



COMMISSIONERS COURT COMMUNICATION

REFERENCE NUMBER _____

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DATE: 08/29/2023

**SUBJECT: APPROVAL OF A CHANGE TO THE TABLE OF ORGANIZATION -
JUSTICE OF THE PEACE, PRECINCT 5**

COMMISSIONERS COURT ACTION REQUESTED

It is requested that the Commissioners Court approve a change to the Table of Organization for Justice of the Peace, Precinct 5 to convert one (1) project position to a full-time position effective October 1, 2023.

BACKGROUND

Justice of the Peace, Precinct 5 is requesting that a project position (#20007727), Grade 23 be converted to a full-time Grade 17 Administrative Court Clerk position to maintain and ensure the accuracy and integrity of the Court's electronic and paper files. This ARPA-funded position will provide support by prioritizing daily activities to ensure the judicial process maintains efficiency. This position makes complex decisions based on verbal instruction, established Court procedures, Rules of Court and legal statutes for Justice of the Peace, Precinct 5. In addition, the incumbent will also assist with processing the increase in civil cases, writs of garnishments, and orders of receiverships being filed with the courts. This position description 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 cost to ARPA funding will be approximately \$77,307.13 including fringe benefits, \$10,168.39 of which is the additional cost of retirement.

SUBMITTED BY:	Human Resources	PREPARED BY: APPROVED BY:	Amber Duckworth
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