

PERSONNEL BUDGET

**LIBERTY COUNTY, TEXAS
GENERAL FUND
PERSONNEL BUDGET
FYE SEPTEMBER 30, 2019**

Approved Positions FY 2018	Approved Budget FY 2018	Adopted Positions FY 2019	Adopted Budget FY 2019
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COUNTY JUDGE

Court Coordinator	1	47,079	1	48,491
Mental Health Coordinator	1	44,174	1	45,499
Grant Administrator	1	60,000	1	65,000
DPS Secretary	1	34,200	1	35,226
Collections Specialist	1	36,500	1	37,595
Total County Judge	<u>5</u>	<u>221,953</u>	<u>5</u>	<u>231,811</u>

VETERANS' SERVICE

Veterans' Service Officer	1	41,542	1	42,788
Clerk II	1	29,400	1	30,282
Total Veterans' Service	<u>2</u>	<u>70,942</u>	<u>2</u>	<u>73,070</u>

COUNTY CLERK

Chief Deputy	1	47,079	1	48,491
Clerk III	1	34,975	1	36,024
Clerk II (31,580)	3	91,980	3	94,740
Clerk II (31,364)	2	60,900	2	62,728
Clerk II (30,823)	1	29,925	1	30,823
Clerk I (30,498)	4	118,440	4	121,992
Part-time	0.5	12,666	0.5	13,046
Total County Clerk	<u>12.5</u>	<u>395,965</u>	<u>12.5</u>	<u>407,844</u>

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COUNTY COURT-AT-LAW

Court Coordinator	1	50,803	1	52,327
Court Reporter	1	90,599	1	93,317
Bailiff	1	50,679	1	52,199
Certificate Pay		1,800		1,800
Total County Court-at-Law	3	193,881	3	199,643

75th DISTRICT COURT

Certified Court Manager	1	59,323	1	61,103
Court Coordinator	1	41,200	1	42,436
Court Reporter	1	90,599	1	93,317
Bailiff	1	31,644	1	32,593
Certificate Pay		1,800		1,200
Total 75th District Court	4	224,566	4	230,649

253rd DISTRICT COURT

Court Coordinator	1	40,097	1	41,300
Court Coordinator	1	47,079	1	48,491
Court Reporter	1	74,251	1	76,479
Bailiff	1	27,646	1	28,475
Certificate Pay		1,800		1,200
Total 253rd District Court	4	190,873	4	195,945

DISTRICT CLERK

Chief Deputy	1	47,079	1	48,491
Office Supervisor	1	40,654	1	41,874
Administrative Assistant	1	32,280	1	33,248
Child Support Clerk	1	29,400	1	30,282

**LIBERTY COUNTY, TEXAS
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Clerk III	1	29,925	1	30,823
Clerk III	1	30,187	1	31,093
Clerk II	1	29,610	1	30,498
Clerk II	1	29,400	1	30,282
Clerk II	1	29,400	1	30,282
Clerk I	1	29,925	1	30,823
Clerk I	1	29,400	1	30,282
Clerk - Part-time	0.5	13,759	0.5	14,172
Total District Clerk	11.5	371,019	11.5	382,150

JUSTICE OF THE PEACE # 1

Chief Clerk	1	36,840	1	37,945
Part-Time Clerk	0.5	16,537	0.5	17,033
Part-Time Clerk	0.5	5,512	0.5	5,677
Total JP # 1	2	58,889	2	60,655

JUSTICE OF THE PEACE # 2

Chief Clerk	1	36,315	1	37,404
Part-Time Clerk	0.5	1,654	0.5	1,704
Total JP # 2	1.5	37,969	1.5	39,108

JUSTICE OF THE PEACE # 3

Chief Clerk	1	36,840	1	37,945
Clerk	1	34,215	1	35,241
Clerk	0	-	1	27,000
Part-Time Clerk	0.5	10,500	0	-
Total JP # 3	2.5	81,555	3	100,186

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JUSTICE OF THE PEACE # 4

Chief Clerk	1	35,790	1	36,864
Clerk	1	34,215	1	35,241
Part-time Clerk	0.5	16,537	0.5	17,033
Total JP # 4	2.5	86,542	2.5	89,138

JUSTICE OF THE PEACE # 5

Chief Clerk	1	36,840	1	37,945
Clerk	1	34,215	1	35,241
Total JP # 5	2	71,055	2	73,186

