



COMMISSIONERS COURT COMMUNICATION

REFERENCE NUMBER _____

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DATE: 10/25/2022

**SUBJECT: APPROVAL OF A CHANGE TO THE TABLE OF ORGANIZATION –
CRIMINAL COURT ADMINISTRATION**

COMMISSIONERS COURT ACTION REQUESTED

It is requested that the Commissioners Court approve a change to the Table of Organization for Criminal Court Administration to convert a vacant Project Employee position to a full-time Assistant Attorney Appointment Coordinator position effective October 26, 2022.

BACKGROUND

Criminal Court Administration is requesting that a vacant Project Employee position (#20007736) be converted to a full-time Grade 17 Assistant Attorney Appointment Coordinator position. This position is funded through the General Fund. Criminal Court Administration has been asked to coordinate and administer the appointment of counsel for indigent juveniles under the direction of the Juvenile Board and the criminal courts. An existing full-time Assistant Attorney Appointment Coordinator position (#20005451) within the department has been tasked with coordinating these services and will be reviewed for potential reclassification at a future time. To ensure that there is no degradation in the adult indigent attorney appointment process, the department is requesting that position #20007736 be converted from project to full-time status to fulfill the current duties of position #20005451. This position description already exists and does not require Job Evaluation Committee review.

FISCAL IMPACT

The annual cost to the General Fund will be approximately \$10,168.39 including fringe benefits.

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