obligation to perform during the period of non-appropriation.

5.04 Successors and Assigns: This Agreement is binding upon TAMUS and County and their respective successors in office or interest and assigns. This section is not to be construed as authorizing assignment by TAMUS or County without the express written consent of the other party.

5.05 State Agency: County expressly understands TAMUS is an agency of the State of Texas, and nothing in this Agreement is intended to be, or should be construed as a waiver or relinquishment by TAMUS of its rights to claim such exemptions, privileges and immunities as provided by law. TAMUS expressly understands that County is a political subdivision of the State of Texas and that nothing in this Agreement constitutes an express waiver of governmental immunity from liability or lawsuit.

5.06 Governing Law: This Agreement is construed under and in accordance with the laws of the State of Texas and is performable in Brazos County, Texas. In addition, by statute, mandatory venue for all legal proceedings against TAMUS is to be in the county in which the principal office of the governing officer is located.

5.07 Dispute Resolution: Any dispute between County and TAMUS regarding this Agreement will be governed by Alternative Dispute Resolution for Use by Governmental Bodies, Chapter 2009, *Texas Government Code*, and any applicable Model Rules promulgated by the Office of the Attorney General and/or the State Office of Administrative Hearing of the State of Texas. Any notice of dispute tendered by County should be addressed to the Executive Vice Chancellor and Chief Financial Officer of TAMUS. Any notice of dispute tendered by TAMUS should be addressed to the County Judge of Brazos County.

5.08 Immunity: As a result of its execution of this Agreement and performance of the functions and obligations described herein, Brazos County does not waive or relinquish any immunity or defense on behalf of itself, its commissioners, officers, employees, or authorized representatives.

5.09 Amendment or Modification: This Agreement may be modified or amended in writing by the mutual consent of the parties with modification being attached to and incorporated into this Agreement by this reference for all purposes.

5.10 Information Furnished by Recipient: No later than thirty (30) days prior to the end of the Agreement term or any renewal anniversary date, TAMUS shall furnish to

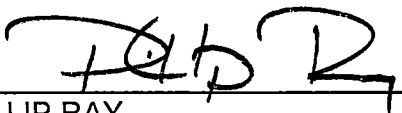
County's Auditor documentation establishing the use of funds received by TAMUS from the County as a result of this Agreement. TAMUS will cooperate in the provision of all necessary or relevant information requested by County's Auditor to properly account for all funds provided by County and expended or received by TAMUS as a result of this Agreement.

TAMUS agrees that County, or its designated representative, shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. TAMUS agrees to maintain such records for possible audit for a minimum of three (3) years after the termination date of this Agreement, unless a longer period of records retention is stipulated. TAMUS agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. TAMUS agrees County, or its designated representative, shall further have the right to review and to copy any records and supporting documentation for prior years in which County provided funds to TAMUS under prior Agreements. Any audit will be conducted by County personnel or an independent third party, as determined by the Brazos County Commissioners Court. If the Brazos County Commissioners Court determines that the audit will be conducted by an independent third party, all costs and expenses associated with said audit will be solely paid for by County.

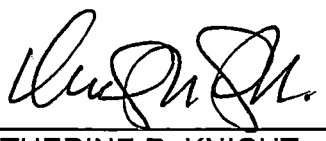
Annual financial statements (audited if available) are due to County within six (6) months of completion.

EXECUTED in duplicate originals, each of which shall be of full legal force and effect as a singular original, this 5th day of September, 2017, by TAMUS.

"TAMUS"
THE TEXAS A&M UNIVERSITY SYSTEM

By: 
PHILLIP RAY
Vice Chancellor for Business Affairs

APPROVED AS TO FORM:


KATHERINE R. KNIGHT
Assistant General Counsel
Office of General Counsel

The Texas A&M University System

EXECUTED in duplicate originals, each of which shall be of full legal force and effect as a singular original, this 3rd day of October, 2017, by County.

"COUNTY"
BRAZOS COUNTY

By:



DUANE PETERS
Brazos County Judge

ATTEST:



KAREN MCQUEEN
Brazos County Clerk

APPROVED AS TO FORM:*



BRUCE L. ERRATT
Civil Division Counsel, Brazos County

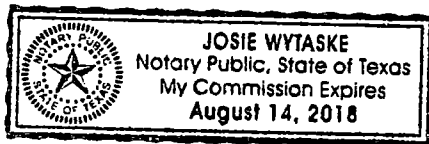
*By law, Brazos County Civil Division counsel may only advise or approve contracts or legal documents on behalf of other parties. Our review of this document was conducted solely from the legal perspective of our client. Our approval of this document as to form was offered solely for the benefit of our client. Other parties should not rely on this approval and should seek review and approval by their own respective attorney(s).

ACKNOWLEDGEMENTS

STATE OF TEXAS §
COUNTY OF BRAZOS §

BEFORE ME, the undersigned authority a Notary Public in and for the State of Texas, on this day personally appeared PHILLIP RAY, Vice Chancellor for Business Affairs, The Texas A&M University System, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed for the purposes and consideration therein expressed and in the capacity therein stated.

GIVEN UNDER MY HAND AND SEAL OF OFFICE this 5th day
of September, 2017.



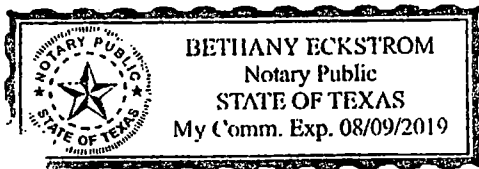


Notary Public, State of Texas
My Commission Expires: _____

STATE OF TEXAS §
COUNTY OF BRAZOS §

BEFORE ME, the undersigned authority a Notary Public in and for the State of Texas, on this day personally appeared DUANE PETERS, County Judge, Brazos County, Texas, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed for the purposes and consideration therein expressed and in the capacity therein stated.

GIVEN UNDER MY HAND AND SEAL OF OFFICE this 3rd day
of October, 2017.





Notary Public, State of Texas
My Commission Expires: 8/9/19



**BRAZOS COUNTY
BRYAN, TEXAS**

DEPARTMENT: Juvenile Services NUMBER:

DATE OF COURT MEETING: 10/3/2017

ITEM: Discuss and take possible action on a contract with Jasper County for pre-adjudication detention services.

TO: Commissioners Court

FROM: Doug Vance

DATE: 09/26/2017

FISCAL IMPACT: False

BUDGETED: False

DOLLAR AMOUNT: \$0.00

ACTION REQUESTED OR ALTERNATIVES: Approval.

ATTACHMENTS:

File Name

[JasperCountyPreAdj2017-2018.pdf](#)

Description

Jasper County Contract

Type

Cover Memo

**CONTRACT AND AGREEMENT FOR SECURE SHORT-TERM
DETENTION OF JUVENILE OFFENDERS**
SPACE AVAILABLE

STATE OF TEXAS §
COUNTY OF BRAZOS §
 §

BRAZOS COUNTY JUVENILE BOARD
BRAZOS COUNTY JUVENILE JUSTICE CENTER
 Detention Services
October 1, 2017 - September 30, 2018

This contract and agreement for secure short-term detention of juvenile offenders is entered into by and between **Jasper County**, acting by and through its duly authorized representative (hereinafter "Juvenile Probation") and the **Brazos County Juvenile Board**, acting by and through its duly authorized representative and County Judge, concerning detention residential services provided at the **Brazos County Juvenile Justice Center** (hereinafter "the Facility") by the **Brazos County Juvenile Services Department** (hereinafter "Service Provider") pursuant to license granted by the Texas Juvenile Justice Department and/or any other appropriate State agency with licensure or regulatory authority over this facility.

ARTICLE I

PURPOSE

- 1.01 Whereas **Jasper County**, in order to carry out and conduct its juvenile program in accordance with the Juvenile Justice Code, Title III of the Texas Family Code has need of the use of detention facilities to house and maintain children of juvenile age, who are referred to a detention facility for act(s) of delinquency or act(s) indicating a need for supervision, during pre-trial and pre-dispositional status by the Court. The placement facility to be utilized is owned and operated by Brazos County and Service Provider, and is located at 1904 HWY 21 W., Bryan, Texas 77803.

ARTICLE II

TERM

- 2.01 The term of this Agreement is for 12 months commencing **October 1, 2017 – September 30, 2018**. It shall be automatically renewed for one (1) year terms thereafter, commencing October 1st and ending September 30th of each year, unless one party notifies the other in writing, at least thirty (30) days prior to the expiration of said term, of its intention to not renew this Agreement.

ARTICLE III PROVISIONS OF SERVICES

- 3.01 A. Service Provider will provide: room and board, supervision twenty-four hours per day, seven days a week; routine medical examination and treatment within the Facility (but shall not provide or pay for emergency examination, treatment, or hospitalization outside the Facility); an approved education program; recreation facilities; and crisis intervention to each child placed within the Facility.
- B. If emergency examination, EMS treatment, health care treatment and/or hospitalization outside the Facility ("Outside Treatment") is required for a child placed in the Facility, the Administrator of the Facility is authorized

to secure the Outside Treatment at the expense of **Juvenile Probation** and agrees to indemnify and hold harmless Service Provider, its officers, directors, representatives, agents, shareholders and employees from any and all liability for charges for Outside Treatment. The Administrator shall notify the appropriate **Juvenile Probation** officials of Outside Treatment within twenty-four (24) hours of its occurrence.

C. Children from **Juvenile Probation** who are alleged to have engaged in delinquent conduct, or conduct indicating a need for supervision, as reflected in a Child in Need of Supervision Order (CINS) will be admitted to the facility under the authority of any juvenile court having jurisdiction or its designated official. Children not released within forty-eight (48) hours (excluding weekends and holidays) must have a detention hearing in the **Jasper County** juvenile court in accordance with the Texas Family Code, Title III (Section 54.01). If the child is ordered detained, a certified copy of the detention order must be delivered to the detention Facility prior to the child's re-admission.

D. Each child placed in the Facility shall be required to follow the rules and regulations of conduct as fixed and determined by the facility administrator and staff of the Facility.

E. Acceptance of a child by the Facility will be determined by Brazos County Juvenile Facility Staff. Service Provider reserves the right to refuse admission of any child deemed inappropriate. Service Provider has resolved to operate the Facility in compliance with the Juvenile Justice and Delinquency Prevention Act, and therefore, Service Provider will not accept children whose detention would prevent the Facility from complying with the Juvenile Justice and Delinquency Prevention Act or those "juveniles who are charged with or has committed offenses that would not be criminal if committed by an adult or offenses which do not constitute violations of valid court order, or such non-offenders as dependent or neglected children." Section 223(a) (12) (A), Juvenile Justice Delinquency Prevention Act. No child who is intoxicated or in need of immediate medical attention will be accepted under any circumstances without having been seen, treated and released by a medical professional and given written medical clearance.

If a child is accepted by the Facility from **Juvenile Probation** and the child thereafter is determined to be, in the sole judgment of the Administrator, mentally or physically unfit, dangerous, unmanageable, unsuitable for the program or combination of such conditions or whose mental or physical conduct would or might endanger the other occupants of the Facility, then the Service Provider shall notify **Juvenile Probation** of this determination. The child shall immediately be removed from the Facility but in no event longer than twenty four (24) hours after notification. It will be the responsibility of **Juvenile Probation**, at its expense, to provide for the transportation for the removal of the child. Any child not removed from the facility within 24 hours will be transported by Service Provider to **Juvenile Probation** and **Juvenile Probation** will be charged the cost of staff, time and fuel for the transportation. The daily rate of detention shall increase to \$200.00 for any child not removed within the 24 hour period.

Any damage to county property or juvenile facility fixtures will be paid for by the **Juvenile Probation** Department and charges will be filed against the juvenile with the **Brazos County Sheriff's Department**.

F. Service Provider agrees that the facility will accept any child who qualifies, without regard to such child's religion, race, creed, sex or national origin.

G. It is further understood and agreed by the parties that children placed in pre-adjudication care in the Facility shall be removed from the Facility by the appropriate authorities from **Juvenile Probation**, or its agents, servants or employees at the conclusion of the ten (10) day working period authorized by the court order issued at the conclusion of the initial detention hearing by the Judge of the appropriate juvenile court unless a new order has been issued authorizing the continued detention, and a copy of the new order has been delivered to the Facility, or unless a waiver of the ten (10) working day hearing has been executed and a signed copy of the waiver is received by the Facility. A copy of the order issued pursuant to the waiver shall be furnished to the Facility. The same understanding and agreement between the parties exists with the exception that court orders may authorize detention for up to fifteen (15) working days after the initial hearing and detention period.

H. It is further understood and agreed by the parties that, children may be released to the Probation Officer or other appropriate authority of **Juvenile Probation** pursuant to: (a) paragraph E of this Article, (b) an Order of Release signed by the Judge of the Juvenile Court of **Jasper County**.

I. Service Provider shall be in compliance with all standards and requirements of the Texas Juvenile Justice Department and all applicable State and Federal law.

J. Service Provider shall provide twenty (24) hour supervision for each child, including the supervision by detention staff during sleeping hours in a Secure Facility.

K. Each child placed in the Facility shall be provided the opportunity to complete the Massachusetts Youth Screening Instrument (MAYSI-2) as required by the Texas Juvenile Justice Department. Facility personnel administering the MAYSI-2 shall be properly trained, sign the warning page, and document time and date administered. The MAYSI-2 shall then be promptly provided to Juvenile Probation of the detaining county.

L. Each child placed in the Facility shall be enrolled in an educational program. Special steps shall be taken to comply with requirements of Special Education students and their needs.

M. It is further understood and agreed by the parties that nothing in this contract shall be construed to permit Juvenile Probation, its agents, servants, or employees any way to manage, control, direct or instruct Service Provider, its directors, officers, employees, agents, shareholders and designees in any manner respecting its work, duties functions, or pertaining to the maintenance and operation of the Facility. However, it is also understood that the Juvenile Court of **Jasper County** shall control the conditions and terms of detention supervision as to a particular child pursuant to the Texas Family Code, Section 51.12.

ARTICLE IV COMPENSATION

- 4.01 For and in consideration of the above-mentioned services, Juvenile Probation agrees to pay Service Provider the sum of **\$100.00** per day; the cost includes any duration during a 24 hour period for each child. The daily rate shall be paid to Service Provider for each day a child is in detention. The cost is based on the projected actual cost of care for children in the facility.
- 4.02 Every child shall receive basic detention services. Additional services that require or request special accommodations, medications, including, but not limited to: psychological assessments, mental health care, medical treatment, Chapter 55 evaluations (fitness to proceed), special accommodation services, interpreters, special dietary needs, will be paid for by the Department.
- 4.03 Psychological services may be provided to the child on an as needed basis at the request of the Juvenile Probation Department and shall be paid for by the Department.
- 4.04 Service Provider will submit an invoice for payment of services to Juvenile Probation on a monthly basis. Said invoice shall be submitted within ten (10) working days following the end of the invoiced month and shall include information deemed necessary for adequate fiscal control, including but not limited to: to be attributed to specific clients if appropriate, date service was rendered, total daily cost, and total monthly cost. Each invoice received for payment will be reviewed by Juvenile Probation in order to monitor Service Provider for financial compliance with this Agreement. Invoices submitted by Service Provider in proper form shall be paid by Juvenile Probation in a timely manner.
- 4.05 Service Provider shall account separately for the receipt and expenditure of any and all state funds received from Juvenile Probation under this contract. Service Provider shall account separately for state funds received and expended utilizing the following Generally Accepted Accounting Practices (GAAP):
- A. If Service Provider has an outside audit completed on a yearly basis which specifies

receipt and expenditure of State funds. Service Provider shall forward a copy of the annual outside audit to Juvenile Probation by March 1 following the end of the fiscal year.

- B. If Service Provider does not obtain an annual outside audit, then Service Provider shall provide a separate accounting of funds received from Juvenile Probation in whole or in part paid from state funds. The accounting shall clearly list the state funds received from Juvenile Probation and account for expenditures of said funds including documentation of appropriate expenditures as well as the year's tax forms and documentation. The accounting shall be provided to Juvenile Probation thirty (30) days prior to the renewal date of the contract.

- 4.06 It is understood and agreed by Service Provider that this Agreement is funded in whole or in part with grant or state funds and shall be subject to termination without penalty, either in whole or in part, if funds are not available or are not appropriated by the Texas Legislature.
- 4.07 Service Provider agrees to make claims for payment or direct any payment disputes to Juvenile Probation's Fiscal Officer. Service Provider will not contact other department employees regarding any claims of payment.
- 4.08 Service Provider will provide certification of eligibility to receive State funds as required by Texas Family Code Section 231.006.
- 4.09 Except to the extent that a party to this Agreement seeks emergency judicial relief, the parties agree to negotiate in good faith in an effort to resolve any disputes related to this contract that may arise, no matter when the dispute may arise. If a dispute cannot be resolved by negotiation, the dispute shall be submitted to mediation before the parties resort to arbitration or litigation. The parties shall choose a mutually acceptable mediator to mediate the dispute, and the parties shall pay the costs of mediation services equally.

ARTICLE V ADDITIONAL TERMS & AGREEMENTS

- 5.01 Prior to transporting a child to the Facility for placement in detention, Juvenile Probation shall call the Facility to ensure the child will be considered for acceptance. Placement of children by authorized officers of Juvenile Probation may be denied as determined by the Facility.
- 5.02 A child will only be accepted in the Facility upon receipt by the Facility Administrator of a proper order/authorization from the Juvenile Court of Jasper County.

ARTICLE VI EXAMINATION OF PROGRAM & RECORDS

- 6.01 Service Provider agrees that it will permit Juvenile Probation to examine and evaluate its program of services provided under the terms of this agreement and/or to review its record periodically. This examination and valuation of the program may include site visitation, observation of programs in operation, interview and the administration of questionnaires to the staff of Service Provider and the children when deemed necessary.
- 6.02 Service Provider shall provide to Juvenile Probation such descriptive information on contracted children as requested on forms provided by Juvenile Probation.
- 6.03 For purpose of evaluation, inspection, auditing or reproduction, Service Provider agrees to maintain and make available to authorized representatives of the State of Texas or Juvenile Probation any and all books, documents or other evidence pertaining to the costs and expenses of this Agreement.

- 6.04 Service Provider will keep a record of services provided to Juvenile Probation under this Agreement, and upon reasonable notice will provide information, records, papers, reports, and other documents regarding services furnished as may be requested by Juvenile Probation. Service Provider will maintain the records (as referenced above) for seven (7) years after the termination of this Agreement.
- 6.05 Service Provider understands that acceptance of funds under this contract acts as acceptance of the authority of the State Auditor's Office, or any successor agency, to conduct an audit or investigation in connection with those funds. Service Provider further agrees to cooperate fully with the State Auditor's Office or its successor in the conduct of the audit or investigation, including providing all records requested. Service Provider will ensure that this clause concerning the authority to audit funds received indirectly by subcontractors through the Service Provider and the requirement to cooperate is included in any subcontract it awards.

ARTICLE VII
CONFIDENTIALITY OF RECORDS

- 7.01 Service Provider shall maintain strict confidentiality of all information and records relating to children involved in Juvenile Probation, and shall not disclose the information except as required to perform the services to be provided pursuant to this Agreement, or as may be required by law.

ARTICLE VIII
DUTY TO REPORT

- 8.01 Allegations Occurring Inside the Facility. As required by Texas Family Code Chapter 261 and Title 37 Texas Administrative Code Chapter 358, or successor provisions, Service Provider, and any of its employees, interns, volunteers or contractors, shall report any allegation or incident of abuse, neglect, exploitation, death or other serious incident involving a child in a juvenile justice facility or juvenile justice program in the following manner:
- A. For all allegations and incidents except sexual abuse and serious physical abuse: within twenty-four (24) hours from the time the allegation is made, to the following:
1. Local law enforcement agency; and
 2. Texas Juvenile Justice Department by submitting a TJJD Incident Report Form to facsimile number 1-512-424-6716 (or if unable to complete the form within 24 hours, then by calling toll-free 1-877-786-7263, followed by submitting the report within 24 hours of said call). In addition, for serious incidents, a treatment discharge form or other medical documentation that contains evidence of medical treatment pertinent to the reported incident shall be submitted to the Texas Juvenile Justice Department within 24 hours of receipt; and
 3. With respect to juveniles placed by Juvenile Probation, the TJJD Incident Report Form shall also be sent to Juvenile Probation within 24 hours at facsimile number (409) 381-8957 and Service Provider shall contact Juvenile Probation by telephone at (409) 384-9063 within 24 hours.
- B. For allegations and incidents of sexual abuse or serious physical abuse:
1. Local law enforcement agency immediately, but no later than one (1) hour from the time a person gains knowledge of or suspects the alleged serious physical abuse or sexual abuse. The initial report shall be made by phone to law enforcement;
 2. Texas Juvenile Justice Department shall be notified immediately, but no later than four (4) hours from the time a person gains knowledge of or suspects the alleged serious physical abuse or sexual abuse. The initial report shall be made by phone by calling toll-free 1-877-786-7263. Within 24 hours of the report by phone, the completed TJJD Incident Report Form shall be submitted by facsimile number 1-512-424-6716 or by email at abuseneglect@tjjd.texas.gov and

3. With respect to children placed by Juvenile Probation, the TJJD Incident Report Form shall also be sent to Juvenile Probation within 24 hours at facsimile number (409) 381-8957.
- 8.02 Allegations Occurring Outside the Facility. Any person who witnesses, learns of, receives an oral or written statement from an alleged victim or other person with knowledge or who has a reasonable belief as to the occurrence of alleged abuse, neglect, exploitation, death or other serious incident involving a juvenile, but that is not alleged to involve an employee, intern, volunteer, contractor, or service provider of a program or facility, shall be immediately reported to law enforcement or to other appropriate governmental unit as required in Texas Family Code Chapter 261.
- 8.03 As used within this Agreement:
- A. An allegation or incident includes the witnessing, learning, or receiving an oral or written statement from an alleged victim or other person with reasonable belief or knowledge as to the occurrence of an alleged abuse, neglect, exploitation, death or other serious incident involving a juvenile in a juvenile justice facility or juvenile justice program.
 - B. A serious incident is attempted escape, attempted suicide, escape, reportable injury, youth-on-youth physical assault or youth sexual conduct.
 - C. Sexual abuse is conduct committed by any person against a juvenile that includes sexual abuse by contact or sexual abuse by non-contact.
 - D. Serious physical abuse is bodily harm or condition that resulted directly or indirectly from the conduct that formed the basis of an allegation of abuse, neglect or exploitation, if the bodily harm or condition requires medical treatment by a physician, physician assistant, licensed nurse practitioner, emergency medical technician, paramedic or dental.
 - E. A juvenile justice facility is a facility, including its premises and affiliated sites, whether contiguous or detached, operated wholly or partly by or under the authority of the governing board, juvenile board or by a private vendor under a contract with the governing board, juvenile board or governmental unit that serves juveniles under juvenile court jurisdiction. The term includes: a public or private juvenile post-adjudication secure correctional facility required to be certified in accordance with the Texas Family Code; and a public or private non-secure juvenile post-adjudication residential treatment facility housing juveniles under juvenile court jurisdiction.
 - F. A juvenile justice program is a program or department operated wholly or partly by the governing board, juvenile board or by a private vendor under contract with the governing board or juvenile board that serves juveniles under juvenile court jurisdiction or juvenile board jurisdiction. The term includes a juvenile justice alternative education program and a non-residential program that serves juvenile offenders while under the jurisdiction of the juvenile court or juvenile board jurisdiction and a juvenile probation department.

ARTICLE IX
CRIMINAL HISTORY SEARCHES

- 9.01 Criminal history searches shall be conducted by Service Provider for any and all of its employees, interns, volunteers or contractors providing services in a juvenile justice facility or juvenile justice program that may have direct unsupervised access to children in the facility or program.
- 9.02 Criminal history searches shall include the following:
- A. Texas criminal history fingerprint-based criminal history background search through the Texas Department of Public Safety.

- B. Local law enforcement sex offender registration records check through the Public Sex Offender Registry on the Texas Department of Public Safety website.
 - C. Federal Bureau of Investigation fingerprint-based criminal history background search at the National Crime Information Center; internet-based searches shall not be used to conduct this background search.
- 9.03 A copy of the initial criminal history report required by this Agreement and any reports reflecting subsequent criminal activity shall be maintained for monitoring purposes for whichever of the following occurs later: duration of the individual's employment or period of service; minimum of three (3) years; or until any pending litigation, claim, audit or review and all questions arising therefrom have been resolved.
- 9.04 As used within this Agreement, a disqualifying criminal history is a history that includes any one of the following:
- A. A felony conviction against the laws of this state, another state, or the United States within the past ten (10) years;
 - B. A deferred adjudication for a felony against the laws of this state, another state, or the United States within the past ten (10) years;
 - C. A current felony deferred adjudication, probation or parole;
 - D. A jailable misdemeanor conviction against the laws of this state, another state, or the United States within the past five (5) years;
 - E. A deferred adjudication for a jailable misdemeanor against the laws of this state, another state, or the United States within the past five (5) years;
 - F. A current jailable misdemeanor deferred adjudication, probation or parole; or
 - G. The requirement to register as a sex offender under Chapter 62 of the Texas Code of Criminal Procedure.
- 9.05 In addition to the criteria and time frames set forth in the above definition of disqualifying criminal history, an individual must not have direct unsupervised access to children in a facility or program until at least one year has elapsed since the completion of any period of incarceration, community supervision, or parole.
- 9.06 Any of Service Provider's employees, interns, volunteers or contractors with a disqualifying criminal history shall be prohibited from having direct unsupervised access to children in a juvenile justice facility or a juvenile justice program.
- 9.07 Juvenile Probation reserves the right, in its sole discretion, to prohibit any individual with a prior criminal history from being placed in a position that involves direct unsupervised contact with children.

