

BOARD OF JUSTICE COURT JUDGES RESOLUTION

WHEREAS, the Board of Justice Court Judges have:

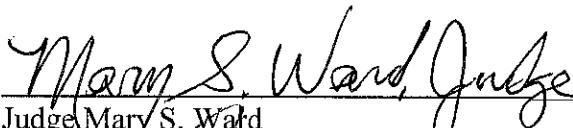
1. Reviewed the job duties and responsibilities of the Justice Court Coordinators, including all the job duties and requirements set forth on the JEQ attached hereto, and
2. Determined that the position of Justice Court Coordinators is critical to the efficient and legal operation of the Justice Courts, and
3. Recognized that, in order to hire and retain qualified and competent Justice Court Coordinators, it is essential to compensate the Justice Court Coordinators fairly for the many demands of the job, and
4. Recognized that for the Justice Court Coordinators to maintain the necessary level of proficiency, it is essential to establish a level of mandatory training and certification.

WHEREAS, the Board of Justice Court Judges have reviewed the compensation of other Court Coordinators in Fort Bend County, and

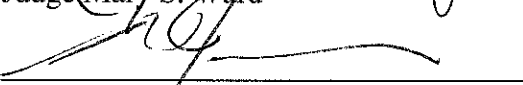
WHEREAS, the Board of Justice Court Judges have recognized that the job requirements of a Justice Court Coordinator are excessive when compared to JEQ's of other Court Coordinators positions within Fort Bend County.

NOW, BE IT RESOLVED that the Board of Justice Court Judges hereby unanimously adopt the JUSTICE COURT COORDINATOR COMPENSATION PROGRAM, a copy of which is attached hereto.

ADOPTED on the 15th day of April, 2019.



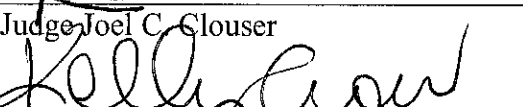
Judge Mary S. Ward



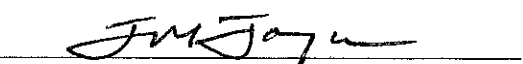
Judge Gary D. Janssen



Judge Joel C. Clouser



Judge Kelly Crow



Judge Justin M. Joyce



Human Resources Team Communication

FORT BEND COUNTY

JUSTICE COURT COORDINATOR COMPENSATION PROGRAM

Issue Date: April 15, 2019

Career Progression / Compensation:

Level I (Entry Level): To maintain Level I, a Justice Court Court Coordinator must, *within one year of their hire date*, pass the *Texas Justice Court Training Center Clerk Certification Exam* for Civil Topics or for Criminal Topics as part of The Texas Justice Court Training Center's Justice Court Clerk's Certification Program.

Newly hired Justice Court Court Coordinators will be placed at a salary level (FY2019-\$72,028.56) which is \$6,000.00 less than full Level III Court Coordinator salary regardless of education or experience.

Level II: To achieve Level II, a Justice Court Court Coordinator must *pass* whichever of the *Texas Justice Court Training Center Clerk Certification Exam* topics they did not pass to become a Level I Justice Court Court Coordinator.

Level II Justice Court Court Coordinators will then be placed at a salary level (FY2019 - \$75,028.56) which is \$3,000.00 less than full Level III Court Coordinator salary.

Level III: To achieve Level III, a Justice Court Court Coordinator must have passed the Master Clerk Certification Exam administered by the Texas Justice Court Training Center.

Level III Justice Court Coordinators will then be placed at full coordinator salary (FY2019 - \$78,028.56).

Continuing Education: In order to maintain proficiency, Justice Court Court Coordinators are required to complete 16 hours of continuing education annually. Continuing Education should be received from the Texas Justice Court Training Center, the Texas Municipal Courts Education Center, the Texas Justice Court Judges Association or the Justice of the Peace and Constable Association, but

the Fort Bend County Board of Justice Court Judges may approve education offered from other sources, if the curriculum is directly related to the court coordinator's duties

General Provisions:

1. To implement a salary change, the Court Coordinator must submit to Human Resources a copy of the certificate of course completion and an Employee Action Form approved by their Judge. Regardless of when the required courses are completed, the effective date of the Level change will be the first day of the pay period commencing after the fully executed form is received by Human Resources.
2. It is the responsibility of the Court Coordinator to submit their executed documentation to Human Resources when they reach Level II or Level III. If the Court Coordinator fails to do so in a timely manner, retroactive pay will not be issued. As with timely submitted documents, the effective date of the change will be the first day of the pay period commencing after the fully executed form is received by Human Resources.
3. If a newly hired Court Coordinator has already completed the necessary courses for Level II or Level III placement, they will begin employment at the appropriate Level II or Level III salary. A certificate of qualifying course completion must be provided.
4. Subsequent increases to the Level III Justice Court Court Coordinators will be equal to the increase percentage (if any) approved by Commissioners' Court for members of the Professional Management Policy Group. Level II Justice Court Court Coordinators will have an increase equivalent to \$3,000 less than Level III's new annual rate. Level I Justice Court Court Coordinators will have an increase equivalent to \$6,000 less than Level III's new annual rate.

Understood and Agreed:

Court Coordinator's Printed Name

Title/Court

Court Coordinator's Signature

Date

Judge's Signature

Title/Court