JUSTICE OF THE PEACE # 6

Chief Clerk	1	35,790	1	36,864
Clerk	1	34,215	1	35,241
Total JP # 6	2	70,005	2	72,105

COUNTY ATTORNEY

Sr Assistant Co. Attorney	1	74,794	1	77,038
Asst Co. Attorney (70,223)	2	136,356	2	140,446
Investigator	1	43,891	1	45,208
Mental Health Officer (44,365)	0	-	2	88,730
Legal Secretary	1	40,654	1	41,874
Legal Secretary	1	35,570	1	36,637
Legal Secretary	1	35,129	1	36,183
Legal Secretary	1	34,688	1	35,729
Legal Secretary	1	31,500	1	32,445
Secretary - F/T	1	31,500	1	32,445
Total County Attorney	10	464,082	12	566,735

**LIBERTY COUNTY, TEXAS
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DISTRICT ATTORNEY

1st Assistant District Attorney	1	105,235	1	108,392
Asst District Atty (95,088)	4	369,272	4	380,352
Chief Investigator	1	53,136	1	57,730
Investigator	1	42,787	1	47,000
Investigator- Gang	1	43,358	1	45,527
DARE Officer/Investigator	1	45,527	1	46,893
Courthouse Security (44,365)	0	-	5	221,825
Chief Deputy	1	49,493	1	50,978
Office Supervisor	1	41,411	1	42,653
Legal Secretary (35,501)	2	68,934	2	71,002
Legal Secretary	1	31,882	1	32,838
Secretary	1	29,400	1	30,282
Certificate Pay		6,600		6,000
Total District Attorney	15	887,035	20	1,141,472

COUNTY AUDITOR

First Assistant County Auditor	1	80,000	1	84,000
Internal Auditor	1	42,000	1	43,260
Accounts Payable Clerk	1	42,000	1	44,100
Purchasing Clerk	1	20,514	1	21,129
Total County Auditor	4	184,514	4	192,489

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COUNTY TREASURER

Chief Deputy	1	47,079	1	48,491
HR Director	1	47,079	1	48,491
Clerk	1	32,000	1	32,960
Total County Treasurer	<u>3</u>	<u>126,158</u>	<u>3</u>	<u>129,942</u>

TAX ASSESSOR - COLLECTOR

Chief Deputy	1	47,079	1	48,491
Office Supervisor	1	36,955	1	38,064
Bookkeeper	1	35,878	1	36,954
Clerk III	1	32,473	1	33,447
Clerk II (30,282)	10	294,000	10	302,820
Temporary Employee (7,000)	0	-	3	21,000
Total Tax Assessor-Collector	<u>14</u>	<u>446,385</u>	<u>17</u>	<u>480,776</u>

PURCHASING

Asst Purchasing Agent	0	20,514	0	21,129
Part time Asst Purchasing Agent	0.5	6,000	0.5	10,000
Total Purchasing	<u>0.5</u>	<u>26,514</u>	<u>0.5</u>	<u>31,129</u>

BUILDING MAINTENANCE

Supervisor	1	41,564	1	42,811
Maintenance Technician	1	40,000	1	41,200
Secretary	1	30,000	1	30,900
Custodian (30,000)	3	85,491	3	90,000
Custodian	1	28,828	1	30,269

**LIBERTY COUNTY, TEXAS
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Temporary Employee	1	18,122	1	18,666
Total Building Maintenance	8	244,005	8	253,846
 <u>FIRE MARSHAL</u>				
Fire Marshal Part-time	0.5	29,400	0.5	30,282
Total Fire Marshal	0.5	29,400	0.5	30,282
 <u>JAIL</u>				
Jail Maintenance Coordinator	1	40,000	1	41,200
Total Jail Marshal	1	40,000	1	41,200
 <u>CONSTABLE # 1</u>				
Deputy (42,436)	1	41,200	1	42,436
Part-Time Deputy	0.5	20,600	0.5	21,218
Certificate Pay		1,800		600
Total Constable # 1	1.5	63,600	1.5	64,254
 <u>CONSTABLE # 2</u>				
Deputy (42,436)	4	164,800	4	169,744
Deputy - School (42,436)	0	-	1	42,436
Secretary	1	31,500	1	35,195
Certificate Pay		6,600		3,600
Total Constable # 2	5	202,900	6	250,975
 <u>CONSTABLE # 3</u>				
Deputy (42,436)	1	41,200	1	42,436
Deputy - School (42,436)	0	-	1	42,436