ARTICLE X
DISCLOSURE OF INFORMATION

- 10.01 Service Provider warrants that, prior to entering this contract, it has verified and disclosed the following information to Juvenile Probation, and agrees that it shall have an ongoing affirmative duty under this Agreement to promptly ascertain and disclose in sufficient detail this same information to Juvenile Probation:
- A. Any and all corrective action required by any of Service Provider's licensing authorities;

- B. Any and all litigation filed against Service Provider, or against its employees, interns, volunteers, subcontractors, agents and/or consultants that have direct contact with children;
 - C. Any arrest of any employee, intern, volunteer, subcontractor, agent and/or consultant of Service Provider that has direct contact with children;
 - D. Any finding of "Reason to Believe" by a state regulatory agency in a child abuse, neglect and exploitation investigation where an employee, intern, volunteer, subcontractor, agent and/or consultant of the Service Provider that has direct contact with children was the alleged or designated perpetrator;
 - E. The identity of any of the Service Provider's employees, interns, volunteers, subcontractors, agents and/or consultants that have direct contact with children that are registered sex offenders; and
 - F. The identity of any of Service Provider's employees, interns, volunteers, subcontractors, agents and/or consultants that have direct contact with children that have a criminal history. For the purpose of this Agreement, the term "criminal history" shall include: (1) current felony or misdemeanor probation or parole; (2) a felony conviction or deferred adjudication within the past ten years; or (3) a jailable misdemeanor conviction or deferred adjudication within the past five years.
- 10.02 Service Provider agrees and understands it has an affirmative and ongoing duty to ascertain and disclose to Juvenile Probation any and all of the foregoing information as to any individual, whether an existing employee, intern, volunteer, subcontractor, agent and/or consultant of the Service Provider, prior to placing that individual in a position that involves direct unsupervised contact with juveniles in a juvenile justice facility or juvenile justice program.

ARTICLE XI
EQUAL OPPORTUNITY

- 11.01 Service Provider agrees to respect and protect the civil and legal rights of all children and their parents. It will not unlawfully discriminate against employee, prospective employee, child, childcare provider, or parent on the basis of race, sex, religion, disability or national origin. Service Provider shall abide by all applicable federal, state and local laws and regulations.

ARTICLE XII
ASSIGNMENT & SUBCONTRACT

- 12.01 Service Provider may not assign or subcontract any of its rights, duties and /or obligations arising out of this Agreement without the written consent of Juvenile Probation.

ARTICLE XIII
OFFICIALS NOT TO BENEFIT

- 13.01 No officer, employee or agent of Juvenile Probation and no member of its governing body and no other public officials of the governing body of the locality or localities in which the project is situated or being carried who exercise any functions or responsibilities in the project, shall participate in any decision relating to this Agreement which affects or conflicts with his/her personal interest or have any personal or pecuniary interest, direct or indirect, in this Agreement or the proceeds thereof.

ARTICLE XIV
DEFAULT

- 14.01 Juvenile Probation may, by written notice of default to Service Provider, terminate the whole or any part of this Agreement, as it deems appropriate, in any one of following circumstances:
- A. If Service Provider fails to perform the work called for by this Agreement within the time specified herein or any extension thereof; or
 - B. If Service Provider fails to perform any of the other material provisions of this Agreement, including failure to achieve the defined goals, outcomes, and outputs, or so fails to prosecute the work as to endanger the performance of this Agreement in accordance with its terms and in either of these two circumstances after receiving notice of default, Service Provider does not cure such failure within a period of ten (10) days.

ARTICLE XV
TERMINATION

- 15.01 This Agreement may be terminated for any reason:
- A. By either party upon ten (10) days written notice to the other party of the intention to terminate; or
 - B. Upon expenditure of available funds.
- 15.02 If at any time during the term of this agreement Juvenile Probation, in its sole discretion, determines that the safety of children being served under this Agreement may be in jeopardy, Juvenile Probation may immediately suspend the effect of this Agreement, including but not limited to the obligation to pay, upon giving notice to the Service Provider.

ARTICLE XVI
WAIVER OF SUBROGATION

- 16.01 Service Provider expressly waives any and all rights it may have of subrogation to any claims or rights of its employees, agents, owners, officers, or subcontractors against Juvenile Probation. Service Provider also waives any rights it may have to indemnification from Juvenile Probation.

ARTICLE XVII
REPRESENTATIONS & WARRANTIES

- 17.01 Service Provider hereby represents and warrants the following:
- A. That it has all necessary right, title, license and authority to enter into this Agreement;
 - A. That it is qualified to do business in the State of Texas; that it hold all necessary licenses and staff certifications to provide the type (s) of services being contracted for; that it is in compliance with all statutory and regulatory requirements for the operations of its business and that there are no taxes due and owing to the State of Texas, the County of Brazos or any political subdivision thereof;
 - B. Brazos County will maintain in force policies of general liability insurance against loss to any person (\$100,000.00) or property occasioned by acts (\$100,000.00) or omissions of Service Provider providing limits of \$300,000.00 per occurrence for bodily injury and \$100,000.00 per occurrence of property damage. Certificate of Liability Insurance shall be furnished to Juvenile Probation. Furthermore Juvenile Probation shall be notified immediately upon any changes in the status of the insurance policy and shall promptly furnish updated certificates of insurance to Juvenile Probation.

- C. That all of its employees, interns, volunteers, subcontractors, agents and/or consultants will be properly trained to report allegations or incidents of abuse, exploitation, neglect, death or serious incidents involving a child under the supervision of Juvenile Probation in accordance with the requirements of Texas Family Code Chapter 261 and any applicable Texas Juvenile Justice Department administrative rules regarding abuse, neglect, exploitation, death or serious incidents; and that, if it has employees, interns, volunteers, subcontractors, agents and/or consultants that have contact with children in a juvenile justice facility or juvenile justice program, then it shall prominently post in all public and staff areas of any and all of its offices/facilities, both the English and Spanish language versions of the following official notice forms that are available on the Texas Juvenile Justice Department website: *Notice to Public Regarding Abuse, Neglect and Exploitation* and *Notice to Employees Regarding Abuse, Neglect and Exploitation*.

ARTICLE XVIII
TEXAS LAW TO APPLY

- 18.01 This Agreement shall be construed under and in accordance with the laws of the State of Texas, and all obligations of the parties created hereunder are performable in Brazos County, Texas.

ARTICLE XIX
VENUE

- 19.01 Exclusive venue for any litigation arising from this Agreement shall be in Brazos County, Texas.

ARTICLE XX
LEGAL CONSTRUCTION

- 20.01 In case any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceable provision shall not affect any other provision thereof and this Agreement shall be construed as if such invalid, illegal or unenforceable provision had never been contained therein.

ARTICLE XXI
PRIOR AGREEMENTS SUPERSEDED

- 21.01 This Agreement constitutes the sole and only Agreement of the parties hereto and supersedes any prior understandings or written or oral Agreement between the parties respecting the within subject matter.

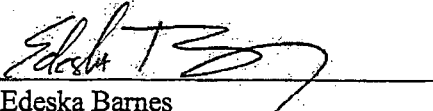
This Contract and Agreement is executed with the declared intention of the parties that this Contract and Agreement is a contract providing for the care of children who have allegedly committed an act of delinquency or an act indicating a need for supervision, and payment for such care will be made by Juvenile Probation for the children placed in the Facility by the Judge of Jasper County having juvenile jurisdiction

ARTICLE XXII
PRISON RAPE ELIMINATION ACT

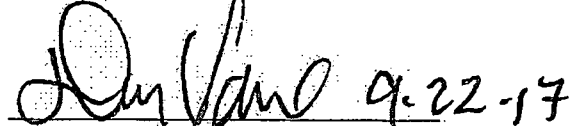
- 22.01 Service Provider shall adopt and comply with all federal, state, county, and city laws, ordinances, regulations and standards applicable to the provision of services described herein and the performance of all obligations undertaken pursuant to this Contract, including the Prison Rape Elimination Act of 2003 (PREA) which establishes a zero-tolerance standard against sexual abuse and sexual harassment of incarcerated persons, including juveniles, and addresses the detection, elimination, prevention, and reporting of sexual abuse and sexual harassment in facilities housing adult and juvenile Offenders. [PREA §115.312(a)]

Under PREA, Service Provider is complying with PREA standards [PREA §115.312(b)] and shall make available to the CJPO all incident-based aggregated data reports of sexual abuse at its facility within 24-hours of the allegation, and all such data may be requested by the Department of Justice from the previous calendar year no later than June 30th [PREA §115.387(e) and (f)]

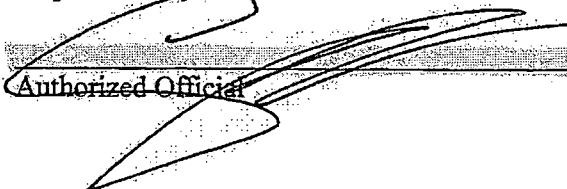
Jasper County
Probation Department

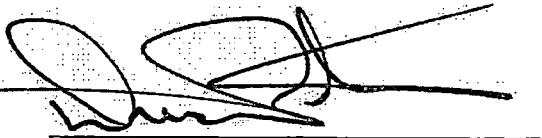

Edeska Barnes
Director

Brazos County Juvenile Justice Center

 9.22.17
Doug Vance, PhD
Executive Director


Jasper County


Authorized Official


Duane Peters
Chairman, Juvenile Board

BRAZOS COUNTY COMMISSIONERS COURT

ON October 3, 20 17, FULLY EXECUTED IN DUPLICATE, EACH OF
WHICH SHALL HAVE THE FULL FORCE AND EFFECT OF AN ORIGINAL.

By: 
Duane Peters, County Judge
200 S. Texas Ave., Ste. 332
Bryan, TX 77803
Phone: 979-361-4102
Fax: 979-361-4503



**BRAZOS COUNTY
BRYAN, TEXAS**

DEPARTMENT: Juvenile Services NUMBER:

DATE OF COURT MEETING: 10/3/2017

ITEM: Discuss and take possible action on a contract with Austin County for pre-adjudication detention services.

TO: Commissioners Court

FROM: Doug Vance

DATE: 09/26/2017

FISCAL IMPACT: False

BUDGETED: False

DOLLAR AMOUNT: \$0.00

ACTION REQUESTED OR ALTERNATIVES: Approval.

ATTACHMENTS:

File Name

[AustinCountyPreAdj2017-2018.pdf](#)

Description

Austin County Contract

Type

Cover Memo

**CONTRACT AND AGREEMENT FOR SECURE SHORT-TERM
DETENTION OF JUVENILE OFFENDERS
SPACE AVAILABLE**

[illegible]

BRAZOS COUNTY JUVENILE BOARD
BRAZOS COUNTY JUVENILE JUSTICE CENTER
Detention Services
October 1, 2017 – September 30, 2018

This contract and agreement for secure short-term detention of juvenile offenders is entered into by and between **Austin County**, acting by and through its duly authorized representative (hereinafter "Juvenile Probation") and the **Brazos County Juvenile Board**, acting by and through its duly authorized representative and County Judge, concerning detention residential services provided at the **Brazos County Juvenile Justice Center** (hereinafter "the Facility") by the **Brazos County Juvenile Services Department** (hereinafter "Service Provider") pursuant to license granted by the Texas Juvenile Justice Department and/or any other appropriate State agency with licensure or regulatory authority over this facility.

ARTICLE I

PURPOSE

- 1.01 Whereas Austin County, in order to carry out and conduct its juvenile program in accordance with the Juvenile Justice Code, Title III of the Texas Family Code has need of the use of detention facilities to house and maintain children of juvenile age, who are referred to a detention facility for act(s) of delinquency or act(s) indicating a need for supervision, during pre-trial and pre-dispositional status by the Court. The placement facility to be utilized is owned and operated by Brazos County and Service Provider, and is located at 1904 HWY 21 W., Bryan, Texas 77803.

ARTICLE II
TERM

- 2.01 The term of this Agreement is for 12 months commencing October 1, 2017 – September 30, 2018. It shall be automatically renewed for one (1) year terms thereafter, commencing October 1st and ending September 30th of each year, unless one party notifies the other in writing, at least thirty (30) days prior to the expiration of said term, of its intention to not renew this Agreement.

ARTICLE III

PROVISIONS OF SERVICES

- 3.01 A. Service Provider will provide: room and board, supervision twenty-four hours per day, seven days a week; routine medical examination and treatment within the Facility (but shall not provide or pay for emergency examination, treatment, or hospitalization outside the Facility); an approved education program; recreation facilities; and crisis intervention to each child placed within the Facility.
- B. If emergency examination, EMS treatment, health care treatment and/or hospitalization outside the Facility ("Outside Treatment") is required for a child placed in the Facility, the Administrator of the Facility is authorized

to secure the Outside Treatment at the expense of **Juvenile Probation** and agrees to indemnify and hold harmless Service Provider, its officers, directors, representatives, agents, shareholders and employees from any and all liability for charges for Outside Treatment. The Administrator shall notify the appropriate **Juvenile Probation** officials of Outside Treatment within twenty-four (24) hours of its occurrence.

C. Children from **Juvenile Probation** who are alleged to have engaged in delinquent conduct, or conduct indicating a need for supervision, as reflected in a Child in Need of Supervision Order (CINS) will be admitted to the facility under the authority of any juvenile court having jurisdiction or its designated official. Children not released within forty-eight (48) hours (excluding weekends and holidays) must have a detention hearing in the **Austin County** juvenile court in accordance with the Texas Family Code, Title III (Section 54.01). If the child is ordered detained, a certified copy of the detention order must be delivered to the detention Facility prior to the child's re-admission.

D. Each child placed in the Facility shall be required to follow the rules and regulations of conduct as fixed and determined by the facility administrator and staff of the Facility.

E. Acceptance of a child by the Facility will be determined by Brazos County Juvenile Facility Staff. Service Provider reserves the right to refuse admission of any child deemed inappropriate. Service Provider has resolved to operate the Facility in compliance with the Juvenile Justice and Delinquency Prevention Act, and therefore, Service Provider will not accept children whose detention would prevent the Facility from complying with the Juvenile Justice and Delinquency Prevention Act or those "juveniles who are charged with or has committed offenses that would not be criminal if committed by an adult or offenses which do not constitute violations of valid court order, or such non-offenders as dependent or neglected children." Section 223(a) (12) (A), Juvenile Justice Delinquency Prevention Act. No child who is intoxicated or in need of immediate medical attention will be accepted under any circumstances without having been seen, treated and released by a medical professional and given written medical clearance.

If a child is accepted by the Facility from **Juvenile Probation** and the child thereafter is determined to be, in the sole judgment of the Administrator, mentally or physically unfit, dangerous, unmanageable, unsuitable for the program or combination of such conditions or whose mental or physical conduct would or might endanger the other occupants of the Facility, then the Service Provider shall notify **Juvenile Probation** of this determination. The child shall immediately be removed from the Facility but in no event longer than twenty four (24) hours after notification. It will be the responsibility of **Juvenile Probation**, at its expense, to provide for the transportation for the removal of the child. Any child not removed from the facility within 24 hours will be transported by Service Provider to **Juvenile Probation** and **Juvenile Probation** will be charged the cost of staff, time and fuel for the transportation. The daily rate of detention shall increase to \$200.00 for any child not removed within the 24 hour period.

Any damage to county property or juvenile facility fixtures will be paid for by the **Juvenile Probation** Department and charges will be filed against the juvenile with the Brazos County Sheriff's Department.

F. Service Provider agrees that the facility will accept any child who qualifies, without regard to such child's religion, race, creed, sex or national origin.

G. It is further understood and agreed by the parties that children placed in pre-adjudication care in the Facility shall be removed from the Facility by the appropriate authorities from **Juvenile Probation**, or its agents, servants or employees at the conclusion of the ten (10) day working period authorized by the court order issued at the conclusion of the initial detention hearing by the Judge of the appropriate juvenile court unless a new order has been issued authorizing the continued detention, and a copy of the new order has been delivered to the Facility, or unless a waiver of the ten (10) working day hearing has been executed and a signed copy of the waiver is received by the Facility. A copy of the order issued pursuant to the waiver shall be furnished to the Facility. The same understanding and agreement between the parties exists with the exception that court orders may authorize detention for up to fifteen (15) working days after the initial hearing and detention period.

H. It is further understood and agreed by the parties that, children may be released to the Probation Officer or other appropriate authority of Juvenile Probation pursuant to: (a) paragraph E of this Article, (b) an Order of Release signed by the Judge of the Juvenile Court of Austin County.

I. Service Provider shall be in compliance with all standards and requirements of the Texas Juvenile Justice Department and all applicable State and Federal law.

J. Service Provider shall provide twenty (24) hour supervision for each child, including the supervision by detention staff during sleeping hours in a Secure Facility.

K. Each child placed in the Facility shall be provided the opportunity to complete the Massachusetts Youth Screening Instrument (MAYSI-2) as required by the Texas Juvenile Justice Department. Facility personnel administering the MAYSI-2 shall be properly trained, sign the warning page, and document time and date administered. The MAYSI-2 shall then be promptly provided to Juvenile Probation of the detaining county.

L. Each child placed in the Facility shall be enrolled in an educational program. Special steps shall be taken to comply with requirements of Special Education students and their needs.

M. It is further understood and agreed by the parties that nothing in this contract shall be construed to permit Juvenile Probation, its agents, servants, or employees any way to manage, control, direct or instruct Service Provider, its directors, officers, employees, agents, shareholders and designees in any manner respecting its work, duties functions pertaining to the maintenance and operation of the Facility. However, it is also understood that the Juvenile Court of Austin County shall control the conditions and terms of detention supervision as to a particular child pursuant to the Texas Family Code, Section 51.12.

ARTICLE IV COMPENSATION

- 4.01 For and in consideration of the above-mentioned services, Juvenile Probation agrees to pay Service Provider the sum of **\$100.00** per day; the cost includes any duration during a 24 hour period for each child. The daily rate shall be paid to Service Provider for each day a child is in detention. The cost is based on the projected actual cost of care for children in the facility.
- 4.02 Every child shall receive basic detention services. Additional services that require or request special accommodations, medications, including, but not limited to: psychological assessments, mental health care, medical treatment, Chapter 55 evaluations (fitness to proceed), special accommodation services, interpreters, special dietary needs, will be paid for by the Department.
- 4.03 Psychological services may be provided to the child on an as needed basis at the request of the Juvenile Probation Department and shall be paid for by the Department.
- 4.04 Service Provider will submit an invoice for payment of services to Juvenile Probation on a monthly basis. Said invoice shall be submitted with ten (10) working days following the end of the invoiced month and shall include information deemed necessary for adequate fiscal control, including but not limited to: to be attributed to specific clients if appropriate, date service was rendered, total daily cost, and total monthly cost. Each invoice received for payment will be reviewed by Juvenile Probation in order to monitor Service Provider for financial compliance with this Agreement. Invoices submitted by Service Provider in proper form shall be paid by Juvenile Probation in a timely manner.
- 4.05 Service Provider shall account separately for the receipt and expenditure of any and all state funds received from Juvenile Probation under this contract. Service Provider shall account separately for state funds received and expended utilizing the following Generally Accepted Accounting Practices (GAAP):
1. Service Provider has an outside audit completed on a yearly basis which specifies

receipt and expenditure of State funds. Service Provider shall forward a copy of the annual outside audit to Juvenile Probation by March 1 following the end of the fiscal year.

2. If Service Provider does not obtain an annual outside audit, then Service Provider shall provide a separate accounting of funds received from Juvenile Probation in whole or in part paid from state funds. the accounting shall clearly list the state funds received from Juvenile Probation and account for expenditures of said funds including documentation of appropriate expenditures as well as the year's tax forms and documentation. The accounting shall be provided to Juvenile Probation thirty (30) days prior to the renewal date of the contract.

- 4.06 It is understood and agreed by Service Provider that this Agreement is funded in whole or in part with grant or state funds and shall be subject to termination without penalty, either in whole or in part, if funds are not available or are not appropriated by the Texas Legislature.
- 4.07 Service Provider agrees to make claims for payment or direct any payment disputes to Juvenile Probation's Fiscal Officer. Service Provider will not contact other department employees regarding any claims of payment.
- 4.08 Service Provider will provide certification of eligibility to receive State funds as required by Texas Family Code Section 231.006.
- 4.09 Except to the extent that a party to this Agreement seeks emergency judicial relief, the parties agree to negotiate in good faith in an effort to resolve any disputes related to this contract that may arise, no matter when the dispute may arise. If a dispute cannot be resolved by negotiation, the dispute shall be submitted to mediation before the parties resort to arbitration or litigation. The parties shall choose a mutually acceptable mediator to mediate the dispute, and the parties shall pay the costs of mediation services equally.

ARTICLE V ADDITIONAL TERMS & AGREEMENTS

- 5.01 Prior to transporting a child to the Facility for placement in detention, Juvenile Probation shall call the Facility to ensure the child will be considered for acceptance. Placement of children by authorized officers of Juvenile Probation may be denied as determined by the Facility.
- 5.02 A child will only be accepted in the Facility upon receipt by the Facility Administrator of a proper order/ authorization from the Juvenile Court of Austin County.

ARTICLE VI EXAMINATION OF PROGRAM & RECORDS

- 6.01 Service Provider agrees that it will permit Juvenile Probation to examine and evaluate its program of services provided under the terms of this agreement and/or to review its record periodically. This examination and evaluation of the program may include site visitation, observation of programs in operation, interview and the administration of questionnaires to the staff of Service Provider and the children when deemed necessary.
- 6.02 Service Provider shall provide to Juvenile Probation such descriptive information on contracted children as requested on forms provided by Juvenile Probation.
- 6.03 For purpose of evaluation, inspection, auditing or reproduction, Service Provider agrees to maintain and make available to authorized representatives of the State of Texas or Juvenile Probation any and all books, documents or other evidence pertaining to the costs and expenses of this Agreement.
- 6.04 Service Provider will keep a record of services provided to Juvenile Probation under this Agreement, and upon reasonable notice will provide information, records, papers, reports, and other documents regarding services

furnished as may be requested by Juvenile Probation. Service Provider will maintain the records (as referenced above) for seven (7) years after the termination of this Agreement.

- 6.05 Service Provider understands that acceptance of funds under this contract acts as acceptance of the authority of the State Auditor's Office, or any successor agency, to conduct an audit or investigation in connection with those funds. Contractor further agrees to cooperate fully with the State Auditor's Office or its successor in the conduct of the audit or investigation, including providing all records requested. Contractor will ensure that this clause concerning the authority to audit funds received indirectly by subcontractors through the Contractor and the requirement to cooperate is included in any subcontract it awards."

ARTICLE VII
CONFIDENTIALITY OF RECORDS

- 7.01 Service Provider shall maintain strict confidentiality of all information and records relating to children involved in Juvenile Probation, and shall not re-disclose the information except as required to perform the services to be provided pursuant to this Agreement, or as may be required by law.

ARTICLE VIII
DUTY TO REPORT

- 8.01 Allegations Occurring Inside the Facility. As required by Texas Family Code Chapter 261 and Title 37 Texas Administrative Code Chapter 358, or successor provisions, Service Provider, and any of its employees, interns, volunteers or contractors, shall report any allegation or incident of abuse, neglect, exploitation, death or other serious incident involving a child in a juvenile justice facility or juvenile justice program in the following manner:
- A. For all allegations and incidents except sexual abuse and serious physical abuse: within twenty-four (24) hours from the time the allegation is made, to the following:
 - 1. Local law enforcement agency; and
 - 2. Texas Juvenile Justice Department by submitting a TJJD Incident Report Form to facsimile number 1-512-424-6716 (or if unable to complete the form within 24 hours, then by calling toll-free 1-877-786-7263, followed by submitting the report within 24 hours of said call). In addition, for serious incidents, a treatment discharge form or other medical documentation that contains evidence of medical treatment pertinent to the reported incident shall be submitted to the Texas Juvenile Justice Department within 24 hours of receipt; and
 - 3. With respect to juveniles placed by Juvenile Probation, the TJJD Incident Report Form shall also be sent to Juvenile Probation within 24 hours at facsimile number (979) 865-2682 and Service Provider shall contact Juvenile Probation by telephone at (979) 865-5911 within 24 hours.
 - B. For allegations and incidents of sexual abuse or serious physical abuse:
 - 1. Local law enforcement agency immediately, but no later than one (1) hour from the time a person gains knowledge of or suspects the alleged serious physical abuse or sexual abuse. The initial report shall be made by phone to law enforcement;
 - 2. Texas Juvenile Justice Department shall be notified immediately, but no later than four (4) hours from the time a person gains knowledge of or suspects the alleged serious physical abuse or sexual abuse. The initial report shall be made by phone by calling toll-free 1-877-786-7263. Within 24 hours of the report by phone, the completed TJJD Incident Report Form shall be submitted by facsimile number 1-512-424-6716 or by email at abuseneglect@tjjd.texas.gov and

3. With respect to children placed by Juvenile Probation, the TJJD Incident Report Form shall also be sent to Juvenile Probation within 24 hours at facsimile number (979) 865-2682.

