

**Jesus Ruiz**  
Mayor

**Rene Rodriguez**  
At Large Representative  
Mayor Pro Tem

**Vacant**  
District 1



**Gloria M. Rodriguez**  
District 2

**Victor Perez**  
District 3

**Anthony Gandara**  
District 4

**Adriana Rodarte**  
City Manager

**BUDGET WORKSHOP  
NOTICE OF SPECIAL COUNCIL MEETING  
OF THE CITY COUNCIL  
OF THE  
CITY OF SOCORRO**

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**THE FACILITY IS WHEELCHAIR ACCESSIBLE AND ACCESSIBLE PARKING SPACES ARE AVAILABLE. REQUESTS FOR ACCOMMODATION FOR INTERPRETIVE SERVICES MUST BE MADE 48 HOURS PRIOR TO THIS MEETING. PLEASE CONTACT THE CITY CLERK'S OFFICE AT (915) 858-2915 FOR FURTHER INFORMATION.**

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**NOTICE IS HEREBY GIVEN THAT A SPECIAL MEETING OF THE CITY COUNCIL OF THE CITY OF SOCORRO, TEXAS WILL BE HELD ON THURSDAY THE 21<sup>ST</sup> DAY OF JULY, 2016 AT 4:00 P.M. AT THE CITY HALL CHAMBERS, 860 N. RIO VISTA RD., SOCORRO, TEXAS AT WHICH TIME THE FOLLOWING WILL BE DISCUSSED:**

- 1. Call to order**
- 2. Pledge of Allegiance and a Moment of Silence**
- 3. Establishment of Quorum**
- 4. Public Comment** (The maximum time for public comment will be 30 minutes and three minutes will be allotted for each speaker. Government Code 551.042 allows for responses by city council to be a statement of specific factual information given in response to the inquiry; or a recitation of existing policy in response to the inquiry; or a decision to add the public comment to a future agenda.)

**PRESENTATION**

- 5. Presentation** by Human Resources Director regarding Employee Performance Appraisal.  
*Rosio Marin*

**REGULAR AGENDA**

- 6. Discussion and action** on finalizing a budget for all City of Socorro departments including revenue projections for fiscal year 2016-2017.  
*Adriana Rodarte*

7. **Discussion** to approve amendment to Recreations Supervisor to Director of Recreations and Public Relations job description salary and Fair Labor Standard Act exempt status.  
*Rosio Marin*
8. **Discussion** to approve amendment to Court Coordinator job description, salary and Fair Labor Standard Act exempt status.  
*Rosio Marin*

**EXECUTIVE SESSION**

The City Council of the City of Socorro may retire into EXECUTIVE SESSION pursuant to Section 3.08 of the City of Socorro Charter and the Texas Government Code, Sections 551, Subchapter D to discuss any of the following: (The items listed below are matters of the sort routinely discuss in Executive Session, but the City Council of the City of Socorro may move to Executive Session any of the items on this agenda, consistent with the terms of the Open Meetings Act.) The City Council will return to open session to take any final action and may also, at any time during the meeting, bring forward any of the following items for public discussion, as appropriate.

Section 551.071 CONSULTATIONS WITH ATTORNEY

Section 551.072 DELIBERATION REGARDING REAL PROPERTY

Section 551.073 DELIBERATION REGARDING PROSPECTIVE GIFT

Section 551.074 PERSONNEL MATTERS

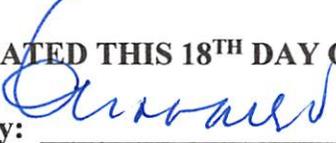
Section 551.076 DELIBERATION REGARDING SECURITY

Section 551.087 DELIBERATION REGARDING ECONOMIC DEVELOPMENT NEGOTIATIONS

***Discussion on the following:***

9. **Discussion and action** on advice received from City Attorney in closed session, and action to approve real estate transaction; authorize filing or settlement of legal action; authorize employment of expert witnesses and consultants, and employment of special counsel with respect to pending legal matters.  
*Adriana Rodarte*
10. **Discussion and action** on qualifications of individuals for employment and for appointment to Boards & Commissions, job performance of employees, real estate acquisition and receive legal advice from City Attorney regarding legal issues affecting these matters.  
*Adriana Rodarte*
11. **Discussion and action** regarding pending litigation and receive status report regarding pending litigation.  
*Adriana Rodarte*
12. **Adjourn**

DATED THIS 18<sup>TH</sup> DAY OF JULY 2016.