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Court Liaison	1	43,812	1	45,126
Certificate Pay		1,800		1,800
Total Constable # 3	2	86,812	3	131,798
 <u>CONSTABLE # 4</u>				
Deputy (42,436)	2	82,400	2	84,872
Part-Time Deputy	0.5	20,000	0.5	20,600
Secretary - Part-time	0.5	12,613	0.5	12,991
Certificate Pay		1,800		1,800
Total Constable # 4	3	116,813	3	120,263
 <u>CONSTABLE # 5</u>				
Deputy (42,436)	2	82,400	1	42,436
Deputy - School (42,436)	0	-	2	84,872
Part-Time Deputy	0.5	20,000	0.5	20,600
Secretary - Part-time	0.5	12,613	0.5	12,991
Certificate Pay		1,200		3,000
Total Constable # 5	3	116,213	4	163,899
 <u>CONSTABLE # 6</u>				
Deputy (42,436)	2	82,400	2	84,872
Part-Time Deputy	0.5	20,000	0.5	20,600
Secretary Salary	1	31,500	1	35,195
Certificate Pay		3,600		3,600
Total Constable # 6	3.5	137,500	3.5	144,267
 <u>SHERIFF</u>				
Chief Deputy	1	54,000	1	59,000
Captain/Patrol	1	50,038	1	51,539

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Captain/CID	1	50,038	1	51,539
Captain - Part-time	0.5	17,640	0.5	18,169
Sergeant - Environmental Officer	1	47,481	1	48,905
Investigator (48,905)	7	332,367	7	342,335
Sergeant (48,905)	6	284,886	6	293,430
Child Crimes Investigator	1	47,481	1	48,905
Corporal (47,454)	8	368,576	8	379,632
Deputy (46,003)	30	1,339,890	30	1,380,086
Deputy - Crthse Sec (44,663)	3	133,989	0	-
Deputy - Narcotics (46,003)	2	89,326	2	92,006
POA Officer (46,003)	1	44,663	2	92,006
Range Overseer - Part-time	0.5	15,876	0.5	16,352
Executive Secretary	1	38,500	1	42,000
Bond Coordinator	1	31,500	1	32,445
CID/SOR Coordinator	1	31,500	1	32,445
Civil Coordinator	1	31,500	1	32,445
Evidence Coordinator	1	31,500	1	32,445
Patrol Coordinator	1	31,500	1	32,445
Records Coordinator	1	31,500	1	32,445
Warrants Coordinator	1	31,500	1	32,445
Evidence Technician	1	31,500	1	32,445
Civil Asst. Coordinator	1	30,450	1	31,364
Records Asst. Coordinator	1	30,450	1	31,364
Nibers Clerk	0	-	1	31,364
Evidence Clerk	0	-	1	31,364
Clerk - Part-time	0.5	26,460	0.5	27,254
Dispatch Supervisor	1	34,125	1	35,149
Dispatcher (32,445)	12	378,000	12	389,340

**LIBERTY COUNTY, TEXAS
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Part-Time Deputy	0.5	4,961	0.5	5,110
Part-Time Dispatch/Clerk	3	26,500	3	27,295
Certificate Pay		58,090		61,800
Total Sheriff	91	3,755,787	91	3,846,868

JUVENILE PROBATION

Probation Officer	1	42,362	1	43,633
Probation Officer	1	46,565	1	47,962
Clerk I	1	29,400	1	30,282
Part-Time Clerk	0.5	21,403	0.5	22,045
Total Juvenile Probation	3.5	139,730	3.5	143,922

EMERGENCY MANAGEMENT

EM Coordinator	1	50,038	1	51,539
Grant Liason	1	44,288	1	45,617
Assistant EM Coordinator	1	33,000	1	33,990
Total Emergency Management	3	127,326	3	131,146

PRETRIAL SERVICES

Supervision Director/Officer	1	49,082	1	50,554
Supervision Officer	1	32,926	1	33,914
Total Bond Supervision	2	82,008	2	84,468

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ENGINEERING

Engineering Administrator	0	-	0	-
Designated Representative	0	-	0	-
Field Inspectors (35,020)	3	102,000	3	105,060
Senior Permit Clerk	1	34,177	1	35,202
Permit Clerk (30,282)	1	29,400	2	60,564
Permit Clerk	0.5	13,500	0	-
Total Engineering	5.5	179,077	6	200,826