8.02 Allegations Occurring Outside the Facility. Any person who witnesses, learns of, receives an oral or written statement from an alleged victim or other person with knowledge or who has a reasonable belief as to the occurrence of alleged abuse, neglect, exploitation, death or other serious incident involving a juvenile, but that is not alleged to involve an employee, intern, volunteer, contractor, or service provider of a program or facility, shall be immediately reported to law enforcement or to other appropriate governmental unit as required in Texas Family Code Chapter 261.

8.03 As used within this Agreement:

- A. An allegation or incident includes the witnessing, learning, or receiving an oral or written statement from an alleged victim or other person with reasonable belief or knowledge as to the occurrence or an alleged abuse, neglect, exploitation, death or other serious incident involving a juvenile in a juvenile justice facility or juvenile justice program.
- B. A serious incident is attempted escape, attempted suicide, escape, reportable injury, youth-on-youth physical assault or youth sexual conduct.
- C. Sexual abuse is conduct committed by any person against a juvenile that includes sexual abuse by contact or sexual abuse by non-contact.
- D. Serious physical abuse is bodily harm or condition that resulted directly or indirectly from the conduct that formed the basis of an allegation of abuse, neglect or exploitation, if the bodily harm or condition requires medical treatment by a physician, physician assistant, licensed nurse practitioner, emergency medical technician, paramedic or dental.
- E. A juvenile justice facility is a facility, including its premises and affiliated sites, whether contiguous or detached, operated wholly or partly by or under the authority of the governing board, juvenile board or by a private vendor under a contract with the governing board, juvenile board or governmental unit that serves juveniles under juvenile court jurisdiction. The term includes: a public or private juvenile post-adjudication secure correctional facility required to be certified in accordance with the Texas Family Code; and a public or private non-secure juvenile post-adjudication residential treatment facility housing juveniles under juvenile court jurisdiction.
- F. A juvenile justice program is a program or department operated wholly or partly by the governing board, juvenile board or by a private vendor under contract with the governing board or juvenile board that serves juveniles under juvenile court jurisdiction or juvenile board jurisdiction. The term includes a juvenile justice alternative education program and a non-residential program that serves juvenile offenders while under the jurisdiction of the juvenile court or juvenile board jurisdiction and a juvenile probation department.

ARTICLE IX CRIMINAL HISTORY SEARCHES

9.01 Criminal history searches shall be conducted by Service Provider for any and all of its employees, interns, volunteers or contractors providing services in a juvenile justice facility or juvenile justice program that may have direct unsupervised access to children in the facility or program.

9.02 Criminal history searches shall include the following:

- A. Texas criminal history fingerprint-based criminal history background search through the Texas Department of Public Safety.

- B. Local law enforcement sex offender registration records check through the Public Sex Offender Registry on the Texas Department of Public Safety website.
 - C. Federal Bureau of Investigation fingerprint-based criminal history background search at the National Crime Information Center; internet-based searches shall not be used to conduct this background search.
- 9.03 A copy of the initial criminal history report required by this Agreement and any reports reflecting subsequent criminal activity shall be maintained for monitoring purposes for whichever of the following occurs later: duration of the individual's employment or period of service; minimum of three (3) years; or until any pending litigation, claim, audit or review and all questions arising there from have been resolved.
- 9.04 As used within this Agreement, a disqualifying criminal history is a history that includes any one of the following:
- A. A felony conviction against the laws of this state, another state, or the United States within the past ten (10) years;
 - B. A deferred adjudication for a felony against the laws of this state, another state, or the United States within the past ten (10) years;
 - C. A current felony deferred adjudication, probation or parole;
 - D. A jailable misdemeanor conviction against the laws of this state, another state, or the United States within the past five (5) years;
 - E. A deferred adjudication for a jailable misdemeanor against the laws of this state, another state, or the United States within the past five (5) years;
 - F. A current jailable misdemeanor deferred adjudication, probation or parole; or
 - G. The requirement to register as a sex offender under Chapter 62 of the Texas Code of Criminal Procedure.
- 9.05 In addition to the criteria and time frames set forth in the above definition of disqualifying criminal history, an individual must not have direct unsupervised access to children in a facility or program until at least one year has elapsed since the completion of any period of incarceration, community supervision, or parole.
- 9.06 Any of Service Provider's employees, interns, volunteers or contractors with a disqualifying criminal history shall be prohibited from having direct unsupervised access to children in a juvenile justice facility or a juvenile justice program.
- 9.07 Juvenile Probation reserves the right, in its sole discretion, to prohibit any individual with a prior criminal history from being placed in a position that involves direct unsupervised contact with children.

ARTICLE X
DISCLOSURE OF INFORMATION

- 10.01 Service Provider warrants that, prior to entering this contract, it has verified and disclosed the following information to Juvenile Probation, and agrees that it shall have an ongoing affirmative duty under this Agreement to promptly ascertain and disclose in sufficient detail this same information to Juvenile Probation:
- A. Any and all corrective action required by any of Service Provider's licensing authorities;
 - B. Any and all litigation filed against Service Provider, or against its employees, interns, volunteers, subcontractors, agents and/or consultants that have direct contact with children;

- C. Any arrest of any employee, intern, volunteer, subcontractor, agent and/or consultant of Service Provider that has direct contact with children;
 - D. Any finding of "Reason to Believe" by a state regulatory agency in a child abuse, neglect and exploitation investigation where an employee, intern, volunteer, subcontractor, agent and/or consultant of the Service Provider that has direct contact with children was the alleged or designated perpetrator;
 - E. The identity of any of the Service Provider's employees, interns, volunteers, subcontractors, agents and/or consultants that have direct contact with children that are registered sex offenders; and
 - F. The identity of any of Service Provider's employees, interns, volunteers, subcontractors, agents and/or consultants that have direct contact with children that have a criminal history. For the purpose of this Agreement, the term "criminal history" shall include: (1) current felony or misdemeanor probation or parole; (2) a felony conviction or deferred adjudication within the past ten years; or (3) a jailable misdemeanor conviction or deferred adjudication within the past five years.
- 10.02 Service Provider agrees and understands it has an affirmative and ongoing duty to ascertain and disclose to Juvenile Probation any and all of the foregoing information as to any individual, whether an existing employee, intern, volunteer, subcontractor, agent and/or consultant of the Service Provider, prior to placing that individual in a position that involves direct unsupervised contact with juveniles in a juvenile justice facility or juvenile justice program.

ARTICLE XI
EQUAL OPPORTUNITY

- 11.01 Service Provider agrees to respect and protect the civil and legal rights of all children and their parents. It will not unlawfully discriminate against employee, prospective employee, child, childcare provider, or parent on the basis of race, sex, religion, disability or national origin. Service Provider shall abide by all applicable federal, state and local laws and regulations.

ARTICLE XII
ASSIGNMENT & SUBCONTRACT

- 12.01 Service Provider may not assign or subcontract any of its rights, duties and /or obligations arising out of this Agreement without the written consent of Juvenile Probation.

ARTICLE XIII
OFFICIALS NOT TO BENEFIT

- 13.01 No officer, employee or agent of Juvenile Probation and no member of its governing body and no other public officials of the governing body of the locality or localities in which the project is situated or being carried who exercise any functions or responsibilities in the project, shall participate in any decision relating to this Agreement which affects or conflicts with his/her personal interest or have any personal or pecuniary interest, direct or indirect, in this Agreement or the proceeds thereof.

ARTICLE XIV
DEFAULT

- 14.01 Juvenile Probation may, by written notice of default to Service Provider, terminate the whole or any part of this Agreement, as it deems appropriate, in any one of following circumstances:

- A. If Service Provider fails to perform the work called for by this Agreement within the time specified herein or any extension thereof; or
- B. If Service Provider fails to perform any of the other material provisions of this Agreement, including failure to achieve the defined goals, outcomes, and outputs, or so fails to prosecute the work as to endanger the performance of this Agreement in accordance with its terms and in either of these two circumstances after receiving notice of default, Service Provider does not cure such failure within a period of ten (10) days.

ARTICLE XV
TERMINATION

- 15.01 This Agreement may be terminated for any reason:
- A. By either party upon ten (10) days written notice to the other party of the intention to terminate; or
 - B. Upon expenditure of available funds.
- 15.02 If at any time during the term of this agreement Juvenile Probation, in its sole discretion, determines that the safety of children being served under this Agreement may be in jeopardy, Juvenile Probation may immediately suspend the effect of this Agreement, including but not limited to the obligation to pay, upon giving notice to the Service Provider.

ARTICLE XVI
WAIVER OF SUBROGATION

- 16.01 Service Provider expressly waives any and all rights it may have of subrogation to any claims or rights of its employees, agents, owners, officers, or subcontractors against Juvenile Probation. Service Provider also waives any rights it may have to indemnification from Juvenile Probation.

ARTICLE XVII
REPRESENTATIONS & WARRANTIES

- 17.01 Service Provider hereby represents and warrants the following:
- A. That it has all necessary right, title, license and authority to enter into this Agreement;
 - A. That it is qualified to do business in the State of Texas; that it hold all necessary licenses and staff certifications to provide the type (s) of services being contracted for; that it is in compliance with all statutory and regulatory requirements for the operations of its business and that there are no taxes due and owing to the State of Texas, the County of Brazos or any political subdivision thereof;
 - B. Brazos County will maintain in force policies of general liability insurance against loss to any person (\$100,000.00) or property occasioned by acts (\$100,000.00) or omissions of Service Provider providing limits of \$300,000.00 per occurrence for bodily injury and \$100,000.00 per occurrence of property damage. Certificate of Liability Insurance shall be furnished to Juvenile Probation. Furthermore Juvenile Probation shall be notified immediately upon any changes in the status of the insurance policy and shall promptly furnish updated certificates of insurance to Juvenile Probation.
 - C. That all of its employees, interns, volunteers, subcontractors, agents and/or consultants will be properly trained to report allegations or incidents of abuse, exploitation, neglect, death or serious incidents involving a child under the supervision of Juvenile Probation in accordance with the requirements of Texas Family Code Chapter 261 and any applicable Texas Juvenile Justice Department administrative rules regarding abuse;

neglect, exploitation, death or serious incidents; and that, if it has employees, interns, volunteers, subcontractors, agents and/or consultants that have contact with children in a juvenile justice facility or juvenile justice program, then it shall prominently post in all public and staff areas of any and all of its offices/facilities, both the English and Spanish language versions of the following official notice forms that are available on the Texas Juvenile Probation Commission website: *Notice to Public Regarding Abuse, Neglect and Exploitation* and *Notice to Employees Regarding Abuse, Neglect and Exploitation*.

ARTICLE XVIII
TEXAS LAW TO APPLY

- 18.01 This Agreement shall be construed under and in accordance with the laws of the State of Texas, and all obligations of the parties created hereunder are performable in Brazos County, Texas.

ARTICLE XIX
VENUE

- 19.01 Exclusive venue for any litigation arising from this Agreement shall be in Brazos County, Texas.

ARTICLE XX
LEGAL CONSTRUCTION

- 20.01 In case any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceable provision shall not affect any other provision thereof and this Agreement shall be construed as if such invalid, illegal or unenforceable provision had never been contained therein.

ARTICLE XXI
PRIOR AGREEMENTS SUPERSEDED

- 21.01 This Agreement constitutes the sole and only Agreement of the parties hereto and supersedes any prior understandings or written or oral Agreement between the parties respecting the within subject matter.

This Contract and Agreement is executed with the declared intention of the parties that this Contract and Agreement is a contract providing for the care of children who have allegedly committed an act of delinquency or an act indicating a need for supervision, and payment for such care will be made by Juvenile Probation for the children placed in the Facility by the Judge of Austin County having juvenile jurisdiction

ARTICLE XXII
PRISON RAPE ELIMINATION ACT

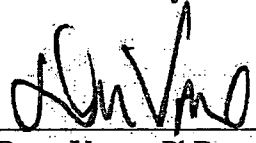
- 22.01 Service Provider shall adopt and comply with all federal, state, county, and city laws, ordinances, regulations and standards applicable to the provision of services described herein and the performance of all obligations undertaken pursuant to this Contract, including the Prison Rape Elimination Act of 2003 (PREA) which establishes a zero-tolerance standard against sexual abuse and sexual harassment of incarcerated persons, including juveniles, and addresses the detection, elimination, prevention, and reporting of sexual abuse and sexual harassment in facilities housing adult and juvenile Offenders. [PREA §115.312(a)]

Under PREA, Service Provider is complying with PREA standards [PREA §115.312(b)] shall make available to the CJPO all incident-based aggregated data reports of sexual abuse at its facility within 24-hours of the allegation., and all such data may be requested by the Department of Justice from the previous calendar year no later than June 30th [PREA §115.387(e) and (f)]

Austin County
Probation Department

Kourtney Estep
Chief Juvenile Probation Officer


Brazos County Juvenile Justice Center

 9-22-17

Doug Vance, PhD
Executive Director

Austin County


Authorized Official



Duane Peters
Chairman, Juvenile Board

BRAZOS COUNTY COMMISSIONERS COURT

ON October 3, 20 17, FULLY EXECUTED IN DUPLICATE, EACH OF WHICH SHALL HAVE THE FULL FORCE AND EFFECT OF AN ORIGINAL.

By: 

Duane Peters, County Judge
200 S. Texas Ave., Ste. 332
Bryan, TX 77803
Phone: 979-361-4102
Fax: 979-361-4503



**BRAZOS COUNTY
BRYAN, TEXAS**

DEPARTMENT: Purchasing NUMBER:
DATE OF COURT MEETING: 10/3/2017
ITEM: Renewal of contract # 18-016R for Internet Services with Managed Network Solutions (Fibertown)
TO: Commissioners Court
FROM: Leslie Contreras
DATE: 09/28/2017
FISCAL IMPACT: False
BUDGETED: False
DOLLAR AMOUNT: \$0.00

ATTACHMENTS:

File Name

[Managed.pdf](#)

Description

Contract and Renewal Letter

Type

Backup Material



Brazos County Purchasing Department

200 SOUTH TEXAS AVE SUITE 352 BRYAN, TX 77803
PHONE (979) 361-4290 FAX (979) 361-4293

September 15, 2017

Managed Network Solutions (Fibertown)
ATTN: Cristy Graves
12031 North Freeway
Houston, TX 77067

Phone: 979-775-9500
Email: cgraves@fibertown.com

Re: Renewal of contract for Internet Services - 18-016R

Brazos County appreciates the quality work and services your company has provided and would like to exercise the renewal option for contract # *18-016R Internet Services, previously known as contract # 2014-58*.

All terms, conditions, and pricing shall remain the same. This renewal will be from October 1, 2017 through September 30, 2018

To accept the renewal option, please fill out the information and sign below. Return the signed documents by email to lcontreras@brazoscountytexas.gov. Please then submit the original signed documents and a certificate of insurance (COI) by mail to the address listed above. **Please return acceptance as soon as possible.** If you have any questions, I may be reached at (979) 361-4294.

Contact Name: Cristy Graves Telephone: 713-341-6084

E-Mail: cgraves@fibertown.com Fax: _____

MANGED NETWORK SOLUTIONS (FIBERTOWN)

A handwritten signature in black ink, appearing to read "Cristy Graves", written over a horizontal line.

Authorized Signature

September 18, 2017

Date

BRAZOS COUNTY

A handwritten signature in black ink, appearing to read "Duane Peters", written over a horizontal line.

Duane Peters, County Judge

10/3/17

Date



**BRAZOS COUNTY
BRYAN, TEXAS**

DEPARTMENT: Purchasing NUMBER:
DATE OF COURT MEETING: 10/3/2017
ITEM: Renewal of contract #18-017 Actuarial Services with Gabriel, Roeder, Smith & Company.
TO: Commissioners Court
FROM: Mandy Rutledge
DATE: 09/21/2017
FISCAL IMPACT: True
BUDGETED: False
DOLLAR AMOUNT: \$0.00

ACTION REQUESTED OR
ALTERNATIVES: Renewal of bid contract #18-017 Actuarial Services with Gabriel, Roeder, Smith & Company.

ATTACHMENTS:

<u>File Name</u>	<u>Description</u>	<u>Type</u>
Master Agreement.pdf	Master Agreement	Backup Material
Brazos County - 3384 BAA Modified.pdf	Business Associate Agreement	Backup Material
Engagement Letter.pdf	Engagement Letter	Backup Material
Interlocal Agreement.pdf	Interlocal agreement	Backup Material

Master Agreement Other Post Employment Benefits (OPEB) Actuarial Valuations

Pursuant to the award of RFP NCT-2017-02 (Other Post Employment Benefits (OPEB) Actuarial Valuations) by the North Central Texas Council of Governments (NCTCOG), this agreement confirms the terms under which

Brazos County hereinafter referred to as 'CONTRACTING GOVERNMENT' has engaged Gabriel, Roeder, Smith & Co. hereinafter referred to as "GRS" to perform actuarial consulting services. In as much as this relationship will involve several actuarial reviews and other services that will be governed by the Request for Proposal (RFP # NCT-2017-02) issued by NCTCOG on January 4, 2017 and our contract with NCTCOG, we have agreed to establish this "master agreement" defining the general terms and conditions for all work performed for the CONTRACTING GOVERNMENT.

This agreement will not, by itself, authorize the performance of any services. Rather specific services will be authorized through a separate engagement letter that references this master agreement and details the services to be provided and the required fees. In the event of an inconsistency between this master agreement and an individual engagement letter, the master agreement will be followed.

As described in the above referenced Request for Proposal the following terms apply:

- A. **Tax Exempt Entities.** CONTRACTING GOVERNMENT is exempt from manufacturer's federal excise tax and states sales tax. Tax exemption certificates will be issued upon request.
- B. **Role of NCTCOG.** NCTCOG has served as a facilitator to the RFP and award process but the contractual relationship is between GRS and the CONTRACTING GOVERNMENT.
- C. **Aggregate Information.** GRS agrees to supply the CONTRACTING GOVERNMENT with the specified results from the valuations and to aggregate that information with that of other governments for the purpose of benchmarking.
- D. **Fees.** GRS agrees to follow the attached pricing schedule ("Attachment A") for pricing of its services. Fees are subject to inflation adjustments starting in January of 2019. The fees associated with each valuation cycle will be provided in a separate engagement letter.
- E. **Review of Charges.** CONTRACTING GOVERNMENT has the right to review the supporting documentation for any hourly charges or out of pocket expenses assessed to the CONTRACTING GOVERNMENT under the fee schedule.

- F. **Termination.** Both CONTRACTING GOVERNMENT and GRS will have the right to terminate this agreement through written notice. CONTRACTING GOVERNMENT will pay any charges or prorate fees incurred to the date the termination notice is received and actuary will cease any in progress work unless specific stopping points are provided in the letter.
- G. **Work Product.** The final work product will be the property of the CONTRACTING GOVERNMENT to be used as stated in the specific engagement letter. Ancillary use of the product is permitted, but GRS is not responsible for the reliability of those projections. It is understood that all reports are subject to the open records laws of the State of Texas and the contracting jurisdiction.
- H. **Independent Contractor.** All the services provided by GRS will be as an independent contractor. None of the terms in the engagement letter will be interpreted to create an agency or employment relationship.
- I. **Term.** The term of this master agreement will be governed by the afore referenced NCTCOG RFP and will expire on June 30, 2023.
- J. **Complete Agreement.** This agreement combined with the specific engagement letter and as clarified by the RFP and Proposal set forth the entire agreement between the CONTRACTING GOVERNMENT and GRS.
- K. **Indemnification.** GRS covenants and agrees to indemnify and hold harmless and defend and does hereby indemnify, hold harmless, and defend CONTRACTING GOVERNMENT, its officers and employees, from and against any and all suits or claims for damages or injuries, including death, to persons or property, whether real or asserted, arising out of any negligent act or omission on the part of the contractor, its officers, agents, servants, employees, or subcontractors, and the contractor does hereby assume all liability for injuries, claims or suits for damages to persons, property, or whatever kind of character, whether real or asserted, occurring during or arising out of the performance of this contract as a result of any negligent act or omission on the part of the contractor, its officers, agents, servants, employees, or subcontractors to the extent permitted by law. Please review this master agreement letter and the attached schedules and indicate your acceptance by having an official of CONTRACTING GOVERNMENT sign below.
- L. **Force Majeure.** A force majeure event shall be defined to include governmental decrees or restraints, acts of God (except that rain, wind, flood or other natural phenomena normally expected for the locality, shall not be construed as an act of God), work stoppages due to labor disputes or strikes, fires, explosions, epidemics, riots, war, rebellion, and sabotage. If a delay or failure of performance by either party to this contract results from the occurrence of a force majeure event, the delay shall be excused and the time fixed for completion of the work extended by a period equivalent to the time lost because of the event.

- M. **Professional Standards.** GRS will provide qualified personnel for each engagement and follow all professional standards ascribed by the American Academy of Actuaries and the Governmental Accounting Standards Board.

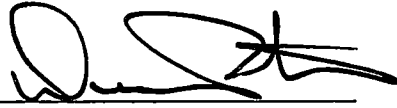
GABRIEL, ROEDER, SMITH & CO.

By: _____

Date: _____

Title: _____

CONTRACTING GOVERNMENT

By:  _____

Date: 10/3/17

Title: County Judge

ATTACHMENT A

Pricing Schedule – Calendar Years 2017 and 2018

	Plan Basic Services		
	Governments by Total OPEB Participants (Actives and Retirees)	Annual	Biennial
P1	Less than 100	\$7,200	\$9,400
P2	Between 100 to 199	\$7,200	\$9,400
P3	Between 200 and 499	\$7,900	\$10,200
P4	Between 500 and 999	\$9,400	\$11,800
P5	Between 1,000 and 2,499	\$10,700	\$13,200
P6	Between 2,500 and 4,999	\$11,600	\$14,200
P7	Between 5,000 and 7,500	\$14,700	\$17,400
P8	Greater than 7,500	\$17,800	\$20,600
	Plan Features Resulting in Additional Cost (Discount) to Basic Services	Annual	Biennial
P9	Self-Insured Healthcare Plans	\$2,100	\$2,100
P10	Cost per additional healthcare plan option (high deductible, HMO, PPO etc.)	\$600	\$600
P11	Cost per additional retirement plan covered by the same OPEB plan	\$1,700	\$1,700
P12	Implicit subsidy only plans	-\$2,000	-\$2,000
P13	Plan change not previously valued (Basic)*	\$1,300	\$1,300
P14	Plan change not previously valued (Non-Basic)*	To be quoted	To be quoted
P15	OPEB Trust or Equivalent Arrangement	\$500	\$1,250
P16	Single Discount Rate Test	\$1,000	\$1,000
P17	Data Processing Charge**	To be quoted	To be quoted

* The impact of plan changes which are deemed significant need to be measured under GASB 74/75. A Basic or Non-Basic fee will apply anytime a plan change impact needs to be separately measured. No fee will apply if GRS has already measured the impact of the plan change.

** GRS fees are based on receiving census and claims data in the requested format. If data is provided in a different format or in multiple files, GRS will discuss an "out-side of scope" data fee charge with the Client before proceeding with the valuation.

	Optional Services	
O1	Updating actuarial valuations to the measurement date	\$1,500
O2	Upgrade roll-forward to full valuation	\$3,300
O3	Plan only reporting package for separately issued financial statements	\$800
O4	Cost Sharing schedules for primary government and component units	To be quoted
O5	Pricing valuation for OPEB plan changes (Basic)	\$1,300
O6	Pricing valuation for OPEB plan changes (Non-Basic)	To be quoted
O7	Experience Study	To be quoted
	Consulting on active health plans:	
O8	Pricing of premiums for self-insured health plans	To be quoted
O9	Cost trend analysis	To be quoted
O10	Hourly rate for additional services-responsible actuary	\$330
O11	Hourly rate for other actuarial staff	\$215
O12	Hourly rate for additional services-support staff	\$185
O13	In person meeting/presentation-per meeting*	\$1,300
O14	Calculation of an Actuarially Determined Contribution	To be quoted
O15	Money-weighted rate of return	\$500
O16	Initial GASB 75 report based on roll-forward of a previously completed GRS GASB 45 Valuation	\$2,500
O17	Initial GASB 74/75 report based on Roll-forward of a previously completed GRS GASB 45 Valuation**	\$4,000

*Fee for in-person meeting/presentation does not include travel expenses. Fees for travel outside the Dallas/Fort Worth metroplex will be the responsibility of the employer.

**Fee will be reduced by \$1,000 if a Blended Discount Rate test is not needed.

PRICING ASSUMPTIONS

- Pricing assumes that all participating entities offer basic vision and dental and life insurance to employees and retirees
- Pricing assumes for annual valuations: 50% paid upon initiation of the work and 50% upon receipt of the draft report. For biennial valuations 30% upon initiation of the work, 40% upon delivery of the draft valuation and 30% upon delivery in the second year of the rolled forward report.
- Number of OPEB participants will be determined as of the date the valuation is performed.
- Pricing will be held constant until January 2019 (approximately one and half years after contract award) and then be adjusted in relation to the Consumer Price Index-All Urban Consumers annually for each of the remaining six years. Starting in January 2019, the fees increase based on the November over November increase to the CPI-U. For example, the fees for 2019 would be increased by the change in the CPI-U from November 2017 to November 2018. Annual fee increases must be approved by the NCTCOG, and the NCTCOG has the right to limit the CPI related fee increase in any year. Once an annual or biennial valuation fee is agree to, CPI related fee increases would not impact the valuation fee for that particular valuation cycle. CPI related fee increases would apply to the next valuation cycle.