By: 

\_\_\_\_\_  
Olivia Navarro, City Clerk

I, the undersigned authority, hereby certify that the above notice of the meeting of the City Council of Socorro, Texas is a correct copy of the notice and that I posted this notice at least Seventy-two (72) hours preceding the scheduled meeting at the City Administration Building, 124 S. Horizon Blvd., in Socorro, Texas.

DATED THIS 18<sup>TH</sup> DAY OF JULY 2016.

By: *Olivia Navarro*

**Olivia Navarro, City Clerk**

Agenda posted: *7-18-16 @ 3:49 am*

Removed: \_\_\_\_\_ Time: \_\_\_\_\_ By: \_\_\_\_\_

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City Manager

July 18, 2016

**TO: MAYOR AND CITY COUNCIL MEMBERS**

**FROM: Rosio Marin**

**SUBJECT: Presentation by Human Resources Director regarding Employee Performance Appraisal.**

**SUMMARY**

**Human Resources Director will provide a general overview on City of Socorro Employee Performance Appraisal.**

**STATEMENT OF THE ISSUE**

**City of Socorro uses performance factors and a point system to score evaluation standards. Performance evaluation scores are used to determine merit-based pay increases.**

**FINANCIAL IMPACT**

**Account Code (GF/GL/Dept):**

**Funding Source:**

**Amount:**

**Quotes (Name/Commodity/Price) N/A**

**Co-op Agreement (Name/Contract#) N/A**

**ALTERNATIVE**

**N/A**

**STAFF RECOMMENDATION**

N/A

**REQUIRED AUTHORIZATION**

- 1. City Manager \_\_\_\_\_ Date \_\_\_\_\_
- 2. CFO \_\_\_\_\_ Date \_\_\_\_\_
- 3. Attorney \_\_\_\_\_ Date \_\_\_\_\_

**CITY OF SOCORRO  
EMPLOYEE PERFORMANCE APPRAISAL**

Employee:	Date of Appraisal:
Title:	Appraisal Period:
Department:	Supervisor:

**EVALUATION STANDARDS**

5 Clearly Outstanding	Consistently exceeds expectations for achieving all position goals / duties
4 Above Expectations	Consistently meets and frequently exceeds expectations for achieving all position goals / duties
3 Meets Expectations	Consistently meets expectations for achieving all position goals / duties
2 Needs Improvement	Partially meets expectations for achieving all position goals / duties; marked improvement is necessary
1 Clearly Unsatisfactory	Does not meet position requirements. Immediate and significant improvement is necessary.

**I. PERFORMANCE FACTORS FOR ALL EMPLOYEES**

Evaluation Standard	Factor Description and Space for Comments
	<b>1. Job Knowledge</b> – Demonstrates a comprehensive understanding of the knowledge required to complete job responsibilities.
	<b>2. Quality of Work</b> – Assures accuracy, thoroughness and reliability of results in the work product.
	<b>3. Productivity/Quantity of Work</b> – Completes the necessary amount of work on time, effectively and efficiently.
	<b>4. Organization/Planning</b> – Demonstrates ability to plan ahead and establish priorities to achieve job objectives. Manages workload in an organized manner. Meets established deadlines.
	<b>5. Responsibility/Accountability</b> – Displays professionalism. Accepts responsibility for all areas of the job and reports mistakes. Complies with policies, procedures and rules. Operates and maintains all City equipment and vehicles in the manner for which they were intended to be operated and maintained.
	<b>6. Motivation/Initiative/Resourcefulness</b> – Displays drive, enthusiasm, and energy in accomplishing tasks. Is a self-starter and initiates action without being told every detail.
	<b>7. Creativity/Problem Solving</b> – Demonstrates analytical ability to gather facts and develop Solutions or prevent problems. Contributes new ideas and methods. Shows originality.
	<b>8. Judgement</b> – Makes decisions which are sound, timely and appropriate to the City's mission and objectives.

