



JUDGE STEVE M. DUBLE
JUSTICE OF THE PEACE HARRIS COUNTY
PRECINCT ONE, PLACE TWO

1302 PRESTON, RM. 103
HOUSTON, TEXAS 77002
(713) 274-0600

January 3, 2023

Harris County Members of Commissioners Court
County Judge Lina Hidalgo
Precinct 1 Commissioner Rodney Ellis
Precinct 2 Commissioner Adrian Garcia
Precinct 3 Commissioner Tom S. Ramsey, P.E.
Precinct 4 Commissioner Lesley Briones

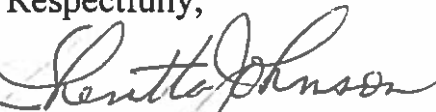
Dear Members:

Judge Steve M. Duble, Harris County Justice of the Peace for Precinct 1, Place 2, would like to request a Clerk IV Position to be used as a Court Community Services Clerk. A Job Description is attached for your review in approving this position.

Also attached you will find the completed form 3441 reclassifying one of our empty positions to make room for the new requested Clerk IV Position. At the present time, this office does have the budget available to fund this position.

Thank you in advance for considering this request and feel free to contact our office with any questions you need answered.

Respectfully,



Judge Steve M. Duble

Justice of the Peace

Precinct 1, Place 2 of Harris County, Texas

/sj

Court Community Services Clerk (Senior Clerk)

Job Description

Position Summary

The Court Community Services Clerk is responsible for engaging with non-profit organizations, institutions of higher education, communities of faith, grant makers, county departments, and other stakeholders in the development, execution, and effective administration of constituent programs and services that advance the Court's goals of equity, transparency, and accessibility.

The Court Community Services Clerk will develop, lead, and deliver strategies, methods, and content that advance public knowledge related to the Court's goals through public messaging, social media, and public presentations to community groups and other community stakeholders.

The Court Community Services Clerk will report to the Justice of the Peace, Precinct 1, Place 2 and the Chief Clerk of the Court to ensure the effective implementation and delivery of programs that support the Court's goals.

Job Responsibilities

- Work directly with non-profit organizations, community stakeholders, and county social service providers to support the Court's goals of eviction and homelessness diversion.
- Engage county offices, community stakeholders, non-profits and other organizations serving the homeless and unhoused population to develop and deliver a Homeless/Community Court program.
- Establish, extend, and facilitate partner relationships directly with non-profit organizations, legal aid, and other service providers and stakeholders to enhance and expand their engagement and supportive work with the Court and its constituents.
- Develop and facilitate in-person and virtual trainings, workshops, and other educational activities to support the professional development needs of Court staff, stakeholders, and constituents.
- Develop and implement community engagement and outreach activities that prioritize the transparency and accessibility of the Courts activities, including the public dissemination of program information, impact on constituent populations, and solutions related to at-risk communities.
- Prepare reports, presentations, documents and other information necessary to support and advance the goals of the Court.
- Act as the Court's liaison to public policy organizations, stakeholders, and professionals.
- Support the Chief Clerk in the development and administration of the Court's budget.
- Support the Chief Clerk in the development and presentation of items for Commissioners Court agenda.
- Support the Chief Clerk in the management the Judge's official schedule involving appearances and meetings other than court hearing dockets and settings
- Supervise clerk responsible for coordination of wedding services
- Perform other duties that advance the Court's goals and support the work of the Court on behalf of its constituents

Qualifications

- Bachelor's Degree in Communications, Psychology, Social Work, or related field
- Ten (10) + years of experience in community engagement, program management, policy, and communication
- Excellent verbal and written skills
- Ability to manage day-to-day activities while developing and implementing long term strategies and programs that benefit stakeholders and constituents
- Understands the Court's goals and mission
- Contributes to an inclusive workplace where equity, diversity, inclusion, and individual differences are valued and leveraged to achieve the Court's goals and mission
- Demonstrates respect for the opinion and beliefs of others
- Behaves in an honest, fair, and ethical manner

POSITION MANAGEMENT REQUEST FORM

Business Unit Name: Justice Court, Prec. 1, Place 2 Business Unit Number: 31200

SECTION I – TYPE OF REQUEST

Function	Check Applicable	Comments
Position Update	<input type="checkbox"/>	May require Commissioners Court approval
Position Reclassification	<input checked="" type="checkbox"/>	May require Commissioners Court approval
New Position Request	<input type="checkbox"/>	Requires Commissioners Court approval
Is additional office space required?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

SECTION II – REASON FOR REQUEST

Request for Clerk IV position to be used as a Court Community Services Clerk

SECTION III – PROPOSED EFFECTIVE DATE

Proposed Effective Date	<u>1/14/2023</u>	Date must be the beginning of a pay period. For requests requiring Commissioners Court approval, the earliest effective date will be the first pay period after approval.
Grant Effective Date	From: _____ To: _____	

SECTION IV – POSITION DATA

Current <i>Use "Pos_List_File" (PCN Download) to complete all fields</i>		Proposed <i>Complete all fields for a new position or change appropriate field(s) for existing position.</i>	
		Number of Positions	1
Position Description (Title)	Clerk, JP	Position Description (Title-30 Spaces Max)	Clerk IV, JP
Job Code Description	Clerk I	Job Code Description	Clerk IV
Position Number	10009775	Position Number (HRRM Use Only)	
Company (CS, FC, HC, JV or PA)	HCT	Company (CS, FC, HC, JV or PA)	HCT
Business Unit	31200	Business Unit	31200
Home Department ID Number	31200000	Home Department ID Number	31200000
Location	Default	Location	Default
Full Time, Part Time or Temporary	F (Full Time)	Full Time, Part Time or Temporary	F (Full Time)
Budgeted Hours	40	Budgeted Hours	40
Salary Range Maximum	19.44	Salary Range Maximum	49.07
FLSA Code	N	FLSA Code	N
Reports To Position Number	10009753	Reports To Position Number	10009755
Fund Code	1000	Fund Code	1000
Funding Department ID Number	31203100	Funding Department ID Number	31201100
Account (Same for all Business Units)	510010	Account (Same for all Business Units)	510010
Business Unit PC (Projects or Grants only)		Business Unit PC (Projects or Grants only)	
Project/Grant (Projects or Grants only)		Project/Grant (Projects or Grants only)	
Activity ID (Projects or Grants only)		Activity ID (Projects or Grants only)	
Resource Type (Not currently used)		Resource Type (Not currently used)	

Keritta Johnson

Business Unit Approval (Business Unit Head or Designee)

January 4, 2023

Date