BUSINESS ASSOCIATE AGREEMENT

This BUSINESS ASSOCIATE AGREEMENT (this "Agreement") is entered into by and between GABRIEL, ROEDER, SMITH & COMPANY, a Michigan corporation ("GRS") and Brazos County, TX (the "Plan") (together, the "Parties"), effective as provided below.

RECITALS

WHEREAS, the Plan is a "covered entity" within the meaning of the Health Insurance Portability and Accountability Act of 1996 and its implementing regulations (45 CFR Parts 160-164) ("HIPAA") and the requirements of the Health Information Technology for Economic and Clinical Health Act, as incorporated in the American Recovery and Reinvestment Act of 2009 (the "HITECH Act"; HIPAA and the HITECH Act are collectively referred to in this Agreement as "HIPAA/HITECH"); and

WHEREAS, GRS has entered into an agreement with Brazos County, TX acting on behalf of the Plan, to provide certain consulting and/or actuarial services in connection with the Plan (the "Service Agreement"); and

WHEREAS, HIPAA/HITECH requires covered entities such as the Plan to obtain and document satisfactory assurances from "business associates" (as defined therein) regarding appropriate safeguarding of certain "protected health information" (as defined therein) received or created by the business associate (a "BA Agreement"); and

WHEREAS, GRS, in the performance of its services in connection with the Plan, is a "business associate" within the meaning of HIPAA/HITECH; and

WHEREAS, the Parties desire to enter into an agreement intended to satisfy the BA Agreement requirement as and to the extent such requirement may be applicable.

NOW, THEREFORE, in consideration of the premises and the respective covenants and agreements herein contained, the Parties agree as follows:

AGREEMENT

1. *Definitions*

Capitalized terms not expressly defined in this Agreement shall have the meanings as defined in HIPAA/HITECH. For purposes of this Agreement:

- (a) "**Data Aggregation**" shall have the same meaning as the term "data aggregation" in 45 CFR 164.501.
- (b) "**Designated Record Set**" shall have the same meaning as the term "designated record set" in 45 CFR 164.501 in respect of the Plan.
- (c) "**Effective Date**" shall have the meaning as set forth in Section 5(a) of this Agreement.
- (d) "**Individual**" shall have the same meaning as the term "individual" in 45 CFR 160.103 and shall include a person who qualifies as a personal representative in accordance with 45 CFR 164.502(g).

- (e) ***“Plan Administrator”*** shall mean the person(s) or office(s) with the discretionary authority to act on behalf of the Plan on matters relating to HIPAA/HITECH and this Agreement.
- (f) ***“HIPAA/HITECH”*** shall have the meaning as set forth in the RECITALS portion of this Agreement.
- (g) ***“Protected Health Information”*** shall have the same meaning as the term “protected health information” in 45 CFR 160.103, but limited to the information received or created by GRS from or on behalf of the Plan.
- (h) ***“Required by Law”*** shall have the same meaning as the term “required by law” in 45 CFR 164.103, to the extent not preempted by Federal law.
- (i) ***“Secretary”*** shall mean the Secretary of the Department of Health and Human Services or his designee.
- (j) ***“Service Agreement”*** shall have the meaning as set forth in the RECITALS portion of this Agreement.
- (k) ***“Significant Breach”*** shall mean a pattern of activity or practice that constitutes a material breach or violation of this Agreement in the written opinion of legal counsel for the Plan. For purposes hereof, a “pattern of activity or practice” shall consist of at least three (3) discrete acts and/or omissions within a period of not more than 180 consecutive days.

2. ***Obligations of GRS***

GRS agrees to:

- (a) not use or disclose Protected Health Information other than as permitted or required by this Agreement or as Required By Law;
- (b) use appropriate safeguards and comply, where applicable, with the Security Standards for the Protection of Electronic Protected Health Information set forth in 45 CFR Part 164, Subpart C with respect to electronic protected health information, to prevent use or disclosure of the Protected Health Information other than as provided for by this Agreement;
- (c) report to the Plan Administrator any use or disclosure of Protected Health Information not provided for by this Agreement of which it becomes aware, including breaches of unsecured Protected Health Information as required by 45 CFR 164.410;
- (d) in accordance with 45 CFR 164.502(e)(1)(ii), ensure that any subcontractors that create, receive, maintain, or transmit Protected Health Information on behalf of GRS agrees to the same restrictions and conditions that apply through this Agreement to GRS with respect to such information; provided that the Plan shall not have any right to disapprove any subcontractors of GRS or to review any agreements with such subcontractors, except to the extent specifically provided herein or in the Service Agreement;

- (e) provide, in a commercially reasonable time and manner, access to Protected Health Information to the Plan Administrator to the extent necessary to meet the requirements under 45 CFR 164.524, provided that (i) such access shall be provided only to the extent such Protected Health Information is in the possession of GRS and maintained in a Designated Record Set and (ii) the Plan shall reimburse to GRS any of the following costs incurred in providing such access:
 - (i) copying (including the cost of supplies and labor);
 - (ii) postage; and
 - (iii) preparation of an explanation or summary of the Protected Health Information;
- (f) make, in a commercially reasonable time and manner, any amendment(s) to Protected Health Information that the Plan Administrator directs or agrees to pursuant to 45 CFR 164.526, provided that such amendment(s) shall be made only to the extent such Protected Health Information is in the possession of GRS and maintained in a Designated Record Set;
- (g) make available to the Plan Administrator, in a commercially reasonable time and manner, information in the possession of GRS as and to the extent required for the Plan to respond to a request by an Individual for an accounting of disclosures of Protected Health Information in accordance with 45 CFR 164.528;
- (h) to the extent GRS is to carry out the Plan's obligations regarding Privacy of Individual Identifiable Health Information set forth in 45 CFR Part 164, Subpart E (the "Privacy Requirements"), comply with the Privacy Requirements that apply to the Plan in GRS' performance of such obligations; and
- (i) make internal practices, books, and records relating to the use and disclosure of Protected Health Information received from the Plan, or created or received by GRS on behalf of the Plan, available to the Secretary for purposes of the Secretary determining the Plan's compliance with the Privacy Requirements.

3. *Permitted Uses and Disclosures by GRS*

- (a) General Use and Disclosure Provisions. Except as otherwise limited in this Agreement, GRS may use or disclose Protected Health Information to perform its duties, functions, activities, or services for, or on behalf of, the Plan, provided that such use or disclosure would not violate (i) HIPAA/HITECH if done by the Plan or (ii) the minimum necessary policies and procedures of the Plan as and to the extent intended to comply with HIPAA/HITECH and communicated by the Plan Administrator to GRS.
- (b) Specific Use and Disclosure Provisions.
 - (i) GRS may use Protected Health Information for the proper management and administration of GRS or to carry out the legal responsibilities of GRS.
 - (ii) Except as otherwise restricted by this Agreement, GRS may disclose Protected Health Information for the proper management and administration of GRS or to carry out the legal responsibilities of GRS, provided that:
 - (A) disclosures are Required By Law, or

- (B) GRS obtains reasonable assurances from the person to whom the information is disclosed that it will be held confidentially and used or further disclosed only as Required By Law or for the purpose for which it was disclosed to the person, and the person notifies GRS of any instances of which it is aware in which the confidentiality of the information has been breached.
- (iii) Except as otherwise limited in this Agreement, GRS may use Protected Health Information to provide Data Aggregation services as permitted by 45 CFR 164.504(e)(2)(i)(B).
- (iv) GRS may use or disclose Protected Health Information to report violations of law to appropriate Federal and/or State authorities, consistent with 45 CFR 164.502(j).
- (v) Except as otherwise limited in this Agreement, GRS may disclose Protected Health Information to other "business associates" (within the meaning of HIPAA/HITECH) of the Plan (i) as directed by the Plan Administrator or (ii) to perform its duties under the Service Agreement. Notwithstanding any provision hereof or any other prior agreement by the Parties, it shall be the Plan's sole responsibility (and not GRS's responsibility) to ensure that the Plan has entered into appropriate business associate agreements with (or has obtained similar written assurances from) its business associates.
- (vi) Except as otherwise limited in this Agreement, GRS may disclose Protected Health Information to the Plan's sponsoring employer(s) as directed by the Plan Administrator; provided that the Plan Administrator shall include in such direction the specific person(s) or official(s) to whom such disclosure shall be made. Notwithstanding any provision hereof or any other prior agreement by the Parties, it shall be the Plan's sole responsibility (and not GRS's responsibility) to ensure that the Plan has, in its official plan document, an appropriate provision regarding disclosures of Protected Health Information to any sponsoring employer of the Plan.

4. *Obligations of the Plan and Plan Administrator*

- (a) General. Except as otherwise specifically provided under this Agreement, the Plan shall not request or permit GRS to (and shall not cause the Plan Administrator to request or permit GRS to) use or disclose Protected Health Information in any manner that may not be permissible under HIPAA/HITECH if done by the Plan.
- (b) Notification of Privacy Practices and Restrictions. The Plan shall cause the Plan Administrator to promptly notify GRS of:
 - (i) the name or office of each person authorized to act as the Plan Administrator for purposes of this Agreement, and any changes thereto;
 - (ii) any limitation(s) in the Plan's notice of privacy practices in accordance with 45 CFR 164.520, to the extent that such limitation may affect GRS's use or disclosure of Protected Health Information;

- (iii) any changes in, or revocation of, permission by an Individual regarding use or disclosure of Protected Health Information relating to that Individual, to the extent that such changes may affect GRS's use or disclosure of Protected Health Information;
- (iv) any restriction to the use or disclosure of Protected Health Information that the Plan has agreed to in accordance with 45 CFR 164.522, to the extent that such restriction may affect GRS's use or disclosure of Protected Health Information; and
- (v) any policies and procedures of the Plan to the extent that such policies or procedures may affect GRS' use or disclosure of Protected Health Information.

5. *Term and Termination*

- (a) Term. The term of this Agreement shall be for a period commencing as of the later of (i) September 15, 2017 or (ii) the first date as of which HIPAA/HITECH applies to the Plan (the "Effective Date"), and ending when all of the Protected Health Information provided by the Plan to GRS, or created or received by GRS on behalf of the Plan, is destroyed, returned to the Plan or further protected in accordance with the termination provisions in this Section 5.
- (b) Termination for Cause. Upon the Plan Administrator's knowledge of a Significant Breach of GRS's obligation under this Agreement and subject to Section 5(c) hereof, the Plan Administrator may commence termination of this Agreement by providing a notice of termination to GRS. Notwithstanding the foregoing, this Agreement shall be considered to have been terminated pursuant to this Section 5(b) only if, prior to such notice of termination:
 - (i) the Plan Administrator shall have given to GRS written notice describing with specificity the Significant Breach;
 - (ii) a period of 60 days from and after the giving of such notice shall have elapsed without GRS's having substantially cured or remedied such reason for termination during such 60-day period, unless such reason for termination cannot be substantially cured or remedied within 60 days, in which case the period for remedy or cure shall be extended for a reasonable time (not to exceed 60 days), provided that GRS has made and continues to make a diligent effort to effect such remedy or cure; and
 - (iii) a final determination shall have been made by the Plan Administrator that the Significant Breach persists, following a meeting at which GRS shall be entitled to appear and contest the determination.
- (c) Condition Precedent. Upon receipt of a notice of termination pursuant to Section 5(b) hereof, or for termination of this Agreement for any other reason, GRS shall return or destroy all Protected Health Information received from the Plan, or created or received by GRS on behalf of the Plan, that GRS still maintains in any form, and shall retain no copies of such information, except that if GRS determines that such return or destruction is not feasible, GRS shall extend the protections of this Agreement to such Protected Health Information and limit further uses and disclosures of such Protected Health Information to those purposes that make the return or destruction infeasible.

- (d) Report to Secretary of HHS. If, in the reasonable determination of the Plan Administrator, termination of the Agreement pursuant to Section 5(b) hereof is not feasible, the Plan Administrator shall report the Significant Breach to the Secretary.

6. Other Provisions

- (a) Separate from Service Agreement. Notwithstanding anything herein to the contrary, this Agreement shall not be construed, and is not intended, to be a part of any Service Agreement or to otherwise impose on GRS any duties, responsibilities, obligation whatsoever in respect of the administration of the Plan, including any duties, responsibilities or obligation of the Plan pursuant to HIPAA/HITECH.
- (b) No Liability. To the fullest extent permitted by law, GRS shall be under no liability for any use or disclosure made in accordance with the directions of the Plan Administrator or other Plan representatives.
- (c) No Duty to Question. Notwithstanding anything herein to the contrary, GRS shall not be under any duty to question any directions received from the Plan Administrator, nor to review in any respect the manner in which any fiduciary of the Plan exercises its authority and discharges its duties with respect to the Plan.
- (d) Amendment. The Parties agree to take such action to amend this Agreement from time to time as is necessary for the Plan to comply with the requirements of HIPAA/HITECH.
- (e) Ambiguities. Any ambiguity in this Agreement shall be resolved in a manner that is consistent with the applicable requirements under HIPAA/HITECH.
- (f) Notice. Any notice required to be given hereunder shall be in writing and delivered by hand or sent by facsimile, registered or certified mail, return receipt requested, or by air courier, to the address (or fax number) cited in the signature block of this Agreement or to such other address (or fax number) as shall be specified by like notice by either Party, and shall be deemed given only when received.
- (g) Headings. The title, headings, and subheadings of this Agreement are solely for the convenience of the Parties and do not affect the meaning or interpretation of any provision of this Agreement.
- (h) Governing Law and Venue. Without limiting the venue and jurisdiction of any Federal Court or other State Court, the Parties irrevocably and unconditionally agree that any suit action or other legal proceeding arising out of or relating to this Agreement shall be brought in the courts of record of the State of Texas in Brazos County. Additionally each party consents to the jurisdiction of such court in any such suit action or proceeding and waives any objection which it may have to the laying of venue of any such suit or proceeding in such court.
- (i) Dispute Resolution. In the event a dispute arises between the County and the Consultant concerning the performance of this Contract, the parties agree to meet, and negotiate in good faith, in order to attempt to resolve the dispute. Said meeting shall take place within thirty (30) days after one party sends the other party written notice identifying the cause or reason for the dispute and requesting a meeting. The County and the Consultant agree that neither party will file any lawsuit for the purpose of resolving a dispute, or exercise its right to terminate the Contract, until sixty (60) days after the date on which the parties held their final meeting to resolve the dispute. The Parties may also mutually agree to resolve the


dispute through non-court action including, but limited to, binding arbitration.

- (j) Entire Agreement. This Agreement contains the entire understanding between the Plan and GRS with respect to the subject matter hereof and, except as specifically provided herein, cancels and supersedes any and all other agreements between the Plan and GRS with respect to the subject matter hereof. Any amendment or modification of this Agreement shall not be binding unless in writing and signed by both the Plan and GRS.
- (k) Severability. In the event that any provision of this Agreement is determined to be invalid or unenforceable, the remaining terms and conditions of this Agreement shall be unaffected and shall remain in full force and effect, and any such determination of invalidity or unenforceability shall not affect the validity or enforceability of any other provision of this Agreement.
- (l) No Benefit to Others. The representations, covenants and agreements contained in this Agreement are for the sole benefit of the Parties, and they shall not be construed as conferring, and are not intended to confer, any rights on any other persons.
- (m) Counterparts. This Agreement may be signed in counterparts, each of which shall be an original, with the same effect as if the signatures thereto and hereto were upon the same instrument.

IN WITNESS WHEREOF, the Parties have entered into this Business Associate Agreement, effective as of the Effective Date.

Date: 10/3/17

BRAZOS COUNTY, TX

By: 

Name: Duane Peters


Title: County Judge

Address: 200 S. Texas Ave, Ste. 332
Bryan TX 77803

Fax Number: 979-361-4503

Date: September 15, 2017

GABRIEL, ROEDER, SMITH & COMPANY

By: 

Name: Christine Scheer

Title: Corporate Secretary

Address: One Towne Square, Suite 800
Southfield, Michigan 48076

Fax Number: (248) 799-9020



August 22, 2017

Ms. Fang Deng
County Auditor's Office
Brazos County
300 E. 26th Street
Bryan, TX 77803

Re: Engagement Letter for December 31, 2017 GASB 74/75 OPEB Valuation for Brazos County

Dear Ms. Deng,

You have requested a pricing quote for a GASB 75 actuarial valuation under the Shared Services arrangement provided by Gabriel, Roeder, Smith & Co (GRS) and North Central Texas Council of Governments (NCTCOG).

Based on the information you provided, the cost of services for Brazos County is \$20,650. This price is based on receiving data in the standard GRS format and using the following assumptions:

Pricing Category	Pricing Parameters	Fee
Annual or Biennial	Biennial	
Number of Participants	500 - 999	\$11,800
Claims Analysis Required	Yes	\$2,100
Health Plans	1. Brazos County	\$0
Retirement Plans	1. TCDRS	\$0
Implicit Subsidy Only Discount	Not Eligible	\$0
Plan Change Not Previously Valued	Yes	\$0
OPEB Trust or Equivalent Arrangement	Yes	\$1,250
Single Discount Rate Test	Yes	\$1,000
Plan Only Reporting Package	No	\$0
Cost Sharing Schedules for Primary Government and Component Units	Yes Includes CSCD and Health Department allocations	\$4,500
Calculation of an Actuarially Determined Contribution	No	\$0
Total		\$20,650

Basic Services

- Actuarial valuation of employer OPEB in compliance with the requirements of GASB Statements No. 74 and No. 75. The valuation report will include, but is not limited to, the following:
 - > The updated Total OPEB Liability, based on the appropriate discount rate for the reporting period.
 - > A reconciliation of the Total OPEB Liability, which shows, among other items, the impact of benefit changes, assumption changes, and demographic gains/losses separately.
 - > The OPEB expense and supplementary information required by GASB 74/75.
 - > The characteristics of covered active members, retirees, and beneficiaries and other information required for the note disclosures.
 - > A statement of outflows and inflows arising from the current reporting period.
 - > A statement of outflows and inflows to be recognized in future OPEB expense.
 - > A sensitivity analysis providing the Total OPEB Liability based on a 1% higher and 1% lower discount rate.
 - > A sensitivity analysis providing the Total OPEB Liability based on a 1% higher and 1% lower health care trend assumption.

Billing Schedule

GRS pricing assumes 30% paid upon acceptance by the government of the engagement, 40% upon delivery of the draft valuation, and 30% upon delivery in the second year of the rolled forward report.

The Master Agreement allows for automatic fee increases based on changes in the Consumer Price Index (CPI), starting in January of 2019. However, the fees provided in this engagement letter will not change based on the annual updates to the overall pricing schedule. Any CPI related increases will only apply to the next valuation cycle.

Ms. Fang Deng
August 22, 2017
Page 3

Basic Options Study

It is anticipated that Brazos County may want to consider options for mitigating its OPEB liability. Basic Options studies would include alternative discount rates, alternative healthcare trend rates, benefit capitations, and changes in retiree cost sharing. The cost for a basic Options study will be \$1,300 per study.

Fees for plan redesign studies that are not considered basic will be communicated after the specifics of the proposed plan changes are discussed.

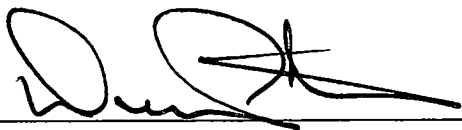
Additional Services

Fees for additional consulting services not included under Basic Services or included in the fixed fee Options studies will be priced separately upon request and will be based on the following hourly rates:

<i>GRS Resource Classification</i>	<i>Hourly Rates</i>
Lead Actuary	\$330
Actuarial Staff	\$215
Support Staff	\$185

A copy of this engagement letter will be made a part of the master agreement between Brazos County and GRS.

BRAZOS COUNTY, TX



10/3/17

Date

GABRIEL, ROEDER, SMITH & COMPANY



Mehdi Riazi, Consultant

8/22/2017

Date

MASTER INTERLOCAL PURCHASING AGREEMENT

THIS MASTER INTERLOCAL AGREEMENT ("ILA"), made and entered into pursuant to the Texas Interlocal Cooperation Act, Chapter 791, Texas Government Code (the "Act"), by and between the North Central Texas Council of Governments, hereinafter referred to as "NCTCOG," having its principal place of business at 616 Six Flags Drive, Arlington, TX 76011, and Brazos County, a local government, a state agency, or a non-profit corporation created and operated to provide one or more governmental functions and services, hereinafter referred to as "Participant," having its principal place of business at 200 S. Texas Ave Suite 332 Bryan, TX 77803

WHEREAS, NCTCOG is a regional planning commission and political subdivision of the State of Texas operating under Chapter 391, Texas Local Government Code; and

WHEREAS, pursuant to the Act, NCTCOG is authorized to contract with eligible entities to perform governmental functions and services, including the purchase of goods and services; and

WHEREAS, in reliance on such authority, NCTCOG has instituted a cooperative purchasing program under which it contracts with eligible entities under the Act; and

WHEREAS, Participant has represented that it is an eligible entity under the Act, that it is authorized to enter into this Agreement on 10/3/17 (Date), and that it desires to contract with NCTCOG on the terms set forth below;

NOW, THEREFORE, NCTCOG and the Participant do hereby agree as follows:

ARTICLE 1: LEGAL AUTHORITY

The Participant represents and warrants to NCTCOG that (1) it is eligible to contract with NCTCOG under the Act for the purposes recited herein because it is one of the following: a local government, as defined in the Act (a county, a municipality, a special district, or other political subdivision of the State of Texas or any other state, or a combination of two or more of those entities, a state agency (an agency of the State of Texas as defined in Section 771.002 of the Texas Government Code, or a similar agency of another state), or a non-profit corporation created and operated to provide one or more governmental functions and services, and (2) it possesses adequate legal authority to enter into this Agreement.

ARTICLE 2: SCOPE OF SERVICES

The Participant appoints NCTCOG its true and lawful purchasing agent for the purchase of certain products and services ("Products" or "Services") through the **North Texas SHARE** program. Participant will access the Program through **www.NorthTexasSHARE.org**. All purchases under this Agreement shall comply with applicable Texas competitive bidding statutes as well as the specifications, contract terms and pricing applicable to such purchases. NCTCOG may also serve as a coordinating agent to administer the use of eligible Participant contracts to other participants of North Texas SHARE. The eligibility of such contracts will be determined by incorporation of coordinating agent authorization in Participant's solicitation documents. Title to all products purchased under the North Texas SHARE program shall be held by Participant unless otherwise agreed. Nothing in this Agreement shall preclude the Participant from purchasing Products and/or Services offered in the North Texas SHARE program directly from the vendor/supplier.

ARTICLE 3: PAYMENTS

Upon delivery of goods or services purchased and presentation of a properly documented invoice, the Participant shall promptly, and in any case within thirty (30) days, pay the contracted provider the full amount of the invoice. All payments for goods or services will be made from current revenues available to the paying party. In no event shall NCTCOG have any financial liability to the Participant for any goods or services Participant purchases through the North Texas SHARE program.

ARTICLE 4: PERFORMANCE PERIOD

This Agreement shall be effective when signed by the last party whose signing makes the Agreement fully executed and will remain in full force and effect for one (1) year. This Agreement shall automatically renew for successive one-year terms unless sooner terminated in accordance with Article 6 below. Any modification of this Agreement must comply with the requirements of Article 5 below.

ARTICLE 5: CHANGES AND AMENDMENTS

This Agreement may be amended only by a written amendment executed by both parties, except that any alternations, additions, or deletions to the terms of this Agreement which are required by changes in Federal and State law or regulations are automatically incorporated into this Agreement without written amendment hereto and shall become effective on the date designated by such law or regulation. NCTCOG reserves the right from time to time to make changes in the scope of products and services offered through the North Texas SHARE program.

ARTICLE 6: TERMINATION PROCEDURES

NCTCOG or the Participant may cancel this Agreement for any reason and at any time upon thirty (30) days written notice by certified mail to the other party to this Agreement. The obligation of the Participant to pay for any Service and/or Products purchased under this Agreement, shall survive such cancellation, as well as any other Participant costs incurred prior to the effective date of the cancellation.

ARTICLE 7: APPLICABLE LAWS

NCTCOG and the Participant agree to conduct all activities under this Agreement in accordance with all applicable rules, regulations, and ordinances and laws in effect or promulgated during the term of this Agreement.

ARTICLE 8: DISPUTE RESOLUTION

The parties to this Agreement agree to the extent possible and not in contravention of any applicable state or federal law or procedure established for dispute resolution, to attempt to resolve any dispute between them regarding this Agreement informally through voluntary mediation, arbitration or any other local dispute mediation process before resorting to litigation.

ARTICLE 9: MISCELLANEOUS

- a. This Agreement has been made under and shall be governed by the laws of the State of Texas. Venue and jurisdiction of any suit or cause of action arising under, or in connection with, this Agreement shall lie exclusively in Tarrant County, Texas.
- b. The persons executing this Agreement hereby represent that they have authorization to sign on behalf of their respective entities.
- c. This Agreement and the rights and obligations contained herein may not be assigned by either party without the prior written approval of the other party to this Agreement.

- d. All parties agree that should any provision of this Agreement be determined to be invalid or unenforceable, such determination shall not affect any other term of this Agreement, which shall continue in full force and effect.
- e. To the extent that either party to this Agreement shall be wholly or partially prevented from the performance within the term specified of any obligation or duty placed on such party by reason of or through strikes, stoppage of labor, riot, fire, flood, acts of war, insurrection, accident, order of any court, act of God, or specific cause reasonably beyond the party's control and not attributable to its neglect or nonfeasance, in such event, the time for the performance of such obligation or duty shall be suspended until such disability to perform is removed; provided, however, force majeure shall not excuse an obligation solely to pay funds.
- f. This Agreement and any attachments/addendums, as provided herein, constitute the complete agreement between the parties hereto, and supersede any and all oral and written agreements between the parties relating to matters herein.