**CITY OF SOCORRO  
EMPLOYEE PERFORMANCE APPRAISAL**

	<b>9. Safety</b> – Practices safe work habits and participates in safety training sessions. Accepts responsibility for personal safety and safety of others. Operates equipment responsibly and ensures the safety of the public and other employees.
	<b>10. Teamwork/Cooperation</b> - Exhibits interdepartmental cooperation. Willingly works effectively with others. Helps others when needed. Seeks solutions acceptable to all. Maintains objectivity in conflict situations.
	<b>11. Attendance/Punctuality</b> - Is punctual and rarely absent from work. Is ready for work at the assigned time.
	<b>12. Dependability</b> – Can be depended on to plan and complete work assignments as required. Is honest and reliable.
	<b>13. Flexibility/Adaptability</b> – Responds effectively to changing needs of the department and demonstrates ability to effectively handle multiple tasks.
	<b>14. Ability to Improve/Personal Development</b> – Uses constructive feedback to improve performance. Is open to new methods and makes an effort to stay current. Actively plans personal development with supervisor.
	<b>15. Complies with Policies and Procedures</b> - Accepts City policies and procedures. Is discreet in speech and action and exhibits a sense of loyalty to the City.
	<b>16. Attitude</b> – Displays enthusiasm for the job. Is eager and accepts supervisory direction.
	<b>17. Customer Service</b> – Is committed to providing quality customer service: listening effectively, resolving issues, following through with tasks, and communicating final resolution to the customer. Has ability to interact warmly and effectively with customers.
	<b>18. Communication Skills</b> – Effectively presents verbal and written ideas and information to others. Keeps other employees sufficiently informed of organizational and departmental goals, issues and updates. Is available and responsive to others
	<b>19. Interpersonal Skills</b> – Has ability to maintain a positive, supportive and cooperative work environment. Relates well with co-workers and supervisors.
	<b>20. Technical Skills</b> – Is proficient in technical skills required for the job.

**CITY OF SOCORRO  
EMPLOYEE PERFORMANCE APPRAISAL**

**II. ADDITIONAL PERFORMANCE FACTORS FOR SUPERVISORS**

Evaluation Standard	Factor Description and Space for Comments
	<b>1. Leadership Ability</b> – Earns respect and instills confidence within the department. Motivates employees to perform proactively. Keeps employees informed and involved. Is sensitive to morale and the satisfaction of subordinates.
	<b>2. Planning and Organization</b> – Develops both short and long-term plans. Establishes appropriate goals, priorities and deadlines. Prepares efficient project and personnel schedules. Makes effective use of available resources to complete projects. Delegates responsibility appropriately.
	<b>3. Fiscal Awareness</b> – Exercises acceptable budgetary control and demonstrates a knowledge of budget planning and budgeting principles.
	<b>4. Employee Development / Personnel Relations</b> – Provides and encourages individualized professional training/development of staff. Develops a succession plan. Demonstrates good judgement when making hiring, promotion, disciplinary, termination and evaluation decisions. Confronts and resolves personnel issues constructively. Follows proper procedures and provides appropriate documentation.
	<b>5. External Relations</b> – Represents the City well and fosters positive working relationships with any person or group outside the organization.

**III. OVERALL EVALUATION OF PERFORMANCE**

The overall evaluation is a composite of the individual performance factors considering the effect of the important ranking on each factor. Any evaluation of “below Expectations” or “Clearly Unsatisfactory” must be discussed here.

Overall Rating

Comments:

**CITY OF SOCORRO  
EMPLOYEE PERFORMANCE APPRAISAL**

**IV. STRENGTHS, ASSETS AND ACHIEVEMENTS**

List particular strengths, assets and/or major achievements during the appraisal period. Relate achievement of goals, objectives or actions established by the previous evaluation.

**V. TRAINING / DEVELOPMENT PLAN**

List any deficiencies, improvements, training or development the employee needs to improve performance. Include any goals, objectives or actions established by the previous evaluation that he/she failed to achieve. In conjunction with the employee, develop an individualized plan for training that will help prepare the employee for improvement or advancement.

**CITY OF SOCORRO  
EMPLOYEE PERFORMANCE APPRAISAL**

**VI. GOALS / OBJECTIVES / ACTIONS**

List any goals, objectives or actions dictated by this evaluation or by changes within the department. Be specific with quantifiable effects and deadlines where appropriate.

