



# COMMISSIONERS COURT COMMUNICATION

REFERENCE NUMBER \_\_\_\_\_

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DATE: 05/10/2022

**SUBJECT: APPROVAL OF CHANGES TO THE TABLES OF ORGANIZATION –  
CONSTABLE, PRECINCT 7, JUSTICE OF THE PEACE 4, AND  
JUSTICE OF THE PEACE 7**

## **COMMISSIONERS COURT ACTION REQUESTED**

It is requested that the Commissioners Court approve a change to the Table of Organization for Constable, Precinct 7 to create one (1) new Deputy Constable position effective on May 11, 2022. It is also requested that the Commissioners Court approve changes to the Tables of Organization for Justice of the Peace 4 and Justice of the Peace 7 to create one (1) new project position each effective on May 11, 2022.

## **BACKGROUND**

Constable, Precinct 7 is requesting the creation of one (1) new Grade 53 Deputy Constable position under ARPA funding. The Deputy Constable will assist in addressing the backlog of cases in the JP Courts. The incumbent will serve civil process, writs, and warrants and provide courtroom and building security as needed. The position description for Deputy Constables already exists and does not require Job Evaluation Committee review.

Justice of the Peace 4 and 7 are requesting the creation of one (1) new project position each under ARPA funding. These Grade 17 Administrative Court Clerks will assist in addressing the backlog of cases including jury trials. The incumbents will also assist with processing the increase of civil cases, writs of garnishments, and orders of receiverships being filed with the courts. The position description for Administrative Court Clerks already exists and does not require Job Evaluation Committee review.

This item has been recommended for ARPA/FRF funding. Additional positions under this special fund may be requested in the future. Positions funded by grants or special funds may be eliminated due to loss of funding at any time, and Tarrant County has no obligation to assume funding for these positions.

## **FISCAL IMPACT**

The annual fiscal impact to ARPA funding would be approximately \$224,306.03 including fringe benefits.

***This item has been recommended or approved for ARPA/FRF funding.***

SUBMITTED BY:	Human Resources	PREPARED BY: APPROVED BY:	Anjanie Ramnarine
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