THIS INSTRUMENT HAS BEEN EXECUTED IN TWO ORIGINALS BY THE PARTIES HERETO AS FOLLOWS:

North Central Texas Council of Governments
North Texas SHARE
616 Six Flags Drive, Arlington, Texas 76011

NCTCOG Executive Director or Designee

Signature of Executive Director or Designee

Date

Brazos County
Name of Participant Agency

200 S. Texas Ave, Ste. 332
Mailing Address

Bryan TX 77803
City State Zip

Duane Peters, County Judge
Name and Title of Authorized Official or Designee


Signature

10/3/17
Date



**BRAZOS COUNTY
BRYAN, TEXAS**

DEPARTMENT: Purchasing

NUMBER:

DATE OF COURT MEETING: 10/3/2017

ITEM: Award of contract # 18-021 Fire Extinguishers, Sprinkler Systems, Inspections, Maintenance and Testing.

TO: Commissioners Court

FROM: Lani Maness

DATE: 09/27/2017

FISCAL IMPACT: False

BUDGETED: False

DOLLAR AMOUNT: \$0.00

ACTION REQUESTED OR
ALTERNATIVES: Award of IQ Contract # 18-021 Fire Extinguishers, Sprinkler Systems, Inspections, Maintenance and Testing.

ATTACHMENTS:

File Name

[Davis Fire Equip Inc. BID.pdf](#)

[Fire Extinguishers Bid Tab 18-021.xlsx](#)

Description

Submitted Bid for Davis Fire Equipment Inc.

Bid tabulation

Type

Backup Material

Backup Material

DATE: Upon commissioners court approval- September 30, 2019

Recharge/Refill of Fire Extinguishers

Purchase of fire Extinguishers

Service Calls

Hourly to include trip

Recommended Award: Davis Fire Equipment Inc.

Approved by Commissioner's Court on this 3rd day of October, 2017 by

[Signature] holding the position of Brazos County Judge

**Fire Extinguishers, Sprinkler Systems, Inspections,
Maintenance and Testing Contract**

**BRAZOS COUNTY PURCHASING DEPT.
200 S. Texas Ave., Ste. 352
Bryan, Texas 77803
Telephone (979) 361-4284**

**IQ Request No. 18-021
Page 1 of 8 Pages**

GENERAL REQUIREMENT FOR CONTRACT

I, RANDY STONE as a duly authorized representative of DAVIS FIRE
EQUIP CO. INC. "Contractor" willingly attest to perform (or deliver) as per Exhibit "A"
for Brazos County. I further agree to all of the provisions and specifications contained in this
contract.

ASSIGNMENT

The successful offeror may not assign, sell or otherwise transfer this contract without written permission of Brazos County Commissioners Court. Should there be a change in ownership or management; the contract shall be terminated unless a mutual agreement is reached with the new owner or manager to continue the contract with its present provisions and prices.

AWARD

Brazos County reserves the right to award this contract on the basis of LOWEST AND BEST OFFER in accordance with the laws of the State of Texas, to waive any formality or irregularity, to make awards to more than one offeror, to reject any or all bids. The County reserves the right to accept or reject in part or in whole, any IQs submitted, and to waive any technicalities for the best interest of the County.

CONTRACT OBLIGATION

Brazos County Commissioners Court must award the contract and Brazos County Judge or other person authorized by Brazos County Commissioners Court must sign the contract before it becomes binding on Brazos County or the offerors. Department heads are NOT authorized to sign contracts for Brazos County. Binding contracts shall remain in effect until all products and/or services covered by this purchase have been satisfactorily delivered and accepted.

QUANTITIES

The quantities specified in this contract are estimates only. Brazos County does not guarantee to purchase any minimum quantities or services other than those listed on a purchase order.

CONTRACT RENEWALS

Renewals may be made ONLY by written agreement between Brazos County and the offeror. Any and all price escalations shall not be accepted and shall be considered a non-response.

HOLD HARMLESS AGREEMENT

Contractor, the successful offeror, shall indemnify and hold Brazos County harmless from all claims for personal injury, death and/or property damage resulting directly or indirectly from Contractor's performance. Contractor shall procure and maintain, with respect to the subject matter of this bid, appropriate insurance coverage including, as a minimum, public liability and property damage with adequate limits to cover Contractor's liability as may arise directly or indirectly from work performed under terms of this contract. Certification of such coverage must be provided to Brazos County upon request.

INSPECTIONS & TESTING

Acceptance of merchandise, work, and/or equipment provided shall be made by Brazos County at the sole discretion of the Commissioners Court when all terms and conditions of the contract and specifications have been met to its satisfaction, including the submission to Brazos County of any and all documentation as may be required. Title and Risk of Loss of the goods shall not pass to Brazos County until the County actually accepts and takes possession of the goods at the point or points of delivery.

ADDITION/MODIFICATION OF LOCATIONS OR SERVICES

Brazos County reserves the right to add locations as these additional locations may be required. Locations to be added may include, but not limited to, expansions or additions to existing facilities and acquisition or construction of new properties. In the event that Brazos County makes significant structural changes to an existing facility that impacts the Contractor's cost in providing the services anticipated by this contract such change may be treated as a new facility and the procedures provided for in this section may be followed in determining an appropriate price.

In the event Brazos County wishes to add other locations to a group under the contract, a quotation will be solicited from the incumbent Contractor in good standing for the group in which the new location is appropriately situated.

In the event Brazos County shall sell, vacate, abandon, or otherwise dispose or terminate a location to which the contract applies, all existing contracts for services applicable to such location, the portion of this contract that applies to such locations is terminated. All remaining portions of the contract will remain intact. Brazos County will endeavor to give the Contractor written notice of such termination of locations a minimum of thirty (30) days in advance.

INVOICES & PAYMENTS

Payments to Contractors will not be made if the Contractor cannot produce a Brazos County Purchase Order. Contractor shall submit an original invoice on each purchase order or purchase release after each delivery, indicating the purchase order number. Invoices must be itemized.

Any invoice, which cannot be verified by the contract price and/or is otherwise incorrect, shall be corrected by the Contractor.

When multiple deliveries and/or services are required, the Contractor may invoice following each delivery or performance of service and Brazos County will pay on invoice within thirty (30) days upon receipt of invoice. Contracts providing for a monthly charge will be billed and paid on a monthly basis only. The Contractor will provide an invoice for each month in which Brazos County is responsible for payment, during the duration of the contract. Prior to any and all payments made for goods and/or services provided under this contract, the Contractor should provide their Taxpayer Identification Number or Social Security number as applicable. This information must be on file with Brazos County Auditor's office. Failure to provide this information may result in a delay in payment and/or back-up withholding as required by the Internal Revenue Service.

PRICING

Prices for all goods and/or services shall be firm for the duration of this contract and shall be stated on the Pricing/Delivery Information form. **Prices shall be all inclusive: No price changes, additions, or subsequent qualifications will be honored during the course of the contract.** All prices must be written in ink or typewritten. Pricing on all transportation, freight, drayage and other charges are to be prepaid by the Contractor and included in the bid prices. If there are any additional charges of any kind, other than those mentioned above, specified or unspecified, offeror **MUST** indicate the items required and attendant costs or forfeit the right to payment for such items. Where unit pricing and extended pricing differ, unit pricing prevails.

TAXES

Brazos County is exempt from all federal excise, state and local taxes unless otherwise stated in this contract. Brazos County claims exemption from all sales and/or use taxes under Texas Tax Code §151.309, as amended. Texas Limited Sales Tax Exemption Certificates will be furnished upon written request to Brazos County Purchasing Agent.

GOVERNING FORMS

In the event of any conflict between the terms and provisions of these requirements and the specifications, the specifications shall govern. In the event of any conflict of interpretation of any part of this overall contract, Brazos County's interpretation shall govern. In the event of a conflict between the terms, conditions, provisions, and specifications of this contract and any other terms, conditions, provisions, and specifications provided by the Contractor; the terms of this contract shall supersede.

GOVERNING LAW

This bid solicitation is governed by the competitive bidding requirements of Brazos County Purchasing Act, Texas Local Government Code, §262.021 *et seq.*, as amended. Offerors shall comply with all applicable federal, state and local laws and regulations. Offeror is further advised that these requirements shall be fully governed by the laws of the State of Texas and that Brazos County may request and rely on advice, decisions and opinions of the Attorney General of Texas and Brazos County Attorney concerning and portion of these requirements. Potential vendors are advised they may have disclosure requirement pursuant to Texas Local Government Code, Chapter 176.

This law requires persons desiring to do business with the County to disclose any gifts that have an aggregate value in excess of \$250.00 given to any employee of the County, County Official to the County Official's family members or employment of any employee of the County, County Official or the County Official's family members during the preceding twelve (12) month period. The disclosure questionnaire must be filed with the Brazos County Clerk. Refer to Texas Local Government Code, Chapter 176 for the details of this law. Bidder understands that Brazos County is a government subject to Texas State and Federal public information statutes.

DISQUALIFICATION OF OFFEROR

Upon signing this contract, an offeror offering to sell supplies, materials, services, or equipment to Brazos County certifies that the offeror has not violated the antitrust laws of this state codified in Texas Business and Commerce Code §15.01, et seq., as amended, or the federal antitrust laws, and has not communicated directly or indirectly the bid made to any competitor or any other person engaged in such line of business. Any or all bids may be rejected if Brazos County believes that collusion exists among the offerors. Bids in which the prices are obviously unbalanced may be rejected. If multiple bids are submitted by an offeror and after the bids are opened, if one of the bids is withdrawn, the result will be that all of the bids submitted by that offeror will be withdrawn; however, nothing herein prohibits a Contractor from submitting multiple bids for different products or services.

SEVERABILITY

If any section, subsection, paragraph, sentence, clause, phrase or word of these requirements or the specifications shall be held invalid, such holding shall not affect the remaining portions of these requirements and the specifications and it is hereby declared that such remaining portions would have been included in these requirements and the specifications as though the invalid portion had been omitted.

SILENCE OF SPECIFICATIONS

The apparent silence of specifications as to any detail, or the apparent omission from it of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practice is to prevail and that only material and workmanship of the finest quality are to be used. All interpretations of specifications shall be made on the basis of this statement. The items furnished under this contract shall be new, unused of the latest product in production to commercial trade and shall be of the highest quality as to materials used and workmanship. Manufacturer furnishing these items shall be experienced in design and construction of such items and shall be an established supplier of the item bid.

TERMINATION

Brazos County reserves the right to terminate the contract for default if offeror breaches any of the terms therein, including warranties of offeror or if the offeror becomes insolvent or commits acts of bankruptcy. Such right of termination is in addition to and not in lieu of any other remedies which Brazos County may have in law or equity. Default may be construed as, but not limited to, failure to deliver the proper goods and/or services within the proper amount of time, and/or to properly perform any and all services required to Brazos County's satisfaction and/or to meet all other obligations and requirements. Brazos County may terminate the contract without cause upon thirty (30) days written notice.

POLICY REQUIREMENTS FOR CERTIFICATE OF INSURANCE

CONTRACTOR'S INSURANCE

The Contractor(s) before starting work for Brazos County, must furnish Brazos County a Certificate of Insurance or other acceptable evidence from a reputable insurance company or companies with an A.M. Best Rating of AA@ (such companies to be acceptable to Brazos County) licensed to write insurance in the state of Texas, showing that the Contractor is covered by the insurance as follows:

- (1) Statutory Workers Compensation Insurance with Employers Liability Insurance in the amount of \$1,000,000. In the event any work is sublet, the Contractor shall require the subcontractor similarly to provide the same coverage and shall himself acquire evidence of such coverage on behalf of the subcontractor. (TLC Sec. 401.011)
- (2) Commercial General Liability Insurance with a \$ 2,000,000 Combined Single Limit. The policy shall be on the Comprehensive General Liability 1986/90 occurrence form, and shall include coverage for acts of independent contractors, and shall name Brazos County as an additional insured. Waiver of subrogation is required. No claims made policies are acceptable without prior approval by the Commissioners Court/Risk Management.
- (3) Automobile Public Liability Insurance with a \$1,000,000 Combined Single Limit, in all self-propelled vehicles used in connection with the contract, whether owned, non-owned or hired. Waiver of subrogation is required.

The Certificate of Insurance furnished to Brazos County shall contain a provision that coverage under such policies shall not be canceled or materially changed until at least 30 days prior written notice has been given to Brazos County.

LIMITATIONS

The parties are aware that there are constitutional and statutory limitations on the authority of Brazos County to enter into certain terms and conditions of the contract, including, but not limited to, authorizations of the placement of liens on Brazos County property; disclaimers and limitations of warranties; disclaimers and limitations of liability for damages; waivers, disclaimers and limitations of legal rights, remedies, requirements and processes; limitations of periods to bring legal action; granting control of litigation or settlement to another party; liability for acts or omissions of third parties; payment of attorneys' fees; dispute resolution; indemnities; and confidentiality (collectively, the "Limitations"). Any contract terms and conditions related to the Limitations will not be binding on Brazos County except to the extent authorized by the laws and Constitution of the State of Texas.

COVERAGES/WAGES

Nothing in this contract shall be construed as making Brazos County responsible for the payment of compensation and/or any benefits for Contractor including health, property, motor vehicle, workers' compensation, disability, death, and dismemberment insurance for the Contractor's

employees and/or equipment. Nothing in the contract shall be construed as making Brazos County responsible for wages, materials, logistical support, equipment, and related travel expenses incurred by the Contractor.

SOVEREIGN IMMUNITY

The parties understand that Brazos County does not waive or relinquish any immunity or defense on behalf of itself, officers, employees, agents, and volunteers as a result of its execution of this contract and the performance of the covenants contained herein. Further, Brazos County is not responsible for any civil liability that arises from any act or omission made within the course and scope of this contract. The parties understand and agree that Brazos County does not assume civil liability under any theory of law for the actions of the Contractor in providing services hereunder.

NOTICES

Notices shall be mailed to the addresses designated herein or as may be designated in writing by the parties from time to time and shall be deemed received when sent postage prepaid U.S. Mail to the following addresses:

BRAZOS COUNTY:
Brazos County, Texas
Duane Peters, Brazos County Judge
200 South Texas Avenue, Suite 332
Bryan, Texas 77803

CONTRACTOR:

Sales Contact Name:	Phone Number:	Billing Info:
<u>RANDY STONE</u>	<u>979-822-1300</u>	<u>1140 FINFEATHER RD BRYAN, TX</u> <u>77803</u>

ASSIGNABILITY

This contract may not be assigned without the prior written permission of Brazos County.

FISCAL FUNDING CLAUSE

Notwithstanding any provisions contained herein, the obligations of Brazos County are expressly contingent upon the availability of funding for the obligations contained herein for the term of the contract and any extensions thereto.

WAIVERS

No waiver by either party hereto of any term or condition of this contract shall be deemed or construed to be a waiver of any other term or condition or subsequent waiver of the same term or condition.

ENTIRE CONTRACT

This contract represents the entire and integrated agreement between Brazos County and the Contractor and supersedes all prior negotiations, representations, or contracts, either written or oral. This contract may only be amended by written instrument approved and executed by the parties.

AVAILABILITY AND RETENTION OF RECORDS

All records relating to the service provided under this contract and supporting documentation for invoices submitted to Brazos County by the Contractor shall be retained and made available by the Contractor for audit by Brazos County, its duly authorized representatives, the State of Texas (including, but not limited to the Auditor of the State of Texas, Inspector General or duly appointed law enforcement officials) and agencies of the United States Government. Such records shall be returned by Contractor and made available for any time period required by state or federal law. If changes occur in the governing state or federal law, regarding retention records, Contractor shall comply with such changes. If an audit is initiated before the expiration of such time periods required by state or federal law regarding retention of records, the Contractor shall retain such records until the audit is concluded and all issues resolved. Contractor shall provide Brazos County with copies of such audits that be conducted with respect to the contract.

AUDIT RESPONSIBILITY

The Contractor shall be responsible for receiving, replying to and/or complying with any audit exception by appropriate federal, state or local audit directly related to the provision of this contract.

The Contractor shall repay to Brazos County the full amount received for duplicate billings, erroneous billings, false or deceptive claims. The Contractor recognizes and agrees that Brazos County may withhold any money due and recover through any appropriate method any money erroneously paid under this contract if evidence exists of less than full compliance with this contract.

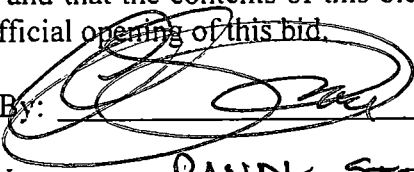
INDEMNIFICATION

The Contractor shall defend, indemnify and save harmless Brazos County and all its officers, agents, and employees from all suits, actions, or claims of any character, name and description including attorney's fees expenses brought for or on account of any injuries or damages received or sustained by any person or persons or property, by or from the said Contractor or his employees or by or in consequence of any negligence in safeguarding the work, or through the use of unacceptable materials in construction of the work, or by or on account of any act of omission, the Worker Compensation Law or any other law, ordinance, order or decree, and so much of the money due the said Contractor under and by virtue of his contract as shall be considered necessary by Brazos County may be retained for the use of Brazos County, or in case no money is due, his sureties shall be held until suit or suits, action or actions, claim or claims for injury or damages as aforesaid shall have been settled and satisfactory evidence to that effect furnished Brazos County. Contractor shall defend, indemnify and save harmless Brazos County, its officers, agents and employees in accordance with this indemnification clause regardless of whether the injury or damage is caused in part by Brazos County, its officers, agents or employees.

CERTIFICATION OF BID AND NON-DEBARMENT

Brazos County is federally mandated to adhere to the directions provided in the President's Executive Order (EO) 13224, Executive Order on Terrorist Financing – Blocking Property and Prohibiting Transactions With Persons Who Commit, Threaten to Commit, or Support Terrorism, effective 9/24/2001 and any subsequent changes made to it via cross-referencing respondents/vendors with the Federal General Services Administration's Excluded Parties List System (EPLS, <https://www.sam.gov>), which is inclusive of the United States Treasury's Office of Foreign Assets Control (OFAC) Specially Designated National (SDN) list. Respondent certifies that the responding entity and its principals are eligible to participate in this transaction and have not been subjected to suspension, debarment, or similar ineligibility determined by any federal, state or local governmental entity and that Respondent is in compliance with the State of Texas statutes and rules relating to procurement and that Respondent is not listed on the federal government's terrorism watch list as described in Executive Order 13224. Entities ineligible for federal procurement are listed at <https://www.sam.gov>.

The undersigned further affirms the non-debarment statement above, that they are duly authorized execute this contract, that this bid has not been prepared in collusion with any other vendor, and that the contents of this bid have not been communicated to any other vendor prior to the official opening of this bid.

Signed By: 

Title: SYSTEM MGR

Typed Name: RANDY STONE

Company Name: DAVIS FIRE EQUIP CO. Phone No. 979-822-7300


Email Address: RANDY @ A1 FIRE.NET

Mailing Address: 1140 FINFEATHER BRYAN TX 77803
P. O. Box or Street City State Zip

Employer Identification Number: 260367992

Social Security Number: _____

Approved by Commissioners' Court on this 3rd day of October 2017 by

 holding the position of Brazos County Judge

IQ #18-021
FIRE EXTINGUISHER, SPRINKLER SYSTEMS,
INSPECTIONS, MAINTENANCE AND TESTING
CONTRACT

October 1, 2017- September 30, 2019

Fill out "Informal Quotes" form and hand deliver or mail to the Brazos County Purchasing Department, 200 South Texas Ave., Suite 352; Bryan, TX 77803 in a sealed envelope clearly marked "IQ #18-021, Fire Extinguisher, Sprinkler Systems, Inspections, Maintenance and Testing". Include the signed Contract and a copy of the required insurance with the submission of quotes. Quotes must be received by the Brazos County Purchasing Department prior to 2:00p.m., Tuesday, September 19, 2017 or they will not be considered. Brazos County will not accept any pricing if delivered via email or fax. Pricing proposals or IQ's delivered to any other person or department other than previously specified, will not be considered responsive.

Brazos County is soliciting quotations for an annual contract for inspections, maintenance and testing of Fire Extinguishers and Sprinkler Systems at various Brazos County locations. Prices quoted shall be good for a two (2) year period, with an option to renew for three (3) additional one (1) year periods.

A. SPECIFICATIONS: See chart on page 3 of Exhibit A for equipment and buildings.

1. Fire Extinguishers and Sprinkler Systems:

a) Annually

- Inspect Fire Extinguishers
- Inspect sprinkler systems
- Inspect sprinkler pumps
- Inspect Risers
- Inspection of backflows

b) Semi-Annually

- Inspect fire suppression systems Semi-Annually: recharge of appropriate chemical and or propellant.
- Inspect and replace fusible links.

c) Recharging of Fire Extinguishers

- Contractor shall recharge any rechargeable-type fire extinguishers after use or as indicated by an inspection or when performing maintenance. When performing the recharging, the recommendation of the manufacturer shall be followed.

d) 6 Year Maintenance of Fire Extinguishers

e) 12 year Hydro Testing of Fire Extinguishers

- Hydro Testing - shall always include both an internal and external visual examination of the cylinder and include recharge of appropriate chemical or propellant when needed.

3. Fire Hoses - Cost for re-racking of fire hoses shall be included in the cost for the inspection and testing.

a) Annually

- Inspection and re-rack

b) Every 3 years

- Hydro testing and re-rack

4. Record Keeping and Reporting

- All equipment shall have a tag or label securely attached that indicates the month and year the inspection and/or maintenance that was performed and identifies the person performing the service.
- Report of findings for inspections and/or testing will be delivered to the Facility Services Director upon completion.

5. Service Calls

- Awarded vendor shall respond to a request for a service/repair within 48 hours of a call for service.
- Awarded vendor will provide a detailed estimate reflecting all parts and labor prior to making any repairs. This estimate shall include any trip charges or travel costs.
- A purchase order must be received prior to delivery of any goods or services.

6. Miscellaneous

- All invoices must match bid pricing in order to be processed for payment. Also invoices must have dates of service with an itemized detail of the service that was performed.
- The awarded vendor must maintain all licenses, registrations, certifications and/or permits required under applicable laws and regulations by the proper regulatory agencies. Proof of compliance may be required at any time during this service contract. Failure to provide requested documents may be construed as a default and the purchase orders affected may be canceled. All services being performed must be performed by certified technicians in accordance with Federal, State and local fire safety codes.
- Exhibit A is incorporated into and becomes a part of any purchase order issued subsequent to this solicitation.
- Brazos County reserves the right to increase/decrease the estimated listed quantities during the term of the agreement to accommodate the changing needs of the facilities and best serve the interests of Brazos County.
- Prices quoted shall be firm for each service during the term of the contract and all renewal periods.
- Facility Services working hours are Monday – Friday from 8:00 am till 5:00 pm, however, there will be times when inspections and testing will need to be completed outside of these working hours and this will need to be arranged through Facilities Services.
- Vendor pricing submitted for this contract shall include all of the terms and conditions this Exhibit “A” and Contract. Any variation or exceptions from the specifications in these quote documents must be indicated on the quote or on a separate attachment to the quote and labeled as such.



Brazos County Purchasing Department

200 SOUTH TEXAS AVE SUITE 352
PHONE (979) 361-4290

BRYAN, TX 77803
FAX (979) 361-4293

Addendum #1 to 18-021 Fire Extinguishers, Sprinkler Systems, Inspections, Maintenance and Testing

Issued: September 18, 2017
Changes: Correction to chart and extension of bid due date
Reasons: Error in Exhibit A

1. Exhibit A, page 3 of 7, Chart :
Please remove entire chart from bid and replace with the corrected version attached to this Addendum. The changes are as follows: Count of the Risers from 17 to 23 and Backflow from 12 to 13. See chart for exact location for each addition.
2. As a result of this error, the bid submission deadline is extended to Friday, September 22, 2017 at 2:00 pm.

This addendum should be signed by an authorized representative of the respondent and returned with the bid documents as specified in the bid.

Acknowledgement of Addendum:

Signature: _____

Printed Name: _____

RANDY STONE

[illegible]

B. INSURANCE REQUIREMENTS

1. Successful bidder must provide evidence of required insurance prior to award. Full descriptions of insurance requirements are listed in the attached Contract.

C. AWARD

1. The contract award shall be based on, but not necessarily limited to, the following factors:
 - a) Cost
 - b) Special needs and requirements of Brazos County
 - c) Time needed to complete service
 - d) Location of Contractor (distance that vehicles will travel for services)
 - e) Contractor's past performance record with Brazos County
2. Although the cost of products to be provided is an essential part of the award, Brazos County is not obligated to award a contract on the sole basis of cost but will award to Contractor considered to be the best value to Brazos County.

D. MISCELLANEOUS

1. Contractor must sign and agree to all terms and conditions of Brazos County Service Contract attached or quote submission will not be valid.
2. Contractor must submit and post all questions regarding this solicitation on the Brazos Valley Online Bidding System located at www.brazosbid.cstx.gov. Any questions received via email or phone call will not be answered.
3. To arrange a visual inspection of locations, please call the Facilities Services Director at (979)361-4460.