Goal / Objective	Action Needed	Priority	Target Date

**VII. EMPLOYEE COMMENTS:** (Optional for all employees)

Employee may present supplementary or qualifying statements to this evaluation.

\_\_\_\_\_  
**Employee Signature**  
 (Signature confirms receipt of evaluation only)

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Supervisor Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Department Head Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**City Manager Signature**

\_\_\_\_\_  
**Date**

## **CITY OF SOCORRO EMPLOYEE PERFORMANCE APPRAISAL**

An Employee Performance Appraisal is a tool for supervisors and employees to gauge how an employee is doing in his job. It helps identify areas in which an employee excels and areas in which he/she needs improvement, and to develop a formal plan for achieving improvement. It allows an employee to communicate his/her personal goals and career objectives and for the supervisor and employee to develop a plan to meet those goals and objectives.

**GENERAL INSTRUCTIONS: Employee Performance Appraisals shall be conducted in 3 steps.**

- Step 1 Supervisor's Evaluation of Employee:** The supervisor will complete his own evaluation of each employee on an Employee Performance Appraisal form. He will complete all sections applicable to the employee, including identifying goals, objectives and action plans for each employee for the following appraisal period.
  
- Step 2 Department Head and City Manager's Review:** The evaluation will be reviewed by the Department Head and the City Manager prior to the supervisor's review with the employee.
  
- Step 3 Supervisor's Review with Employee:** The supervisor will review the final evaluation with the employee. They will discuss goals, objectives and actions for that employee for the current and following appraisal period, as well as develop a Training/Development Plan together. The employee also has an opportunity to add qualifying comments to the evaluation should he/she not agree with a portion of the evaluation.

Supervisor Evaluation

Category	Score	Clearly	Score	Above	Score	Meets	Score	Employee	Score	Below
1 Knowledge	5	Outstanding	4	Expectation	4	Expectation	4	Needs	3	Expectation
2 Quality	4	Employee	3	Employee	4	Employee	3	Improvement	4	Employee
3 Productivity	5		5		4		2		3	
4 Organization	4		3		4		3		2	
5 Responsibility	5		5		4		3		3	
6 Motivation	4		4		4		4		4	
7 Problem Solving	3		5		4		4		5	
8 Judgement	5		4		3		2		2	
9 Safety	5		4		4		3		3	
10 Teamwork	3		5		4		2		4	
11 Attendace	5		3		2		3		2	
12 Dependability	5		4		4		3		3	
13 Felixbility	4		5		3		3		4	
14 Personal Development	4		2		4		2		2	
15 Disciplinaries	5		5		2		5		2	
16 Attitude	5		5		4		4		5	
17 Customer Svcs	5		4		4		3		3	
18 Communication	5		3		2		4		2	
19 Interpersonal Skills	5		4		4		2		2	
20 Technical	5		3		4		4		2	
21 Leadership	5		5		4		3		2	
22 Planning & Organization	5		2		4		4		2	
23 Fiscal Awareness	5		4		4		4		3	
24 Employee Development	5		5		4		3		2	
25 External Relations	4		4		4		4		4	
Total	115	3%	100	2%	92	1%	81	0.5%	73	0
Range	125-112		111-100		99-87		86-75		74-below	

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*City Manager*

July 15, 2016

**TO: MAYOR AND CITY COUNCIL MEMBERS**

**FROM: Rosio Marin**

**SUBJECT: Discussion and action to approve amendment to Recreations Supervisor to Director of Recreations & Public Relations job description, salary and Fair Labor Standard Act exempt status.**

**SUMMARY**

This action approves City of Socorro to amend Recreations Supervisor to Director of Recreations & Public Relations job description, FLSA Status to exempt status and salary adjustment.

**STATEMENT OF THE ISSUE**

City of Socorro Recreations Department, Recreations Supervisor to Director of Recreations & Public Relations job description, FLSA status has changed and position needs currently have discrepancies that need to be addressed.