INDIGENT SERVICES

Director	1	49,082	1	54,082
Case Manager	1	34,089	1	35,112
Clerk	1	34,089	1	35,112
Total Indigent Services	3	117,260	3	124,306

AG EXTENSION SERVICE

Agent	1	17,073	1	20,149
Agent	1	17,073	1	17,585
Agent	1	31,500	1	32,445
Secretary	1	29,925	1	30,823
Clerk I - 4H	1	29,925	1	30,823
Part-time Secretary	0.5	10,920	0.5	11,248
Total Ag Extension	5.5	136,416	5.5	143,073

Budget amount reflects maximum allowable salary for each position. Each department head will be responsible for assigning personnel to the position and initiating actual salary up to the maximum budgeted amounts.

**LIBERTY COUNTY, TEXAS
ROAD & BRIDGE FUND
PERSONNEL BUDGET
FYE SEPTEMBER 30, 2019**

	Approved Positions FY 2018	Approved Budget FY 2018	Adopted Positions FY 2019	Adopted Budget FY 2019
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ROAD & BRIDGE # 1

Foreman	1	52,864	1	54,450
Dayton Supervisor	1	45,507	1	46,872
Administrative Assistant	1	39,937	1	41,135
Dayton Foreman	1	41,500	1	42,745
Maintenance Supervisor	1	41,500	1	42,745
Operator (42,848)	8	332,800	10	428,480
Landfill Attendant	1	25,000	1	25,750
Utility Worker	1	13,635	1	14,044
Temporary Employee	1	800	1	5,000
Total R & B # 1	16	593,543	18	701,221

ROAD & BRIDGE # 2

Foreman	1	52,864	1	54,450
Foreman	1	49,490	1	50,975
Administrative Assistant	1	39,937	1	41,135
Administrative Assistant	1	32,498	1	33,473
Operator (42,848)	18.5	769,600	18.5	792,688
Operator I	0.5	13,230	0.5	13,627
Landfill Attendant (30,115)	3	87,714	3	90,345
Landfill Attendant - Part-Time	0.5	1,050	0.5	1,082
Temporary Employee	0	-	1	15,000
Total R & B # 2	26.5	1,046,383	27.5	1,092,775

**LIBERTY COUNTY, TEXAS
ROAD & BRIDGE FUND
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ROAD & BRIDGE # 3

Foreman	1	52,864	1	54,450
Administrative Assistant	1	39,937	1	41,135
Operator (42,848)	8	332,800	10	428,480
Total R & B # 3	10	425,601	12	524,065

ROAD & BRIDGE # 4

Foreman	1	52,864	1	54,450
Administrative Assistant	1	39,937	1	41,135
Mechanic	1	41,000	1	42,230
Lead Man	1	41,000	1	42,230
Operator (42,848)	14	582,400	14	599,872
Landfill Attendant	1	34,842	1	35,887
Temporary Employee	0	-	1	4,000
Total R & B # 4	19	792,043	20	819,804

Grand Total	71.5	2,857,570	77.5	3,137,865
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Budget amount reflects maximum allowable salary for each position. Each department head will be responsible for assigning personnel to the position and initiating actual salary up to the maximum budgeted amounts.

**LIBERTY COUNTY, TEXAS
COURTHOUSE SECURITY FUND
PERSONNEL BUDGET
FYE SEPTEMBER 30, 2019**

	Approved Positions FY 2018	Approved Budget FY 2018	Adopted Positions FY 2019	Adopted Budget FY 2019
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COURTHOUSE SECURITY

Bailiff - 75th District Court	1	19,035	1	19,606
Bailiff - 253rd District Court	1	26,429	1	27,222
Total Courthouse Security	<u>2</u>	<u>45,464</u>	<u>2</u>	<u>46,828</u>

**LIBERTY COUNTY, TEXAS
JAIL COMMISSARY FUND
PERSONNEL BUDGET
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	Approved Positions FY 2018	Approved Budget FY 2018	Adopted Positions FY 2019	Adopted Budget FY 2019
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COMMISSARY

Clerk	1	31,500	1	32,445
Total Jail Commissary Fund	<u>1</u>	<u>31,500</u>	<u>1</u>	<u>32,445</u>