E. QUOTES

1. Fill out section below and hand deliver or mail to the Brazos County Purchasing Department, 200 South Texas Ave., Suite 352; Bryan, TX 77803 in a sealed envelope clearly marked "IQ #18-021, Fire Extinguisher, Sprinkler Systems, Inspections, Maintenance and Testing". Include the signed Contract and a copy of the required insurance with the submission of quotes. Quotes must be received by the Brazos County Purchasing Department prior to 2:00p.m., Tuesday, September 19, 2017 or they will not be considered. Brazos County will not accept any pricing if delivered via email or fax. Pricing proposals or IQ's delivered to any other person or department other than previously specified, will not be considered responsive.

Type of Inspection	Frequency of Inspection	Cost/Unit				
Fire Extinguishers	Annually	4.50				
Maintenance of Fire Extinguishers	Every 6 years	12.00				
Hydro Testing of Fire Extinguishers	Every 12 years	15.00				
Recharge/refill of fire extinguishers	As needed	5#	10#	20#	K/6L	H2O/ 2.5 gal
		15.00	25.00	45.00	59.00	20.00
Sprinkler System	Annually	100.00				
Sprinkler Pumps	Annually	175.00				
Sprinkler Risers	Annually	100.00				
Sprinkler Backflows	Annually	45.00				
Fire Hose & re-rack	Annually	15.00				
Hydro Testing of Fire Hose & re-rack	Every 3 years	50.00				
Suppression System	Semi-Annual	50.00				
Inspection of Fusible Links	Semi-Annual	N/C				
Replacement of Fusible Links	Semi-Annual	9.00				
Recharge of chemical and/or propellant for suppression system	As needed	25.00				
Purchase of fire extinguishers	Size	Cost/unit				
ABC	5#	50.00				
ABC	10#	66.00				

ABC	20#	155.00
Class K	6L	160.00
H2O	2.5 gal	120.00
Service Calls Hourly to include trip charge/travel		Cost
		75.00

The undersigned affirms that they are duly authorized to execute this contract, that this bid has not been prepared in collusion with any other bidder, and that the contents of this bid have not been communicated to any other bidder prior to the official opening of this bid.

Furthermore, the bidder affirms that they are willing and capable of performing the services entailed in this bid or providing the goods described in this bid, and agrees to do so for the term of this contract. The bidder also agrees to all of the terms and conditions contained in this document and agrees to be held to them for the term of this contract.

Signature of Authorized Representative: Laura Taylor

Printed Name: LAURA TAYLOR

Vendor Name: DAVIS FIRE EQUIP, INC. Contact Phone #: 979-822-7300

Email: davisfireequip@yahoo.com Date: 9-18-17



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/9/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Insurors of Texas P.O. Box 2683 Waco TX 76702-2683		CONTACT NAME: Tanya Cannon PHONE (A/C, No. Ext): (254) 759-3701 FAX (A/C, No): (254) 750-8135 E-MAIL ADDRESS: tcannon@insurorsoftexas.com	
INSURED A-1 Security & Fire Equipment Co Inc, DBA A-1 Fire & 6701 Imperial Waco TX 76712		INSURER(S) AFFORDING COVERAGE INSURER A: Illiniois Union Ins Co NAIC # 27960 INSURER B: Acadia Insurance Company 31325 INSURER C: Commerce & Industry Insurance 19410 INSURER D: Texas Mutual Ins Company 22945 INSURER E: INSURER F:	

COVERAGES

CERTIFICATE NUMBER: 17/18 Master

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			627569973002	3/11/2017	3/11/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ EXCLUDED PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Employee Benefits \$ 1,000,000
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			4743849	3/11/2017	3/11/2018	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			BE021339112	3/11/2017	3/11/2018	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000 \$
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input checked="" type="checkbox"/> Y	N/A	TSF00001142128	3/11/2017	3/11/2018	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
B	Contractor's Equipment Rented/Leased			4743849	3/11/2017	3/11/2018	Limit \$50,000 Deductible \$1,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The General Liability & Auto Liability policies provides automatic blanket additional insured status to the certificate holder only when there is a written contract between the named insured and the certificate holder that requires such status. Same conditions apply to blanket Waiver of Subrogation endorsement on the General Liability, Auto & Workers compensation policies. The General Liability & Auto Liability policies contain a blanket endorsement that provides the Insured's coverage become primary & non-contributory to the certificate holder's own insurance only when there is a written contract between the named insured and the certificate holder that requires such status.

CERTIFICATE HOLDER

CANCELLATION

FOR INFORMATIONAL PURPOSES ONLY

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

DJ Callaway/HRNDEZ

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COMMENTS/REMARKS

Re: A-1 Fire & Safety ECR-1179; SCR-0286; ACR-1054; HCR-345
Davis Fire Equipment, Inc. ECR-1903; 1140 Finfeather (previously 1709 E. William J Bryan
Pkwy) Bryan, TX 77803

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. DAVIS FIRE EQUIPMENT INC	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input checked="" type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) > Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) >	
	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) Exemption from FATCA reporting code (if any) <i>(Applies to accounts maintained outside the U.S.)</i>	
	5 Address (number, street, and apt. or suite no.) 1140 FINFEATHER RD	Requester's name and address (optional)
	6 City, state, and ZIP code BRYAN, TX 77803	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I Instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number								
			-				-	
or								
Employer identification number								
2	6		-	0	3	6	7	9
						9	9	2

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here
Signature of U.S. person > *Elizabeth Galvan*

Date > **9-18-17**

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/w9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.



**BRAZOS COUNTY
BRYAN, TEXAS**

DEPARTMENT: Road and Bridge NUMBER: CC-2017 Saddle Creek Subd Ph
11-County Maintenance

DATE OF COURT MEETING: 10/3/2017

ITEM: Acceptance of Saddle Creek Subdivision Phase 11 into the Brazos County road maintenance system; the roads (portion of Saddle Creek Drive, portion of Canvasback Cove and Majestic Oak Court) and roadway drainage structures are in compliance with the Brazos County Subdivision and Development Regulations. Site is located in Precinct 1.

TO: Commissioners Court

FROM: Karen Tyler

DATE: 09/27/2017

FISCAL IMPACT: False

BUDGETED: False

DOLLAR AMOUNT: \$0.00

ATTACHMENTS:

File Name

Description

Type

No Attachments Available

BRAZOS COUNTY
COMMISSIONERS' COURT ACTION FORM

DEPARTMENT Road and Bridge

DEPT. NUMBER 56001000

DATE OF COURT MEETING: October 3, 2017


ITEM: Consider and take action on acceptance of Saddle Creek Subdivision Phase 11 into the Brazos County road maintenance system; the roads (portion of Saddle Creek Drive, portion of Canvasback Cove and Majestic Oak Court) and roadway drainage structures are in compliance with the Brazos County Subdivision and Development Regulations. Site is located in Precinct 1.

SOURCE OF FUNDS: N/A

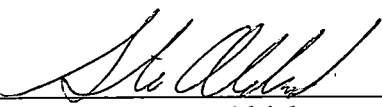
NOTES/EXCEPTIONS:

- Brazos County will assume no maintenance responsibility for drainage ways or easements other than those that directly drain the roadway.
- Private drainage ways and easements shall be maintained by the individual property owners or the Home Owners Association (HOA).
- Brazos County shall maintain the roadway, shoulders as needed and drainage facilities which directly drain the roadway.
- The property owners/HOA shall be responsible for mowing and landscape maintenance of all rights of ways and easements.

SUBMITTED BY:


R. Alan Munger, P.E.
County Engineer

ACKNOWLEDGED BY:


Commissioner Steve Aldrich
Precinct 1

This Request is Approved ☒ (or) Denied ☐ by Commissioners' Court

Date: 10/3/17


E. Duane Peters, County Judge



**BRAZOS COUNTY
BRYAN, TEXAS**

DEPARTMENT: Road and Bridge NUMBER: CC 2017 - Private Property Access
- Samuel B. Cohen - Blue Ridge
Drive - Remove dead tree.

DATE OF COURT MEETING: 10/3/2017

ITEM: Request permission to enter private property owned by Samuel B. Cohen at 6255 Blue Ridge Drive. County will remove dead tree that is in jeopardy of falling on roadway. Site is located in Precinct 1.

TO: Commissioners Court

FROM: Darrell Kolwes

DATE: 09/27/2017

FISCAL IMPACT: False

BUDGETED: False

DOLLAR AMOUNT: \$0.00

ATTACHMENTS:

File Name

Description

Type

Private Property Access - Samuel B. Cohen - Blue Ridge Drive - Remove dead tree.pdf	Private Property Access - Samuel B. Cohen - Blue Ridge Drive - Remove dead tree.	Backup Material
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**BRAZOS COUNTY
COMMISSIONERS' COURT
ACTION FORM**

DEPARTMENT: Road & Bridge
MEETING DATE: October 3, 2017
SUBJECT: Private Property Access

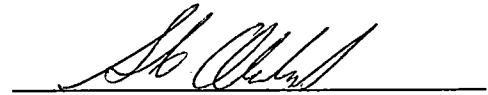
Request permission to enter private property owned by Samuel B. Cohen at 6255 Blue Ridge Drive. County will remove dead tree that is in jeopardy of falling on roadway. Site is located in Precinct 1.

SUBMITTED BY:



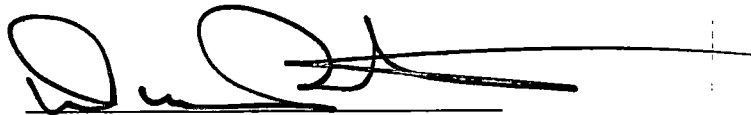
Darrell W. Kolwes
Right of Way Agent

ACKNOWLEDGED BY:



Steve Aldrich
Commissioner Precinct 1

This request is ☒ APPROVED / ☐ DENIED by Commissioners' Court



Duane Peters, County Judge

Date: 10/3/17



BRAZOS COUNTY PRIVATE PROPERTY ACCESS FORM

E. Duane Peters
Brazos County Judge

Steve Aldrich
Commissioner Pct. 1

Sammy Catalena
Commissioner Pct. 2

Nancy Berry
Commissioner Pct. 3

Irma Cauley
Commissioner Pct. 4

R. Alan Munger, P.E.
County Engineer
Brazos County Road & Bridge Dept.
2617 Hwy 21 West
Bryan, Texas 77803
Office: 979-822-2127
Fax: 979-775-0453
ramunger@brazoscountytexas.gov

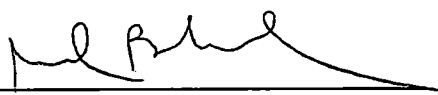
- I. OWNER(S): Samuel B. Cohen (979) 690-0809
- II. ADDRESS: 6255 Blue Ridge Drive
College Station, Texas 77845-9203
- III. LOCATION OF WORK: 6255 Blue Ridge Drive
R45823 – Valley Ridge Subdivision, Phase I, Lot 34A, 7.54 acres
- IV. DESCRIPTION OF WORK: Remove dead tree near right of way line. This work is being done for the health, safety and welfare of the general public.

Additional Comments: _____

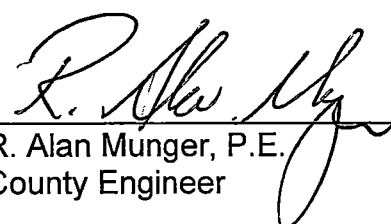
V. MAINTENANCE: Yes _____ No X _____

IF YES, ESTIMATE FREQUENCY OF MAINTENANCE: N/A

I (we) the undersigned owner(s) grant permission to Brazos County the ability to access the above mentioned private property for roadway maintenance purposes.

Owner's Signature: 
Samuel B. Cohen

Date: 9 - 26 - 17


R. Alan Munger, P.E.
County Engineer


Darrell Kolwes
Right of Way Agent



**BRAZOS COUNTY
BRYAN, TEXAS**

DEPARTMENT: Road and Bridge NUMBER: CC2017-Foxtail Estates final plat
DATE OF COURT MEETING: 10/3/2017
ITEM: Final Plat of Foxtail Estates, 16.883 Acres; Block 1, Lots 1-13; George W. Singleton Survey League, A-51; Brazos County, Texas. Site is located in Precinct 2.
TO: Commissioners Court
FROM: Karen Tyler
DATE: 09/28/2017
FISCAL IMPACT: False
BUDGETED: False
DOLLAR AMOUNT: \$0.00

NOTES/EXCEPTIONS:

- Owner: P & W Development, LLC
- Engineer/Surveyor: Schultz Engineering LLC/Kerr Surveying LLC

ATTACHMENTS:

File Name

[Brazos County Application.pdf](#)

[Final Plat Mylar.pdf](#)

Description

Application for Development

Plat

Type

Backup Material

Backup Material

**BRAZOS COUNTY
COMMISSIONERS' COURT
ACTION FORM**

DEPARTMENT Road and Bridge

DEPT. NUMBER 56001000

DATE OF COURT MEETING: October 3, 2017

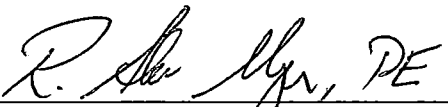
ITEM: Consider and take action on the Final Plat of Foxtail Estates; 16.883 Acres; Block 1, Lots 1-13; George W. Singleton Survey League, A-51; Brazos County, Texas. Site is located in Precinct 2.

SOURCE OF FUNDS: N/A

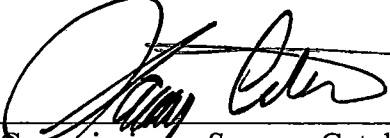
NOTES/REQUIREMENTS:

- Owner: P & W Development LLC
- Engineer/Surveyor: Schultz Engineering LLC/Surveyor; Kerr Surveying, LLC

SUBMITTED BY:


R. Alan Munger, P.E.
County Engineer

ACKNOWLEDGED BY:


Commissioner Sammy Catalena
Precinct 2

This Request is [☒] APPROVED / DENIED [] by Commissioners' Court


E. Duane Peters, County Judge

10/3/17
Date



Brazos County Road & Bridge Office
2617 SH 21 West
Bryan, TX 77803
Telephone: (979) 822-2127
Fax: (979) 775-0456
Email: plats@brazoscountytexas.gov

PLAT APPLICATION

SUBJECT PROPERTY INFORMATION	
APPLICATION DATE *:	RESUBMITTAL: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
PROJECT / SUBDIVISION NAME: FOXTAIL ESTATES	
PROJECT ADDRESS OR LOCATION: 5455 FM 974	
LEGAL DESCRIPTION: A005100, GEORGE W SINGLETON, TRACT 28.3, 14.73 ACRES & A005100, GEORGE W SINGLETON, TRACT 28, 2.31 ACRES	
IF RESUBMITTAL, PROJECT FORMERLY KNOWN AS:	
NUMBER OF LOTS: 13	TOTAL ACREAGE 16.883
JURISDICTION: <input type="checkbox"/> CITY LIMITS <input type="checkbox"/> ETJ <input checked="" type="checkbox"/> OUTSIDE ALL CITY LIMITS AND ETJs	

* Notification of Application completeness will be given within 10 days of Application date. All incomplete Applications will be rejected. This Application shall expire five (5) years from the Application date of the project.

TYPE OF APPLICATION		
<input type="checkbox"/> MASTER PLAN	<input type="checkbox"/> SIMPLIFIED PLAT	<input type="checkbox"/> PRELIMINARY PLAN
<input checked="" type="checkbox"/> FINAL PLAT	<input type="checkbox"/> AMENDING PLAT	<input type="checkbox"/> REPLAT

APPLICATION PURPOSE		
<input checked="" type="checkbox"/> RESIDENTIAL	<input type="checkbox"/> MANUFACTURED HOME RENTAL COMMUNITY	<input type="checkbox"/> COMMERCIAL
<input type="checkbox"/> OTHER (Please explain):		

FLOODPLAIN	
IS ANY OF THE PROPERTY LOCATED IN A FLOODPLAIN OR FLOOD HAZARD AREA?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
Acknowledgment: The flood hazard boundary maps and other flood data used by Brazos County in evaluating flood hazards to proposed Developments are considered reasonable and accurate for regulatory purposes and are based on the best available scientific and engineering data. On rare occasions greater floods can and will occur and flood heights may be increased by man-made or natural causes. Issuance of a Floodplain Permit in accordance with the Brazos County Flood Damage Prevention Ordinance does not imply that Development outside the areas of special flood hazard will be free from flooding or flood damage. Issuance of a permit shall not create liability on the part of Brazos County or any officer or employee of Brazos County in the event flooding or flood damage does occur.	

TxDOT RIGHT-OF-WAY	
WILL ANY CONSTRUCTION OCCUR IN TxDOT RIGHT-OF-WAYS?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO

DIGITAL FILE SUBMISSION			
COUNTY ENGINEER	<input checked="" type="checkbox"/> ADOBE (.pdf file)	<input checked="" type="checkbox"/> AutoCAD (.dwg file)	(Email To: plats@brazoscountytexas.gov)
911 ADDRESSING	<input checked="" type="checkbox"/> ADOBE (.pdf file)	<input checked="" type="checkbox"/> AutoCAD (.dwg file)	(Email To: gis@brazoscountytexas.gov)

CONTACT INFORMATION**APPLICANT INFORMATION**

FIRM NAME: P & W DEVELOPMENT LLC

CONTACT: Dusty Phillips

ADDRESS: 4490 CASTLEGATE DR

CITY: College Station

STATE: Tx

ZIP: 77845

PHONE: 979.690.7250

FAX: 979.690.1041

EMAIL: dustyphillips52@yahoo.com

PROPERTY OWNER INFORMATION

FIRM NAME: P & W DEVELOPMENT LLC

CONTACT: Dusty Phillips

ADDRESS: 4490 CASTLEGATE DR

CITY: College Station

STATE: Tx

ZIP: 77845

PHONE: 979.690.7250

FAX: 979.690.1041

EMAIL: dustyphillips52@yahoo.com

ENGINEER INFORMATION

FIRM NAME: Schultz Engineering LLC

CONTACT: Joe Schultz

ADDRESS: 911 Southwest Parkway E

CITY: College Station

STATE: TX

ZIP: 77840

PHONE: 979-764-3900

FAX:

EMAIL: eng@schultzeng.com

SURVEYOR INFORMATION

FIRM NAME: Kerr Surveying, LLC

CONTACT: Brad Kerr

ADDRESS: 409 North Texas Ave.

CITY: Bryan

STATE: TX

ZIP: 77803

PHONE: 979-268-3195

FAX:

EMAIL: louise.barker@suddenlinkmail.com

OTHER INFORMATION

FIRM NAME:

CONTACT:

ADDRESS:

CITY:

STATE:

ZIP:

PHONE:

FAX:

EMAIL:

PROPERTY OWNER CONSENT / AGENT AUTHORIZATION

By my signature, I hereby affirm that I am the property Owner of record, or if the Applicant is an organization or business entity, that authorization has been granted to represent the Owner, organization or business in this Application. I certify that the preceding information is complete and accurate, and it is understood that I agree to the Development/Subdivision of this property.

SIGNATURE:	PRINTED NAME: Dusty Phillips	DATE:
SIGNATURE:	PRINTED NAME:	DATE:

By signing this form, the Owner of the property authorizes Brazos County to begin proceedings in accordance with the process for this type of Application indicated on page one of this Application. The Owner further acknowledges that submission of an Application does not in any way obligate the County to approve the Application and that although County staff may make certain recommendations regarding this Application, the Commissioner's Court may not follow that recommendation and may make a final decision that does not conform to the staff's recommendation.

CALCULATIONS OF FEES

MASTER PLAN:	No charge	SIMPLIFIED PLAT:	\$100	PRELIMINARY PLAN:	\$150 + \$5 per lot
FINAL PLAT:	\$150 + \$10 per lot	AMENDING PLAT:	\$100	REPLAT:	\$150

RECEIPT BY BRAZOS COUNTY (Official Use Only)

DATE APPLICATION RECEIVED: ____ / ____ / ____	DATE APPLICATION RECEIVED / REJECTED: ____ / ____ / ____
SIGNATURE:	SIGNATURE:

Receipt of this Application by Brazos County does not provide confirmation or acceptance of a complete Application, nor does it waive requirements for any additional information not contained as part of this Application which may also be needed as a part of the review process.

Application Check List:

Copies of finished plat with corrections (*if any*):

- ☒ Three (3) hard copies to Brazos County
- ☒ One (1) .pdf copy to Brazos County
- ☒ One (1) .dwg copy to Brazos County
- ☒ One (1) hard copy to Brazos County Health District
- ☒ One (1) hard copy to Brazos County 911
- ☒ One (1) hard copy to local Water District or Company

Letters of approval (to be sent by the approving institution directly to Brazos County Engineering):

- ☐ Letter from Brazos County Health District - For On-site sewage evaluation.
- ☐ Letter from Brazos County 911 - For Road names.
- ☐ Letter from Water District or Company. - Stating water availability, etc.

If property is within an Extraterritorial Jurisdiction (ETJ) of a City:

- ☐ Approval notification from appropriate City.

Applicant attests that they have signed this Application in the capacity designated, if any, and further attests that they have read document and the statement contained herein and any attached are true and factual. All Applicants are encouraged to review the County Regulations prior to any plat submittal. It is understood that this Application is not finished or dated until all documents listed above are filed at the Brazos County Engineering Office and all applicable blanks are filled in the Application above.

SIMPLIFIED FINAL PLAT REQUIREMENTS

Every Simplified Plat shall include all of the following:

- ☐ Title Block with the following information:
 - ☐ Name, address, telephone and email address of Subdivider, recorded Owner, Engineer and surveyor.
 - ☐ Proposed name of Subdivision. (Subdivision name & Street names will be approved through the Brazos County 911.) (Replats need to retain original Subdivision name.)
 - ☐ Date of preparation. (Include the date of any revisions on the plat.)
 - ☐ Engineer's scale in feet.
 - ☐ Total area intended to be developed.
 - ☐ Proposed number of Lots to be developed.
 - ☐ Re-plat or Amending Plat, existing Lot and Block description or Abstract name and number.
- ☐ North arrow.
- ☐ Drawn on 24" x 36" sheet to scale of 100-feet per inch or larger.
- ☐ Subdivision boundary indicated by heavy lines. Boundary must include all of Parent Tract.
- ☐ All horizontal control and vertical elevations depicted on the plat shall be tied to NAD83 and NAVD 1988 Datum.
- ☐ A vicinity map, drawn at a scale appropriate to show all nearby major Roadways and sufficient in detail to identify the location of the proposed plat.
- ☐ All adjacent property Owner's names, deed record, or Subdivision name, Block and Lot number, and existing use.
- ☐ All parcels within the boundary of the Subdivision shall have a Block and Lot number shown on the face of the plat drawing.
- ☐ County boundaries, City limits, Extraterritorial Jurisdiction (ETJ) boundaries, school district boundaries and Subdivision section and/or phase boundaries.
- ☐ Road names and Right-of-Way width for all Roads. (Existing and proposed)
- ☐ All existing and proposed plat boundary lines, phase/section lines, and Lot lines with bearings and dimensions.
- ☐ Utility Services. (Water, wastewater, electrical, natural gas, cable, phone, etc.)
- ☐ Pipelines: label company with volume and page.
- ☐ All certification language as found in Appendix C.
- ☐ Easements and rights-of-way shall be dedicated to the public. The dedication of all Easements and rights-of-way shall be accomplished free of liens. The dedication shall be accompanied by the Certificate of Ownership and Dedication language found in Appendix C. The Owner's and any lien holder's dedication, and restrictions if any duly acknowledged in the manner required for acknowledgement of deeds, shall also be provided.
- ☐ All proposed Easements and existing Easements of record that have a designated route shall be shown on the plat with bearings and dimensions. The Owner shall be responsible for coordinating with all Utility Providers the location of all utility Easements that are shown on the Final Plat.
- ☐ Building Setback Lines for each proposed Lot as defined herein. For Subdivisions located within an Extraterritorial Jurisdiction (ETJ), this may be shown on the drawing or included as a plat note.