**FINANCIAL IMPACT**

**Account Code (GF/GL/Dept): 05101 / 016**

**Funding Source: General Fund**

**Amount: \$15,000**

**Quotes (Name/Commodity/Price) N/A**

**Co-op Agreement (Name/Contract#) N/A**

**ALTERNATIVE**

**Decline modification**

**STAFF RECOMMENDATION**

**HR recommend approval for job description amendment and FLSA Status to be modified to exempt status.**

**REQUIRED AUTHORIZATION**

- 1. City Manager \_\_\_\_\_ Date \_\_\_\_\_
- 2. CFO \_\_\_\_\_ Date \_\_\_\_\_
- 3. Attorney \_\_\_\_\_ Date \_\_\_\_\_

**City of Socorro  
Job Description**

**Position**

Job Title: Public Information and Recreations Director	Department: Recreation Centers
FLSA Status: Exempt	Salary: \$60,000.00
Approved: XX/XX/2016	Last Revised: 2013

**General Purpose and Description:**

Under administrative direction, directly responsible for the Departments of Recreation Centers, and coordination of events through subordinate employees. Oversees the public information, and media relations pertaining to the City.

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**Duties, Functions and Responsibilities:**

- **Oversee and participate in daily functions, administration, and operations of Recreation Center facilities. Plan, design, implement and review department short term and long term goals and priorities. Design, establish, and maintain an organizational structure to effectively accomplish the organization's goals and objectives. Oversee the preparation of work orders to maintain and repair facilities.**
- **Direct and supervise work of assigned employees. Assign, schedule, guide and monitor work. Evaluate employee performance and complete annual employee performance review. Provide for training and development. Counsel, motivate and maintain harmony. Identify and resolve staff differences, conflicts and deficiencies. Participate in interviewing applicants and hiring, termination, transfers, discipline, merit pay or other employee status changes; realign organization structures for improved efficiency including staffing levels and job design. Enforce personnel rules and regulations and work behavior standards firmly and impartially. Establish and maintain effective working relationships with coworkers, officials, customer departments, regulatory agencies and the general public. Act as site supervisor for partner agencies, organizations, volunteers, or grant employees.**
- **Monitor and manage designated department budget. Review and approve necessary expenditures.**
- **Register participants for programs and activities. Collect and accept fees for programs and activities, and prepare receipts. Determine appropriate activities for age and interest groups. Respond to complaints, resolve problems and recommend appropriate action.**
- **Provides for risk management practices. Enforce safety and sanitation regulations. Monitor facilities to ensure safe environments for patrons; including health, fire, and safety compliance. Enforce emergency procedures and provide first aid in emergency situations.**
- **Clear, concise oral and written communication to develop and present reports to management.**
- **Perform duties of supervisor or coworkers if necessary to ensure continuity of operations during absences. Advise supervisor in a timely manner of situations or issues that have or could lead to deviation from expected results and recommend appropriate solutions or options.**
- **Plan, direct coordinate and evaluate comprehensive and centralized public information and marketing programs for a bilingual community in conjunction with multimedia application including audio and visual. Involves: conducting market research, statistical or other analyses to determine public relations and marketing needs; establishing objectives and procedures governing programs; developing strategy in conjunction with management and elected or appointed officials reviewing performance against objectives and standards to determine program effectiveness and needs for changes; coordinating, preparing or presenting programs designated to promote awareness of city activities, actions and accomplishments to the communities, school districts, and the general public; assistance with planning, organization and promotion of ceremonial events, service programs, crisis management, special projects, and activities.**
- **Act as City of Socorro spokesperson and coordinate media relations. Involves: establishing personal contacts with elected and appointed officials and their staff to advise on complex, sensitive or controversial matters of public information and media relations; response to the media in emergencies involving and /or affecting the City and its individuals; attending meetings to remain informed of current projects and progress; preparation for potential public relation**

## **City of Socorro Job Description**

### **Position**

problems and press releases in reasonable time frame; assistance with media interviews and specific complaints or allegations; preparing for official responses to requests for information from City Council representatives and City Manager.