- ☐ Metes and bounds description of the property to be subdivided shall be certified by a Registered Professional Land Surveyor (RPLS), describing a beginning point and reciting bearings and distances to a corner of the original land grant survey of which the Subdivision is a part, according to the best available data. (Shown on drawing; not separate description)
- ☐ All Subdivision external corners, angle points, points of curvature and points of tangency shall be set by a Registered Professional Land Surveyor (RPLS) before the plat is recorded and shall be a TxDOT "Light Duty Setting" monument with an aluminum or bronze disk as specified in Appendix C of the TxDOT Survey Manual of April 2011. Alternately, Bernsten® Standard Aluminum Base monument (or equivalent as approved by the County Engineer) embedded and backfilled with compacted sand may be used. All Daughter Lots, Blocks and rights-of-way within the Subdivision shall be fully monumented in compliance with the Texas Board of Professional Land Surveying Act and the Board Rules set by a Registered Professional Land Surveyor (RPLS) before the plat is recorded.
- ☐ Primary control points or descriptions and ties to such control points, to which, later, all dimensions, angles, bearings, Block numbers, and similar data shall be referred. The plat shall be located with respect to a corner of the surveyor tract, or an original corner of the original survey of which it is a part. All boundaries shall be tied to a County control monument.
- ☐ The plat note regarding Owner's responsibilities as found in Appendix G.4, if not contained in the Owner's dedication.
- ☐ The On-site Sewage Facility (OSSF) setback as required by the Brazos County Health District.
- ☐ The location, zone classification and panel Effective Date of the 100-Year Floodplain as identified on the most current Brazos County Flood Insurance Rate Map (FIRM), published by the Federal Emergency Management Agency (FEMA).
- ☐ If there are any areas within the plat that include a FEMA-mapped Floodplain with a Zone A classification, or if there exists within or adjacent to the plat any water courses whose upstream drainage basin is larger than 64 acres, the plat shall also show the extent of the 100-Year Floodplain as determined by an engineering study under the seal of a Registered Professional Engineer. This study shall be sufficient in scope to determine and establish a BFE for all points within the plat.
- ☐ BFE's shall be shown for all points within the plat, as determined by the results of an engineering study. For plats where a FEMA-mapped Floodplain with a Zone AE classification exists within the plat, the BFE established by the accompanying FEMA- published flood study may be substituted for the engineering study.
- ☐ A minimum lowest finished floor elevation (FFE) for Buildings shall be established for each Lot within the plat. This minimum FFE shall be twelve (12) inches higher than the highest spot elevation that is located within five (5) feet outside the perimeter of the Building, or two-feet above the BFE, whichever is higher.
- ☐ If any areas within the plat include a 100-Year Floodplain (as determined by the results of an engineering study or as established by FEMA), a benchmark shall be established by the Owner within or immediately adjacent to the boundary of the plat. The location, description and elevation of the benchmark are required to be identified on the face of the plat. The elevation of this benchmark shall utilize the same vertical datum as that used in the engineering study to determine the FFE.
- ☐ A separate drawing containing both existing and proposed topographic information at 2-FT contour intervals along with the plat boundaries, Easement locations (existing & proposed), and culverts (existing & proposed).
- ☐ The certification language as found in Appendix C for both the Commissioner's Court approval and the County Clerk's filing certificate shall be located on the face of the plat. These signatures shall be obtained after approval by the Brazos County Commissioner's Court.
- ☐ If any Lot within the plat will be served by a well or an On-site Sewage Facility (OSSF), a letter must be provided by the Brazos County Health District stating they have examined the plat and that it is in compliance with the Brazos County On-site Sewage Facility (OSSF) Regulations, Construction Standards for On-site Sewage Facility (OSSF) Regulations as published by the Texas Commission

on Environmental Quality (TCEQ). This letter must be signed by a representative of the District prior to Final Plat approval.

- ☐ If the plat contains a water well site, there shall be a depiction of the TCEQ separation requirements per Title 30, Part 1, Chapter 290, Subchapter D Rule §290.41.
- ☐ If rural route mailboxes are proposed, the plat note as found in Appendix G.2 for placement of such mailboxes shall be shown on the face of the plat.
- ☐ If any areas of the plat are located outside of all incorporated areas, the plat note as found in Appendix G.1 regarding the requirement to obtain a unique Development Permit from the Brazos County Floodplain Administrator prior to locating or altering a structure or land shall be placed on the plat.
- ☐ It is the responsibility of the Owner to assure that the proposed name of the Subdivision is not duplicated. Subdivisions with different sections are considered unique. The Owner shall check with the County Clerk's records for verification.
- ☐ Driveway culverts for all Lots shall be designed by a Licensed Professional Engineer.
- ☐ If entrances or driveways are proposed fronting Texas Department of Transportation (TxDOT) controlled highways, farm-to-market Roads, or others, copies of correspondence with TxDOT are required to be submitted with the Preliminary Plan stating that the general entrance or driveway configuration is within TxDOT's guidelines. Formal approval of the layout from TxDOT is required prior to approval of Final Plat.
- ☐ The diameter and length for each driveway culvert shall be shown on a table on the plat. This information shall also be placed in the deed restrictions for the Lots in the Subdivision.
- ☐ The Owner shall provide a letter of serviceability from an entity or entities providing water service or a letter stating that no service is available within 300 feet of the Subdivision and certifying that the Lots are suitable for private wells.
- ☐ Any Improvements proposed within the Right-of-Way including, but not limited to, irrigation, landscaping, sidewalks, Subdivision identification signs, etc. shall be maintained in accordance with an executed license agreement between the County and the Owner.
- ☐ This check list along with the required copies of the plat shall be submitted to the County Engineer for approval.
- ☐ Location and size of all existing and proposed subsurface and surface water drainage facilities, including water bodies on or immediately adjacent to the subject property and detention basins, if needed.
- ☐ All existing and proposed water courses or manmade drainage channels shall be located within a Common Area to be maintained by Owner.

MASTER PLAN / PRELIMINARY PLAN REQUIREMENTS

Every Master Plan / Preliminary Plan shall include all of the following:

- ☐ Title Block with the following information:
 - ☐ Name, address, telephone and email address of Subdivider, recorded Owner, Engineer and surveyor.
 - ☐ Proposed name of Subdivision. (Subdivision name & Street names will be approved through the Brazos County 911.)
 - ☐ Date of preparation. (Include the date of any revisions on the plan.)
 - ☐ Engineer's scale in feet.
 - ☐ Total area intended to be developed.
 - ☐ Proposed number of Lots to be developed.
 - ☐ Abstract name and number.
- ☐ The Preliminary Plan shall carry the legend "PRELIMINARY PLAN FOR REVIEW PURPOSES ONLY".
- ☐ North arrow.
- ☐ Drawn on 24" x 36" sheet to scale of 100-feet per inch or larger.
- ☐ Subdivision boundary indicated by heavy lines. Boundary must include all of Parent Tract.
- ☐ All horizontal control and vertical elevations depicted on the plan shall be tied to NAD83 and NAVD 1988 Datum.
- ☐ A vicinity map, drawn at a scale appropriate to show all nearby major Roadways and sufficient in detail to identify the location of the proposed plan.
- ☐ All adjacent property Owner's names, deed record, or Subdivision name, Block and Lot number, and existing use.
- ☐ All parcels within the boundary of the Subdivision shall have a Block and Lot number shown on the face of the plan drawing.
- ☐ County boundaries, City limits, Extraterritorial Jurisdiction (ETJ) boundaries, school district boundaries and Subdivision section and/or phase boundaries.
- ☐ Road names and Road designation (whether the Road will be public or privately owned), pavement width and Right-of-Way width for all proposed Roads within and all existing Roads abutting the plan. (Proposed and existing)
- ☐ All existing and proposed plan boundary lines, phase/section lines, and Lot lines with bearings and dimensions.
- ☐ Utility Services. (Water, wastewater, electrical, natural gas, cable, phone, etc.) (Existing and proposed.)
- ☐ Pipelines: label company with volume and page.
- ☐ The Preliminary Plan (including the entire Parent Tract if only a portion of that tract is to be subdivided) shall be shown on a single sheet, regardless of its acreage. The Preliminary Plan may also be shown on multiple sheets if necessary to show all detail and required information as required by this section.
- ☐ Size, in acres, of all Daughter Tracts.
- ☐ Centerline tangent lengths and curve data for all proposed Roads.
- ☐ Easements and rights-of-way shall be dedicated to the public. The dedication of all Easements and rights-of-way shall be accomplished free of liens.

- ☐ All proposed Easements and existing Easements of record that have a designated route shall be shown on the plan with bearings and dimensions. The Owner shall be responsible for coordinating with all Utility Providers the location of all utility Easements that are shown on the Final Plat.
- ☐ Building Setback Lines for each proposed Lot as defined herein. For Subdivisions located within an Extraterritorial Jurisdiction (ETJ), this may be shown on the drawing or included as a plan note.
- ☐ Metes and bounds description of the property to be subdivided shall be certified by a Registered Professional Land Surveyor (RPLS), describing a beginning point and reciting bearings and distances to a corner of the original land grant survey of which the Subdivision is a part, according to the best available data. (Shown on drawing; not separate description)
- ☐ Primary control points or descriptions and ties to such control points, to which, later, all dimensions, angles, bearings, Block numbers, and similar data shall be referred. The plat shall be located with respect to a corner of the surveyor tract, or an original corner of the original survey of which it is a part. All boundaries shall be tied to a County control monument.
- ☐ The plat note regarding Owner's responsibilities as found in Appendix G.4, if not contained in the Owner's dedication.
- ☐ The On-site Sewage Facility (OSSF) setback as required by the Brazos County Health District.
- ☐ The location, zone classification and panel Effective Date of the 100-Year Floodplain as identified on the most current Brazos County Flood Insurance Rate Map (FIRM), published by the Federal Emergency Management Agency (FEMA).
- ☐ If there are any areas within the plat that include a FEMA-mapped Floodplain with a Zone A classification, or if there exists within or adjacent to the plat any water courses whose upstream drainage basin is larger than 64 acres, the plat shall also show the extent of the 100-Year Floodplain as determined by an engineering study under the seal of a Registered Professional Engineer. This study shall be sufficient in scope to determine and establish a BFE for all points within the plat.
- ☐ BFE's shall be shown for all points within the plat, as determined by the results of an engineering study. For plats where a FEMA-mapped Floodplain with a Zone AE classification exists within the plat, the BFE established by the accompanying FEMA- published flood study may be substituted for the engineering study.
- ☐ A minimum lowest finished floor elevation (FFE) for Buildings shall be established for each Lot within the plat. This minimum FFE shall be 12-inches higher than the highest spot elevation that is located within five feet outside the perimeter of the Building, or two-feet above the BFE, whichever is higher.
- ☐ If any areas within the plat include a 100-Year Floodplain (as determined by the results of an engineering study or as established by FEMA), a benchmark shall be established by the Owner within or immediately adjacent to the boundary of the plat. The location, description and elevation of the benchmark are required to be identified on the face of the plat. The elevation of this benchmark shall utilize the same vertical datum as that used in the engineering study to determine the FFE.
- ☐ A drawing containing both existing and proposed topographic information at 2-FT contour intervals along with the plat boundaries, Easement locations (existing & proposed), and culverts (existing & proposed).
- ☐ If the plat contains a water well site, there shall be a depiction of the TCEQ separation requirements per Title 30, Part 1, Chapter 290, Subchapter D Rule §290.41.
- ☐ It is the responsibility of the Owner to assure that the proposed name of the Subdivision is not duplicated. Subdivisions with different sections are considered unique. The Owner shall check with the County Clerk's records for verification.
- ☐ The Owner shall provide a letter of serviceability from an entity or entities providing water service or a letter stating that no service is available within 300 feet of the Subdivision and certifying that the Lots are suitable for private wells.
- ☐ If entrances or driveways are proposed fronting Texas Department of Transportation (TxDOT) controlled highways, farm-to-market Roads, or others, copies of correspondence with TxDOT are required to be submitted with the Preliminary Plan stating that the general entrance or driveway

configuration is within TxDOT's guidelines. Formal approval of the layout from TxDOT is required prior to approval of Final Plat.

- ☐ For Road widening and drainage purposes the Owner shall dedicate the Right-of-Way. In the case of drainage that is provided for the Lots, it shall be located outside of the Right-of-Way in a private drainage Easement. In the case of drainage that is provided for the Roadway, it shall be located within the Right-of-Way.
- ☐ Indicate the centerline length of each Road in the proposed Subdivision and its design speed.
- ☐ If the Roads within the Subdivision will be privately maintained, include the appropriate note(s) per the requirements of Article 8 of these Regulations.
- ☐ Locations of existing and proposed private alleys.
- ☐ Locations of existing and proposed public areas.
- ☐ Locations of other public Improvements, including but not limited to parks, schools and other public facilities.
- ☐ The location of proposed cluster mailboxes, as required.
- ☐ All proposed Off-site Easements for infrastructure construction must be shown on the Preliminary Plan.
- ☐ Proposed phasing. Each phase must be able to stand alone to meet requirements of these Regulations.
- ☐ Location and size of all existing and proposed subsurface and surface water drainage facilities, including water bodies on or immediately adjacent to the subject property and detention basins, if needed.
- ☐ If the proposed Preliminary Plan is to be a Private Subdivision (containing privately maintained Roads), the title of the plan shall contain the phrase, "A Private Subdivision". Refer to Article 8 for additional requirements.
- ☐ This check list along with the required copies of the plan shall be submitted to the County Engineer for approval.
- ☐ Include a description of contributing drainage to the proposed Subdivision. The submittal shall include the area, slope and type of Development in the contributing area.
- ☐ Drainage narrative in compliance with the BCEDG.
- ☐ Clearly indicate the method of sanitary sewage treatment and/or disposal such as, but not limited to, municipal sewer service, private sewage disposal system and On-site sewage facilities including the size and location of all proposed sewer mains and manholes. Preliminary grades for each main between manholes and the depth at each manhole shall also be shown.
- ☐ All existing and proposed water courses or manmade drainage channels shall be located within a Common Area to be maintained by Owner.

FINAL PLAT APPLICATION REQUIREMENTS

Every Final Plat must include all of the items provided on the Simplified Plat checklist as well as the following:

- ☒ For Road widening and drainage purposes the Owner shall dedicate the Right-of-Way. In the case of drainage that is provided for the Lots, it shall be located outside of the Right-of-Way in a private drainage Easement. In the case of drainage that is provided for the Roadway, it shall be located within the Right-of-Way.
- ☒ If public Roadways are to be built as part of the plat, the plat note regarding the responsibility for construction of Roadways as found in Appendix G.3 shall be placed on the face of the plat.
- ☒ The plat note regarding Owner's responsibilities as found in Appendix G.4, if not contained in the Owner's dedication.
- ☒ Indicate the centerline length of each Road in the proposed Subdivision and its design speed.
- ☒ If more than four mailboxes are to be provided within the Subdivision, cluster mailboxes shall be provided and the location of such shall be indicated on the plat.
- ☒ If the Roads within the Subdivision will be privately maintained, include the appropriate note(s) per the requirements of Article 8 of these Regulations.
- ☒ Locations of existing and proposed private alleys.
- ☒ Locations of existing and proposed public areas.
- ☒ Locations of other Public Improvements, including but not limited to parks, schools and other public facilities.
- ☒ All Off-site Easements for infrastructure construction must be shown on the Final Plat with a volume and page listed to indicate where the separate instrument Easements were filed. Separate instrument Easements must be filed prior or concurrently with Final Plat.
- ☒ Proposed phasing. All phasing shall be in accordance with the approved Master Plan and/or Preliminary Plan and each phase must be able to stand alone to meet requirements of these Regulations. Infrastructure costs should be separate for each phase of the Subdivision.
- ☒ Location and size of all existing and proposed subsurface and surface water drainage facilities, including water bodies on or immediately adjacent to the subject property.
- ☒ If the proposed Final Plat is to be a Private Subdivision (containing privately maintained Roads), the title of the plat shall contain the phrase, "A Private Subdivision". Refer to Article 8 for additional requirements.
- ☒ In the case of an On-site Sewage Facility (OSSF), the Developer shall be responsible for providing a Development Plan, as performed by a Professional Sanitarian, a Licensed Professional Engineer, or person certified as required by TCEQ Title 30 TAC Chapter 285. The sewage disposal plan shall be performed according rules and regulations established by the Brazos County On-site Sewage Facility (OSSF) Order and TCEQ Title 30 TAC Chapter 285.



**BRAZOS COUNTY
BRYAN, TEXAS**

DEPARTMENT: Road and Bridge NUMBER: CC2017-Portillo Everett Addition
final plat

DATE OF COURT MEETING: 10/3/2017

ITEM: Final Plat of The Portillo Everett Addition Block 1, Lots 1 & 2; 5.10 Acres; Maria Kegans
League, A-28; City of Bryan ETJ, Brazos County, Texas. Site is located in Precinct 2.

TO: Commissioners Court

FROM: Karen Tyler

DATE: 09/27/2017

FISCAL IMPACT: False

BUDGETED: False

DOLLAR AMOUNT: \$0.00

NOTES/EXCEPTIONS:

- Owner: Christopher Portillo
- Engineer/Surveyor: J4 Engineering/Kerr Surveying, LLC

ATTACHMENTS:

<u>File Name</u>	<u>Description</u>	<u>Type</u>
Final Plat The Portillo Everett Addition Block 1 - Lots 1 and 2 - 5.10 AC.pdf	Plat	Backup Material

**BRAZOS COUNTY
COMMISSIONERS' COURT
ACTION FORM**

DEPARTMENT Road and Bridge

DEPT. NUMBER 56001000

DATE OF COURT MEETING: October 3, 2017


ITEM: Consider and take action on the Final Plat of The Portillo Everett Addition Block 1, Lots 1 & 2; 5.10 Acres; Maria Kegans League, A-28; City of Bryan ETJ, Brazos County, Texas. Site is located in Precinct 2.

SOURCE OF FUNDS: N/A


NOTES/REQUIREMENTS:

- Owner: Christopher Portillo
- Engineer/Surveyor: J4 Engineering/Kerr Surveying, LLC

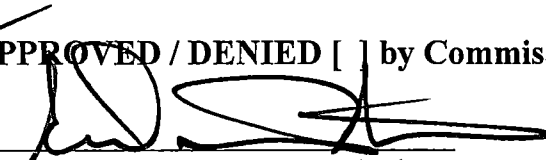
SUBMITTED BY:


R. Alan Munger, P.E.
County Engineer

ACKNOWLEDGED BY:


Commissioner Sammy Catalena
Precinct 2

This Request is [☒] APPROVED / DENIED [☐] by Commissioners' Court


E. Duane Peters, County Judge

10/3/17

Date



**BRAZOS COUNTY
BRYAN, TEXAS**

DEPARTMENT: Road and Bridge NUMBER: CC 2017 - Private Property Access
- Gerald Anderson - Leonard Road
- Staging area for equipment.

DATE OF COURT MEETING: 10/3/2017

ITEM: Request permission to enter private property owned by Gerald Anderson on Leonard Road 1.7 miles southwest of SH 47. Property is being used for staging area for Brazos County equipment and materials for work being done to Leonard Road. Site is located in Precinct 4.

TO: Commissioners Court

FROM: Darrell Kolwes

DATE: 09/27/2017

FISCAL IMPACT: False

BUDGETED: False

DOLLAR AMOUNT: \$0.00

ATTACHMENTS:

File Name

Description

Type

[Private_Property_Access_-_Gerald_Anderson_-_Leonard_Road_-_Staging_area_for_equipment.pdf](#)

Private Property Access -
Gerald Anderson - Leonard
Road - Staging area for
equipment.

Backup Material

**BRAZOS COUNTY
COMMISSIONERS' COURT
ACTION FORM**

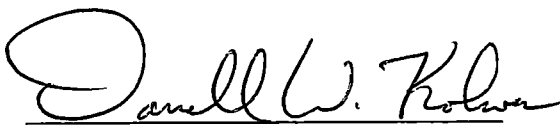
DEPARTMENT: Road & Bridge

MEETING DATE: October 3, 2017

SUBJECT: Private Property Access

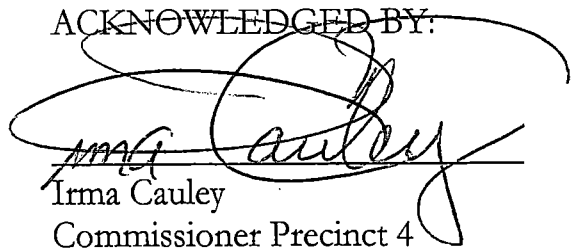
Request permission to enter private property owned by Gerald Anderson on Leonard Road 1.7 miles southwest of SH 47. Property is being used for staging area for Brazos County equipment and materials for work being done to Leonard Road. Site is located in Precinct 4.

SUBMITTED BY:



Darrell W. Kolwes
Right of Way Agent

ACKNOWLEDGED BY:



Irma Cauley
Commissioner Precinct 4

This request is ☒ **APPROVED** / ☐ **DENIED** by Commissioners' Court



Duane Peters, County Judge

Date: 10/3/17



BRAZOS COUNTY PRIVATE PROPERTY ACCESS FORM

E. Duane Peters
Brazos County Judge

Steve Aldrich
Commissioner Pct. 1

Sammy Catalena
Commissioner Pct. 2

Nancy Berry
Commissioner Pct. 3

Irma Cauley
Commissioner Pct. 4

R. Alan Munger, P.E.
County Engineer
Brazos County Road & Bridge Dept.
2617 Hwy 21 West
Bryan, Texas 77803
Office: 979-822-2127
Fax: 979-775-0453
ramunger@brazoscountytexas.gov

- I. OWNER(S): Gerald Anderson (979) 703-4746
- II. ADDRESS: 4469 Leonard Road
Bryan, Texas 77807
- III. LOCATION OF WORK: 1.7 miles southwest of SH 47
R14072 and R14074 – T. J. Wooten Survey, A-59, Tracts 1 and 7, 149.77
acres and 39.94 acres
- IV. DESCRIPTION OF WORK: Request permission to use property for a staging area for
Brazos County equipment and materials during work on Leonard Road.

Additional Comments: _____

V. MAINTENANCE: Yes _____ No X

IF YES, ESTIMATE FREQUENCY OF MAINTENANCE: NA

I (we) the undersigned owner(s) grant permission to Brazos County the ability to access the
above mentioned private property for roadway maintenance purposes.

Owner's Signature: [Signature]
Gerald Anderson

Date: Sept 27, 2017

[Signature]
R. Alan Munger, P.E.
County Engineer

[Signature]
Darrell W. Kolwes
Right of Way Agent



**BRAZOS COUNTY
BRYAN, TEXAS**

DEPARTMENT:

NUMBER:

DATE OF COURT MEETING: 10/3/2017

ITEM:

- a. Donald Ball - Overpayment \$1,792.46
- b. CitiMortgage % Corelogic Tax Real Estate - Overpayment \$1,716.42

TO: Commissioners Court

DATE: 09/27/2017

FISCAL IMPACT: False

BUDGETED: False

DOLLAR AMOUNT: \$0.00

ATTACHMENTS:

File Name

[Tax Refund Applications 10-03-17.pdf](#)

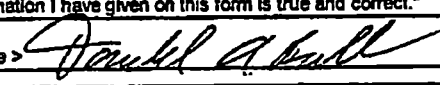
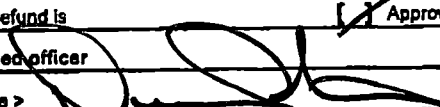
Description

Tax Refund Applications

Type

Cover Memo

APPLICATION FOR TAX REFUND

Collecting Office Name Brazos County Tax Office 4151 County Park Court Bryan Texas 77802		Phone Number 979-775-9930	Collecting tax for: (taxing units) Brazos County, City of Bryan, City of College Station Bryan ISD, College Station ISD, F1, F2, F3, F4, City of Kurten Navasota ISD		
To apply for a tax refund, the taxpayer must complete the following:					
Step 1: Owner's name and address	BALL DONALD A				
	1713 BROADMOOR DR				
	STE 208				
	BRYAN, TX 77802-5220				
Step 2: Describe the property	Legal	BRIARCREST COMMERCIAL			
	Address	1673 BRIARCREST DR			
	Acct.#	19088			
Step 3: Give the tax payment information	<u>Name of Taxing unit</u>	<u>Tax Year</u>	<u>Date of</u>	<u>Amount</u>	<u>Refund amt</u>
		<u>of refund</u>	<u>Payment</u>	<u>Paid</u>	<u>Requested</u>
	Zrefund	2016	6/30/2017	\$43,694.69	\$1,792.46
	Taxpayer's reason for refund: OP-Overpayment				
	Refund to BALL DONALD A				
	1713 BROADMOOR DR				
STE 208					
BRYAN, TX 77802-5220					
Step 4: Sign the form and return	"I hereby apply for the refund of the above-described taxes and certify that the information I have given on this form is true and correct."				
	sign here > 			date > 9/21/17	
	If you make a false statement on this application, you could be found guilty of a Class A misdemeanor or a state jail felony under Texas Penal Code Section 37.10.				
Step 5: Tax refund determination	This tax refund is <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved				
	Authorized officer 				
	sign here >			date > 10/3/17	
	Authorized officer of taxing unit for refund applications over amount required under Section 31.11 Tax Code				
	sign here >			date >	

APPLICATION FOR TAX REFUND

Collecting Office Name Brazos County Tax Office 4151 County Park Court Bryan Texas 77802		Collecting tax for: (taxing units) Brazos County, City of Bryan, City of College Station Bryan ISD, College Station ISD, F1, F2, F3, F4, City of Kurten Navasota ISD			
Phone Number 979-775-9930					
To apply for a tax refund, the taxpayer must complete the following:					
Step 1: Owner's name and address	JUNEK DEBORAH G				
	3206 SANDPIPER CIR				
	BRYAN, TX 77802-3031				
Step 2: Describe the property	Legal BRIARCREST RIDGE BLOCK 2 LOT 48				
	Address 3206 SANDPIPER				
	Acct# 19525				
Step 3: Give the tax payment information	<u>Name of Taxing unit</u>	<u>Tax Year</u>	<u>Date of</u>	<u>Amount</u>	<u>Refund amt</u>
		<u>of refund</u>	<u>Payment</u>	<u>Paid</u>	<u>Requested</u>
	Zrefund 2016 6/16/2017 \$1,716.42 \$1,716.42				
	Taxpayer's reason for refund: OP-Overpayment				
	Refund to CITIMORTGAGE				
	% CORELOGIC TAX REAL ESTATE				
95 METHODIST HILL RD SUITE 100					
ROCHESTER NY 14623					
Step 4: Sign the form and return	"I hereby apply for the refund of the above-described taxes and certify that the information I have given on this form is true and correct."				
	sign here > <i>E. Tammes</i>			date > <i>Sept. 18th 2017</i>	
	If you make a false statement on this application, you could be found guilty of a Class A misdemeanor or a state jail felony under Texas Penal Code Section 37.10.				
Step 5: Tax refund determination	This tax refund is <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved				
	Authorized officer <i>[Signature]</i>				
	sign here >			date > <i>10/3/17</i>	
	Authorized officer of taxing unit for refund applications over amount required under				
	Section 31.11 Tax Code				
sign here >			date >		



**BRAZOS COUNTY
BRYAN, TEXAS**

DEPARTMENT: Budget Office NUMBER:
DATE OF COURT MEETING: 10/3/2017
ITEM: b. Budget Amendments FY 17/18 1.1 - 1.5
TO: Commissioners Court
FROM: Irene Jett
DATE: 09/28/2017
FISCAL IMPACT: False
BUDGETED: False
DOLLAR AMOUNT: \$0.00
SOURCE OF FUNDS: Individual budget amendments specifies sources.
ACTION REQUESTED OR ALTERNATIVES: Request approval.

ATTACHMENTS:

<u>File Name</u>	<u>Description</u>	<u>Type</u>
1_Coversheet.pdf	1 Coversheet	Cover Memo
1.1.pdf	1.1 Constable 2	Backup Material
1.2.pdf	1.2 Telephone	Backup Material
1.3.pdf	1.3 Health & Wellness Clinic	Backup Material
1.4.pdf	1.4 Health & Wellness Clinic	Backup Material
1.5.pdf	1.5 Furniture	Backup Material

BRAZOS COUNTY, TEXAS

BUDGET AMENDMENT(S) FOR THE 2016-2017 BUDGET YEAR

NO. 16/17 53.1 – 53.3

On this the 3rd day of October 2017 at a regular meeting of the Commissioners' Court, the following members were present:

- A. Duane Peters, County Judge, Presiding
- B. Steve Aldrich, Commissioner, Precinct 1
- C. Sammy Catalena, Commissioner, Precinct 2
- D. Nancy Berry, Commissioner, Precinct 3
- E. Irma Cauley, Commissioner, Precinct 4
- F. Karen McQueen, County Clerk

The following proceedings were held:

THAT WHEREAS, on 3rd day of October 2017 the Court heard and approved a budget amendment for the 2016-2017 budget year for Brazos County, Texas; and

WHEREAS, expenditure is necessary due to the necessity to meet unusual and unforeseen conditions which could not be reasonably included in the original budget adopted 6 September 2016, the following amendment(s) to the original budget are hereby authorized, as described on the attached page(s).

ADOPTED AND APPROVED this the 3rd day of October 2017.

THE COMMISSIONERS COURT OF BRAZOS COUNTY, TEXAS.

By: 
Duane Peters, County Judge

Original: County Clerk's Office and
Attached to the original budget

**BRAZOS COUNTY, TEXAS
BUDGET AMENDMENTS
No. 16/17 - 53.1
10/3/2017**

FUND	DEPARTMENT	DIVISION	CATEGORY DESCRIPTION		Increase	Decrease
General Fund	Court Support - Civil		Professional Services			530.00
General Fund	Court Support - Civil		Salary & Wages		500.00	
General Fund	Court Support - Civil		Benefits		30.00	
Court Support - Civil						

Reallocation of funds to the appropriate accounts to pay for a visiting bailiffs.

Date: nnm
9/27/2017

Department Approval _____ Date _____

County Judge Approval

Date _____

For Accounting Purposes Only						
FUND	DIV	ACCT	DR/CR	ACCOUNT NAME	Increase	Decrease
0100	11020000	72209000	CR	Crt Appointed Interpreter		530.00
0100	11020000	51642000	DR	Visiting Bailiffs	500.00	
0100	11020000	53100000	DR	Social Security	30.00	

BRAZOS COUNTY, TEXAS
BUDGET AMENDMENTS
No. 16/17 - 53.2
10/3/2017

FUND	DEPARTMENT	DIVISION	CATEGORY DESCRIPTION	Increase	Decrease
General Fund	Sheriff - Administration		Departmental Support		1,220.00
General Fund	Sheriff - Administration		Minor Acquisitions	1,220.00	
Sheriff - Administration					

Reallocation of funds to the appropriate accounts to cover the cost of two body armors with carriers for deputies.

Department Approval	Date
---------------------	------

County Judge Approval _____ Date _____

[Signature] 10/3/17

Date: 9/27/2017

For Accounting Purposes Only						
FUND	DIV	ACCT	DR/CR	ACCOUNT NAME	Increase	Decrease
0100	28000100	60600000	CR	Office Supplies		20.00
0100	28000100	61010000	CR	Advertising - Legal Notices		300.00
0100	28000100	61120000	CR	Confidential Funds		900.00
0100	28000100	67286000	DR	Equipment - Other	1,220.00	

10/3/2017

[illegible]

Contestable Pct. #4

Reallocation of funds to the appropriate accounts to cover the overages on computer maintenance and gasoline.

Date: 9/27/2017

Department Approval	Date
---------------------	------

County Judge Approval 10/3/17
Date

For Accounting Purposes Only						
FUND	DIV	ACCT	DR/CR	ACCOUNT NAME	Increase	Decrease
0100	30401100	60080000	CR	Clothing/Uniforms		390.18
0100	30401100	71020000	CR	Computer Contracts		1,750.00
0100	30401100	65150000	DR	Computer Maint.	390.18	
0100	30401100	65350000	DR	Gasoline	1,750.00	

BRAZOS COUNTY, TEXAS

BUDGET AMENDMENT(S) FOR THE 2017-2018 BUDGET YEAR

NO. 17/18 1.1 – 1.5

On this the 3rd day of October 2017 at a regular meeting of the Commissioners' Court, the following members were present:

- A. Duane Peters, County Judge, Presiding
- B. Steve Aldrich, Commissioner, Precinct 1
- C. Sammy Catalena, Commissioner, Precinct 2
- D. Nancy Berry, Commissioner, Precinct 3
- E. Irma Cauley, Commissioner, Precinct 4
- F. Karen McQueen, County Clerk

The following proceedings were held:

THAT WHEREAS, on 3rd day of October 2017 the Court heard and approved a budget amendment for the 2016-2017 budget year for Brazos County, Texas; and

WHEREAS, expenditure is necessary due to the necessity to meet unusual and unforeseen conditions which could not be reasonably included in the original budget adopted 5 September 2017, the following amendment(s) to the original budget are hereby authorized, as described on the attached page(s).

ADOPTED AND APPROVED this the 3rd day of October 2017.

THE COMMISSIONERS COURT OF BRAZOS COUNTY, TEXAS.

By: 
Duane Peters, County Judge

Original: County Clerk's Office and
Attached to the original budget

10/3/2017

Commissioner's Court and Constable Pct. #2

Date:

9/27/2017

Date _____

Date _____

For Accounting Purposes Only

BRAZOS COUNTY, TEXAS
BUDGET AMENDMENTS
No. 17/18 - 1.2
10/3/2017


FUND	DEPARTMENT	DIVISION	CATEGORY DESCRIPTION	Increase	Decrease
General Fund	Commissioners' Court	Non-Departmental	Departmental Support		11,300.00
General Fund	Elections Administrator		Departmental Support	400.00	
General Fund	Facilities Services		Departmental Support	700.00	
General Fund	Sheriff - Administration		Departmental Support	1,600.00	
General Fund	Juvenile Services		Departmental Support	7,000.00	
General Fund			Other Financing Sources	1,600.00	
Health & Life Fund			Other Financing Sources	1,600.00	
Health & Life Fund	Health & Life Fund	Health and Wellness Clinic	Departmental Support	1,600.00	

Commissioner's Court, Elections Administrator, Facilities Services, Sherriff - Administration, Juvenile, and Health and Wellness Clinic

Reallocation of funds to the appropriate accounts to properly expense telephone expenditures in the proper Departments.

Date: nrm
9/27/2017

Department Approval Date

 9/3/17
County Judge Approval Date

For Accounting Purposes Only						
FUND	DIV	ACCT	DR/CR	ACCOUNT NAME	Increase	Decrease
0100	11000500	61740000	CR	Telephone		11,300.00
0100	11210020	61740000	DR	Telephone	400.00	
0100	17000100	61740000	DR	Telephone	700.00	
0100	28000100	61740000	DR	Telephone	1,600.00	
0100	31000100	61740000	DR	Telephone	7,000.00	
0100		91330000	DR	Transfer to HLI Fund	1,600.00	
5000		49028000	CR	Transfer from General Fund	1,600.00	
5000	64005100	61740000	DR	Telephone	1,600.00	

**BRAZOS COUNTY, TEXAS
BUDGET AMENDMENTS
No. 17/18 - 1.3
10/3/2017**

FUND	DEPARTMENT	DIVISION	CATEGORY DESCRIPTION		Increase	Decrease
Health & Life Fund	Health & Wellness Clinic		Departmental Support			750.50
Health & Life Fund	Health & Wellness Clinic		Minor Acquisitions		750.50	
Health & Wellness Clinic						

Reallocation of funds to the appropriate accounts to purchase equipment for the Health & Wellness Employee Clinic.

Date: 9/27/2017

Department Approval	Date
---------------------	------

County Judge Approval _____

Date _____

[illegible]

**BRAZOS COUNTY, TEXAS
BUDGET AMENDMENTS
No. 17/18 - 1.4
10/3/2017**

FUND	DEPARTMENT	DIVISION	CATEGORY DESCRIPTION	Increase	Decrease
General Permanent Improv. Fund	General Permanent Improv. Fund	Capital Projects	Capital Outlay		14,351.00
General Permanent Improv. Fund			Other Financing Sources	14,351.00	
Health & Life Fund			Other Financing Sources	14,351.00	
Health & Life Fund	Health & Life Insurance		Departmental Support	14,351.00	
General Capital Improvement Fund and Health & Wellness Clinic					
Reallocation of funds to the appropriate accounts to subscribe to Athena Health for the Health and Wellness Clinic.					

Date _____

Date _____

For Accounting Purposes Only						
FUND	DIV	ACCT	DR/CR	ACCOUNT NAME	Increase	Decrease
4500	63000500	80286000	CR	Equipment - Other		14,351.00
4500		91330000	DR	Transfer to HLI Fund	14,351.00	
5000		49015000	CR	Transfer from Capital Impr. Fund	14,531.00	
5000	64005100	61620000	DR	Subscriptions and Publications	14,531.00	

**BRAZOS COUNTY, TEXAS
BUDGET AMENDMENTS
No. 17/18 - 1.5
10/3/2017**

FUND	DEPARTMENT	DIVISION	CATEGORY DESCRIPTION		Increase	Decrease
General Permanent Improv. Fund	General Permanent Improv. Fund	Capital Projects	Capital Outlay			24,995.10
General Permanent Improv. Fund			Other Financing Sources		24,995.10	
General Fund			Other Financing Sources		24,995.10	
General Fund	County Court at Law #1		Minor Acquisitions		10,963.00	
General Fund	County Court at Law #2		Minor Acquisitions		11,714.73	
General Fund	Commissioner's Court	Non-Departmental	Minor Acquisitions		2,317.37	
General Capital Projects and County Court at Law #1, County Court at Law #2 and Commissioner's Court						

General Capital Projects and County Court at Law #1, County Court at Law #2 and Commissioner's Court

Reallocation of funds to the appropriate accounts to purchase furniture for County Court at Law #1 and #2, and AG Court. Items were order in FY 17, but not received by September 30, 2017 deadline.

Date:

nm
9/28/2017

Department Approval

Date _____

County Judge Approval

Date _____

For Accounting Purposes Only						
FUND	DIV	ACCT	DR/CR	ACCOUNT NAME	Increase	Decrease
4500	63000700	80101003	CR	Courthouse Renovations		24,995.10
4500		91300000	DR	Transfer to General Fund	24,995.10	
0100		49015000	CR	Transfer fm Cap. Imp. Fund	24,995.10	
0100	23000100	67342000	DR	Furniture	10,963.00	
0100	23100100	67342000	DR	Furniture	11,714.73	
0100	11000500	67342000	DR	Furniture	2,317.37	



**BRAZOS COUNTY
BRYAN, TEXAS**

DEPARTMENT: NUMBER:
DATE OF COURT MEETING: 10/3/2017
ITEM: Approval of update to Longevity Policy Section 4.03.
TO: Commissioners Court
DATE: 09/29/2017
FISCAL IMPACT: False
BUDGETED: False
DOLLAR AMOUNT: \$0.00

ATTACHMENTS:

File Name

[Proposed Longevity Policy.pdf](#)

Description

Policy

Type

Cover Memo

BRAZOS COUNTY**4.03 POLICY ON LONGEVITY PAY****4.03.1 GENERAL:**

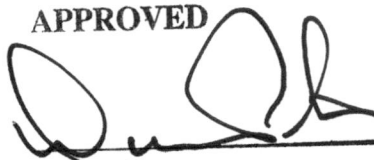
Brazos County has three types of longevity pay. The County longevity pay adopted by the Commissioners Court; State reimbursed longevity pay as authorized by the Government Code for Assistant Prosecutors; and Longevity pay for Commissioned Deputies as authorized by the Local Government Code.

Longevity pay for purposes under the County Longevity Pay Policy is considered benefit pay, and is in addition to the regular salary approved by the Commissioners Court, and set by the employing official and/or department head. Longevity pay will be calculated based on the completion of five-year incremental periods of employment and shall be based on the number of years of service as of September 30th of each year. The incremental period shall begin with five years and end with thirty-five years. For pay purposes, longevity pay will be distributed once a year with the first paycheck in November or upon termination if eligible.

4.03.2 ELIGIBILITY:

All full-time regular employees, to include elected officials and to exclude temporary employees, shall be eligible for the longevity pay benefit.

Longevity pay will be based on the completion of five-year incremental periods of employment as of September 30th. Employees with an effective termination date of September 30th or earlier will not receive a distribution in the subsequent November. The incremental periods will begin with five years and end with thirty-five years.

APPROVED

Duane Peters
County Judge

10/3/17
Date

BRAZOS COUNTY

4.03 POLICY ON LONGEVITY PAY (continued)

4.03.3 PAYMENT:

For pay purposes, longevity will be distributed to each eligible employee once a year with the first pay in November or upon termination if eligible.

Longevity pay will be paid based on the following schedule:

5 through 9 years	\$300 per yr
10 through 14 years	\$600 per yr
15 through 19 years	\$900 per yr
20 through 24 years	\$1,200 per yr
25 through 29 years	\$1,500 per yr
30 through 34 years	\$1,800 per yr
35 years and longer	\$2,100 per yr

An employee who terminates employment with the County is not entitled to prior service credit with the County should the employee choose to return to County employment at a later date. All previous prior service credits approved by the Commissioners Court will be grandfathered.

It is the responsibility of the Commissioners Court to provide budget appropriations for each department's longevity requirement.



**BRAZOS COUNTY
BRYAN, TEXAS**

DEPARTMENT: Human Resources NUMBER:
DATE OF COURT MEETING: 10/3/2017
ITEM: a. Personnel Action Forms for FY17
TO: Commissioners Court
DATE: 09/28/2017
FISCAL IMPACT: False
BUDGETED: False
DOLLAR AMOUNT: \$0.00

ATTACHMENTS:

File Name

[PAF_10-03-17.doc](#)

Description

Cover Sheet

Type

Cover Memo

PERSONNEL
CHANGE OF STATUS REQUESTS

Commissioner Court Date: October 3, 2017
Department Submitting Information: Human Resources
Purpose of Submissions: Consider and Take Action on Change Requests

Department Submitting Request(s)	Employee Request Applies To	Action Requested
Exposition Complex	Garza, Nicolas	Separation
Juvenile Services – Detention	Robinson, Leonard	Separation
Road and Bridge	Carlos, Carlos	Employment
Sheriff's Office – Administration	Weaver, Crystal Lynn	Separation

Approved in Commissioners' Court: October 3, 2017 :

County Judge's or Commissioner's Signature:
(This Copy to be attached to minutes)



**PERSONNEL
CHANGE OF STATUS REQUESTS**

33b

Commissioner Court Date: October 3, 2017 Department Submitting Information: Human Resources Purpose of Submissions: Consider and Take Action on Change Requests

Department Submitting Request(s)	Employee Request Applies To	Action Requested
85 th District Court	Chapman, Sophia	Change of Status
	Evans, Kristie	Change of Status
	Frederick, Paula	Change of Status
	Tyler, Steve	Change of Status
272 nd District Court	Kyriell, Kaetheryne	Change of Status
	Phillips, Denise	Change of Status
361 st District Court	Chambers, Tiffany	Change of Status
	Kirby, Wendy	Change of Status
	Massey, Patrick	Change of Status
	Mushinski, Melinda	Change of Status
Ag Extension	Anderson, Janice	Change of Status
	Besser, Emily	Change of Status
	Hoyt, Gina	Change of Status
Associate Judge 1	Garcia, Dana	Change of Status
	Paradis, Lisa	Change of Status
	Vannest, Wayland	Change of Status
Associate Judge 2	Aguilar, George	Change of Status
	Hencerling, Wendy	Employment
	Hencerling, Wendy	Change of Status
	Langley, Jimmy	Separation
	Reed, Debbie	Change of Status
	Swan, Misty	Change of Status

Brazos Center	Bruce, Robert	Change of Status
	Contreras, Victoria	Separation
	Contreras, Victoria	Employment
	Pollock, Zachary	Separation
	Pollock, Zachary	Employment
	Spencer, Joanna	Change of Status
	Sustaita, Miguel	Change of Status
	Zingelmann, Hunter	Separation
	Zingelmann, Hunter	Employment
Constable Pct. 2	Glidewell, Peter	Change of Status
	Lampo, Donald	Change of Status
	Wendt, Stephanie	Change of Status
County Auditor's	Bates, Amy	Change of Status
	Cao, Thao	Change of Status
	Clayton, Charlton	Change of Status
	Conner, Katie	Change of Status
	Deng, Fang	Change of Status
	Lozano, Rosa	Change of Status
	Mason, Megan	Change of Status
	Murph, Beverly	Change of Status
	Pratt, Brian	Change of Status
County Court at Law #1	Zdunkewicz, Cindy	Change of Status
	Bailey, Laura	Change of Status
	Matzke, Amanda	Change of Status
	Newton, Tiffany	Change of Status
	Pineda, Crystal	Change of Status
County Court at Law #2	Price, Robert	Change of Status
	Locke, James	Change of Status

	Rose, Sharon	Change of Status
	Scott, Bradley	Change of Status
	Scully, Sharon	Change of Status
	Sustayta, Kathryn	Change of Status
CCL#1 / CCL#2	Hammond, Terry	Change of Status
County Judge	Jett, Zachary	Separation
	Jett, Zachary	Employment
	Jones, Garret	Separation
	Jones, Garret	Employment
County Treasurer's	Davis, Laura	Change of Status
District Attorney's Office	Asher, Rashmin	Change of Status
	Assabill, Ekua	Change of Status
	Baker, Brian	Change of Status
	Brick, John	Change of Status
	Calvert, Ryan	Change of Status
	Carter, Melissa	Change of Status
	Carrizalez, Leticia	Change of Status
	Comte, Kara	Change of Status
	Escue, Jessica	Change of Status
	Evans, Ellen	Change of Status
	Falck, Charles	Change of Status
	Graves, Tiffany	Change of Status
	Hebert, Jennifer	Change of Status
	Howell, Doug	Change of Status
	James, Amanda	Change of Status
	Johnson, Melva	Change of Status
	Johnston, Lori	Change of Status
	Johse, Michael	Change of Status
	Jones, Lanette	Change of Status
	Kimbrough, Robert C.	Change of Status

Koenig, Amanda	Change of Status
Lapp, Carrie	Change of Status
Lugo, Christina	Separation
Martin, Ashley	Change of Status
McClure, Cynthia	Separation
McClure, Cynthia	Employment
McLemore	Change of Status
Newbold, Kenneth	Separation
Newbold, Kenneth	Separation
Paul, Sydney	Separation
Price, Brian	Change of Status
Sifuentez-Chavarria, Martiza	Change of Status
Thane, Dennis	Change of Status
Thomas, Angela	Change of Status
Tise, Natalie	Change of Status
Wood, Nathan	Change of Status
Ybarra, Jacalin	Change of Status
Zimmerman, Steve	Change of Status

District Clerk

Alexander, Jeri	Change of Status
Anderson, Marsha	Change of Status
Brooks, Lauren	Change of Status
Emert, Kristin	Change of Status
Galindo, John	Separation
Galindo, John	Employment
Hamlin, Marc	Change of Status
Higgins, Makayla	Change of Status
Johnson, Jessica	Change of Status
Limon, Victoria	Change of Status
Martinez, Gabriela	Change of Status
Mills, Kathryn	Separation
Stelma, John	Change of Status
Thomas, Kasey	Change of Status
Webster, Evelyn	Change of Status

Williams, Heather

Change of Status

District Clerk – Archival Fund

Mills, Kathryn

Employment

District Clerk – Jury Services

Bowhay, Wendi

Change of Status

McAleese, Megan

Change of Status

Emergency Management

Bailey-Meade, Michele

Change of Status

Ware, Jason

Change of Status

Exposition Complex

Allen, Charles

Separation

Allen, Charles

Employment

Eaton, Harold

Separation

Eaton, Harold

Employment

Fadem, Scott

Separation

Fadem, Scott

Employment

Gloria, Edith

Separation

Gloria, Edith

Employment

Gloria, Viviana

Separation

Gloria, Viviana

Employment

Henss, Parker

Employment

Holliday, Bobby

Separation

Holliday, Bobby

Employment

Jones, Jackie

Separation

Jones, Jackie

Employment

Kraak, Jay

Separation

Kraak, Jay

Employment

Olson, Daniel

Separation

Olson, Daniel

Employment

Quarles, Thomas

Change of Status

Rueda, Guadalupe

Employment

Sanchez, Tania

Separation

Sanchez, Tania

Employment

Spelce, John	Separation
Spelce, John	Employment
Thomas, Margaret	Separation
Thomas, Margaret	Employment
Thomas, Margaret	Change of Status
Zamora, Frank	Separation
Zamora, Frank	Employment

Facilities Services

Conde, Isaias	Change of Status
Davis, Latracy	Change of Status
Green, Leonard	Change of Status
Hayes, Ken	Change of Status
Johnston, Ben	Change of Status
Joseph, Kyle	Change of Status
Maddox, Dennis	Change of Status
Martinez, Carlos	Change of Status
Mayo, Matt	Change of Status
Monsivais, Frank	Change of Status
Reyes, Rose	Change of Status
Stutts, Ernest	Change of Status
Turek, Shelley	Change of Status
Zavala, Jesus	Separation

Health & Wellness Clinic

Adams, Keta	Change of Status
Miller, Diana	Change of Status

Information Technology

Aleman, Juan	Change of Status
Blankenship, Mary	Change of Status
Caldwell, Eric	Change of Status
Gilmore, Charley	Change of Status
Knighton, Daryl	Change of Status
Pierson, Kathy	Change of Status
Rabalais, David	Change of Status
Ratcliffe, Bryce	Change of Status

	Turnipseed, Tate Villalpando, Christopher	Change of Status Change of Status
Justice of the Peace Pct. 2	Chavarria, Andria DeAtley, D'Anna Goerlitz, Shawna Munoz, Tommy Vela, Elizabeth	Change of Status Change of Status Change of Status Change of Status Change of Status
Justice of the Peace Pct. 3	Cancino, Irma Giles, Karen Hill, Richard Hobson, Daicia Lewis, Barbara Runyon, Mary	Change of Status Change of Status Change of Status Change of Status Change of Status Change of Status
Justice of the Peace Pct. 4	Garcia, Loretta Garcia Jr., Louis Ray, Denise Walker, Johnetta	Change of Status Change of Status Change of Status Change of Status
Juvenile Court Referee	Luna, Aida	Change of Status
Metropolitan Planning	Benthul, Bart Rudge, Daniel	Change of Status Change of Status
Purchasing	Maness, Lani Norton, Christy Patino, Celina Rutledge, Amanda	Change of Status Change of Status Change of Status Change of Status
Records Management	Allen, Lynn Stevens, Jean	Change of Status Change of Status

Risk Management	Perez, Melissa	Change of Status
	Becerra, Robin	Change of Status
	Becerra, Robin	Change of Status
Sheriff's Office – Commissary	Jenson, Robert	Separation
	Jenson, Robert	Employment
	Wehner, Matthew	Separation
	Wehner, Matthew	Employment
Sheriff's Office – Jail	Da Gama Saldanha, Lucieni	Separation
	Da Gama Saldanha, Lucieni	Employment
	Davis, Jason	Change of Status
	Kamara, Oumar	Change of Status
	Ruland, Joseph	Change of Status
	Smith, Emilee	Change of Status
	Vasquez, Albert	Separation
	Vasquez, Albert	Employment
Sheriff's Office – Jail Medical	Gonzales, Alfonso	Separation
	Gonzales, Alfonso	Employment
	Gonzales, Alfonso	Change of Status
Veterans Administration	Yeppez, Johnny	Change of Status

Approved in Commissioners' Court: October 3, 2017 :

County Judge's or Commissioner's Signature:
(This Copy to be attached to minutes)





BRAZOS COUNTY
BRYAN, TEXAS

CLAIMS

COMMISSIONERS COURT MEETING: **October 3, 2017**

CLAIMS TO BE PAID BY BRAZOS COUNTY:

CLAIM # 7159866

Thru

CLAIM # 7160082

The Court voted unanimously to approve these Claims as submitted.

A handwritten signature in black ink, appearing to read "Duane Peters", written over a horizontal line.

Duane Peters
County Judge

A handwritten signature in black ink, appearing to read "Karen McQueen", written over a horizontal line.

Karen McQueen
County Clerk