- **Serve as Community Liaison. Involves: implementing and monitoring system to identify proposed legislation and developing issues which could affect the City of Socorro; meeting with local, state and federal officials to disseminate or gather information regarding regional and international development issues in accordance with North America Free Trade Agreement (NAFTA) and Integrated Environmental Plan (IBEP) or similar legislation; participating in forums.**
- **Application of considerable knowledge of methods, principles, practices, techniques, and objectives of public information, effective media communication in political, community, and crisis environments.**
- **Application of considerable knowledge of journalism, media management, intra/interpersonal communication, group communication, and audio visual presentation techniques.**
- **Ability to adjust/adapt to evolving situations, crisis situations, and prioritize the city's needs of a specific situation without supervision.**
- **Ability to maintain: effective working relationships, with the general public, employees, public officials, news media, and special publics through strong organizations time management and analytical skills.**
- **Design and prepare promotional and advertising materials and newsletters for a bilingual market.**
- **Use media appropriate for dissemination of various kinds of information and publicity material, including radio, television, photography and print. Interpret an extensive array of technical instructions dealing with numerous concrete and abstract considerations**
- **Employ logic or scientific principles to define problems, collect data, establish facts, comprehend consequences of situations and draw valid conclusions. Analyze and provide summary of issues related to pending legislations affecting the City. Perform statistical analysis and maintain records.**
- **Communicate effectively, both orally and in writing to compose articles, presentation scripts, speeches, reports and letters covering a wide range of technical subject matter within deadlines, and to deliver public presentations.**
- **Responsible for any assignments issued by the City of Socorro.**
- **Attendance is an essential function of the job.**

### **Minimum Qualifications:**

- **A Bachelor's Degree in Communication, Public Relations, Marketing, Advertising, Business, Hospitality, Human Development, Recreation, or related field.**
- **Minimum of: Two Years of Recreational, Special Event, Journalistic, and/or Business Management experience preferred.**
- **Minimum of: Two years of supervisory experience.**
- **Possess a valid Texas class "C" Driver's License.**
- **CPR and Basic First Aid Certification within six months of date of appointment.**

### **Equipment:**

- **Operates office equipment such as typewriter, computers and software, calculator, copy machine, scanner, shredder, fax machine, and multi-line telephone.**
- **Operate city vehicles safely and cautiously.**

### **Physical Requirements:**

- **Must be able to lift a minimum of 30 pounds.**
- **Sits and/or stands for extended periods of time.**
- **May be exposed to extreme weather conditions.**
- **Occasional driving in city traffic.**

**City of Socorro  
Job Description**

**Position**

**Conditions of Employment:**

- **Pass Pre-Employment Drug Screening.**
- **Pass Background Check.**
- **Work flexible hours and overtime as required.**
- **Bilingual Skills: English & Spanish preferred.**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resource Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

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July 15, 2016

**TO: MAYOR AND CITY COUNCIL MEMBERS**

**FROM: Rosio Marin, HR Director**

**SUBJECT: Discussion and action to approve amendment to Court Coordinator job description, salary and Fair Labor Standard Act exempt status.**

**SUMMARY**

**This action approves City of Socorro to amend Court Coordinator job description, FLSA Status to exempt status and salary adjustment.**

**STATEMENT OF THE ISSUE**

**City of Socorro Municipal Courts Department, Court Coordinator job description, FLSA status has changed and position needs currently have discrepancies that need to be addressed.**

**FINANCIAL IMPACT**

**Account Code (GF/GL/Dept): 05101 / 006**

**Funding Source: General Fund**

**Amount: \$12,000**

**Quotes (Name/Commodity/Price) N/A**

**Co-op Agreement (Name/Contract#) N/A**

**ALTERNATIVE**

**Decline modification**

**STAFF RECOMMENDATION**

**HR recommend approval for job description amendment and FLSA Status to be modified to exempt status.**

**REQUIRED AUTHORIZATION**

1. City Manager \_\_\_\_\_ Date \_\_\_\_\_
2. CFO \_\_\_\_\_ Date \_\_\_\_\_
3. Attorney \_\_\_\_\_ Date \_\_\_\_\_

**City of Socorro  
Job Description**

**Position**

<b>Job Title: Court Coordinator</b>	<b>Department: Municipal Court</b>
<b>FLSA Status: Exempt</b>	<b>Salary: \$50,000.00</b>
<b>Approved: XX/XX/2016</b>	<b>Last Revised: 2013</b>

**General Purpose and Description:**

Under direct supervision, the Court Coordinator will supervise, review and participate in the work of all Court Personnel and coordinate court functions with the Municipal Judge; ensure work quality and adherence to established policies and procedures.

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**Duties, Functions and Responsibilities:**

- Supervise and execute policies and procedures of the Municipal court; implement goals for development and growth; file court documents; handle fines, fees and bond payments; balance and reconcile daily payment receipts; enter payment information in automated payment system and ensure accuracy of the system; respond to inquiries from legal and law enforcement community and general public; research and maintain automated and hard-copy files for case status information; generate court documents; draft correspondence upon request; maintain jury management process; maintain logs and records and prepare statistical reports; and handle constituent work as needed.
- Must coordinate court functions with the Municipal Judge and establish consistency to enforce the procedures of the department.
- In addition, the Court Coordinator performs the duties of a Clerk. The Court Coordinator performs a variety of difficult, complex, and confidential duties in support of court operations and functions. The Court Coordinator handles client intake; provides clients with basic information regarding court programs, policies, and procedures; responds to basic inquiries in person and by telephone; refers those making inquiries to appropriate source(s) as necessary; receives, compiles, and organizes information for the preparation of documents, records, reports, and correspondence as assigned; files various information; maintains confidentiality of information; collects and logs payments from clients; prepares basic client information for client pleadings and enters information into relevant computer system; handles warrant process as needed; assists with community service process; assists all Court Personnel as necessary; assist in court proceedings.
- Maintain filing system, records, telephone logs and keep reports. Enter client's call information into database for call-tracking, follow-up and reporting. Enter assigned data into computer databases. Perform general clerical support. Organize and maintain complex technical filing system; ensures storage of departmental records is secure at all times, and maintain records and forms. Attend workshops/trainings as required. Protect confidential information by preventing unauthorized release, both verbal and/or written.
- Serve as a representative of the City of Socorro demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the public. Provide customer service in assigned areas. Welcome and greet customers. Communicate in person, over the telephone or by correspondence. Direct and deal effectively with irate people to avoid conflict.
- Direct and supervise work of assigned employees. Assign, schedule, guide, and monitor work. Evaluate employee performance and complete annual employee performance review. Provide for training and development. Counsel, motivate and maintain harmony. Identify and resolve staff differences, conflicts and deficiencies. Participate in interviewing applicants and hiring, termination, transfers, discipline, merit pay or other employee status changes; realign organization structures for improved efficiency including staffing levels and job design. Enforce personnel rules and regulations and work behavior standards firmly and impartially. Establish and maintain effective working relationships with coworkers, officials, customer departments, regulatory agencies and the general public.

**City of Socorro  
Job Description**

**Position**

- Knowledge of the following: State & Local fee schedules & relevant automated fee program; local court rules; Federal, State, & Local laws or ordinances; legal terminology; jury management system; court records maintenance, retention and destruction; local community services; English grammar; computer hardware and software; general office equipment and procedure.
- Highly organized, dependable, and ability to keep matters confidential. Clear, concise oral and written communication to present reports. Establish and maintain effective working relationships with department, directors or supervisors, employees, and coworkers.
- Responsible for any assignments issued by the City of Socorro.
- Attendance is an essential function of the job.

**Minimum Qualifications:**

- Bachelor's Degree in Business Administration, Public Administration, Accounting, or related field.
- Three years of experience in Court Case Management.
- Five years of administrative or clerical experience; requiring two years of experience in the capacity of a Supervisory Role.
- Incumbents currently in this job class will not be required to meet the educational requirements of his/her respective job class provided that the incumbent was permanently employed in the respective job class on March 2013. All employees hired into the Job class after March 2013 are required to meet the educational requirement of the respective job class.
- Possess a valid Texas class "C" Driver's License.

**Equipment:**

- Operates office equipment such as typewriter, computers and software, calculator, copy machine, scanner, shredder, fax machine, and multi-line telephone.

**Physical Requirements:**

- Must be able to lift a minimum of 25 pounds.
- Sits, stands for extended periods of time.

**Conditions of Employment:**

- Pass Pre-Employment Drug Screening.
- Pass Background Check.
- Work flexible hours and overtime as required.
- Bilingual Skills: English & Spanish preferred.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resource Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date