

# 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	5	221,953	5	231,811

**VETERANS' SERVICE**

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

**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	12.5	395,965	12.5	407,844

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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	<b>3</b>	<b>193,881</b>	<b>3</b>	<b>199,643</b>

**75th DISTRICT COURT**

Court Coordinator	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	<b>4</b>	<b>224,566</b>	<b>4</b>	<b>230,649</b>

**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	<b>4</b>	<b>190,873</b>	<b>4</b>	<b>195,945</b>

**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  
GENERAL FUND  
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FYE SEPTEMBER 30, 2019**

	Approved Positions FY 2018	Approved Budget FY 2018	Adopted Positions FY 2019	Adopted Budget FY 2019
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	<u>11.5</u>	<u>371,019</u>	<u>11.5</u>	<u>382,150</u>
 <b><u>JUSTICE OF THE PEACE # 1</u></b>				
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	<u>2</u>	<u>58,889</u>	<u>2</u>	<u>60,655</u>
 <b><u>JUSTICE OF THE PEACE # 2</u></b>				
Chief Clerk	1	36,315	1	37,404
Part-Time Clerk	0.5	1,654	0.5	1,704
Total JP # 2	<u>1.5</u>	<u>37,969</u>	<u>1.5</u>	<u>39,108</u>
 <b><u>JUSTICE OF THE PEACE # 3</u></b>				
Chief Clerk	1	36,840	1	37,945
Clerk	1	34,215	1	35,241
Part-Time Clerk	0.5	10,500	0.5	10,815
Total JP # 3	<u>2.5</u>	<u>81,555</u>	<u>2.5</u>	<u>84,001</u>

**LIBERTY COUNTY, TEXAS  
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FYE SEPTEMBER 30, 2019**

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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	<u>2.5</u>	<u>86,542</u>	<u>2.5</u>	<u>89,138</u>

**JUSTICE OF THE PEACE # 5**

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

**JUSTICE OF THE PEACE # 6**

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

**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	<u>10</u>	<u>464,082</u>	<u>12</u>	<u>566,735</u>

**LIBERTY COUNTY, TEXAS  
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FYE SEPTEMBER 30, 2019**

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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	54,730
Investigator	1	42,787	1	44,365
Investigator- Gang	1	43,358	1	44,659
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	<u>15</u>	<u>887,035</u>	<u>20</u>	<u>1,134,969</u>

**COUNTY AUDITOR**

First Assistant County Auditor	1	80,000	1	80,000
Internal Auditor	1	42,000	1	42,000
Accounts Payable Clerk	1	42,000	1	42,000
Purchasing Clerk	1	20,514	1	20,514
Part-time	0	-	0	-
Total County Auditor	<u>4</u>	<u>184,514</u>	<u>4</u>	<u>184,514</u>

**COUNTY TREASURER**

Chief Deputy	1	47,079	1	48,491
HR Director	1	47,079	1	48,491

**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
Clerk	1	32,000	1	32,960
Total County Treasurer	3	126,158	3	129,942
<b><u>TAX ASSESSOR - COLLECTOR</u></b>				
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	14	446,385	17	480,776
<b><u>PURCHASING</u></b>				
Asst Purchasing Agent	0	20,514	0	20,514
Asst Purchasing Agent	0.5	6,000	0.5	6,000
Total Purchasing	0.5	26,514	0.5	26,514
<b><u>BUILDING MAINTENANCE</u></b>				
Supervisor	1	41,564	1	42,811
Maintenance Technician	1	40,000	1	41,200
Secretary	1	30,000	1	30,900
Custodian (29,352)	3	85,491	3	88,056
Custodian	1	28,828	1	29,693
Temporary Employee	1	18,122	1	18,666
Total Building Maintenance	8	244,005	8	251,326

**LIBERTY COUNTY, TEXAS  
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FYE SEPTEMBER 30, 2019**

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**FIRE MARSHAL**

Fire Marshal	0	-	0	-
	0.5	29,400	0.5	30,282
Total Fire Marshal	0.5	29,400	0.5	30,282

**JAIL**

Jail Maintenance Coordinator	1	40,000	1	41,200
Total Fire Marshal	1	40,000	1	41,200

**CONSTABLE # 1**

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

**CONSTABLE # 2**

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

**CONSTABLE # 3**

Deputy (42,436)	1	41,200	1	42,436
Deputy - School (42,436)	0	-	1	42,436
Bilingual Court Liaison	1	43,812	1	45,126
Certificate Pay		1,800		1,800
Total Constable # 3	2	86,812	3	131,798

**LIBERTY COUNTY, TEXAS  
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FYE SEPTEMBER 30, 2019**

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**CONSTABLE # 4**

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

**CONSTABLE # 5**

Deputy (42,436)	2	82,400	2	84,872
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	5	206,335

**CONSTABLE # 6**

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

**SHERIFF**

Chief Deputy	1	54,000	1	59,000
Captain/Patrol	1	50,038	1	51,539
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

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

	Approved Positions FY 2018	Approved Budget FY 2018	Adopted Positions FY 2019	Adopted Budget FY 2019
Sergeant Investigator (48,905)	7	332,367	7	342,335
Sergeant (48,905)	6	284,886	6	293,430
Child Crimes Officer	1	44,923	1	46,271
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	1	44,663	1	46,003
Range Overseer - Part-time	0.5	15,876	0.5	16,352
Executive Secretary	1	38,500	1	42,000
Clerk III (32,445)	5	157,500	5	162,225
Clerk II (32,445)	3	94,500	3	97,335
Clerk I (31,364)	2	60,900	2	62,728
Nibers Clerk (31,364)	0	-	1	31,364
Evidence Clerk (31,364)	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
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	<b>91</b>	<b>3,753,229</b>	<b>90</b>	<b>3,798,231</b>

**JUVENILE PROBATION**

Probation Officer	1	42,362	1	43,633
Probation Officer	1	46,565	1	47,962

**LIBERTY COUNTY, TEXAS  
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FYE SEPTEMBER 30, 2019**

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Clerk I	1	29,400	1	30,282
Part-Time Clerk	0.5	21,403	0.5	22,045
Total Juvenile Probation	<u>3.5</u>	<u>139,730</u>	<u>3.5</u>	<u>143,922</u>
<b><u>EMERGENCY MANAGEMENT</u></b>				
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	<u>3</u>	<u>127,326</u>	<u>3</u>	<u>131,146</u>
<b><u>PRETRIAL SERVICES</u></b>				
Supervision Director/Officer	1	49,082	1	50,554
Supervision Officer	1	32,926	1	33,914
Total Bond Supervision	<u>2</u>	<u>82,008</u>	<u>2</u>	<u>84,468</u>
<b><u>ENGINEERING</u></b>				
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	1	29,400	1	30,282
Permit Clerk - Part-Time	0.5	13,500	0.5	13,905
Total Engineering	<u>5.5</u>	<u>179,077</u>	<u>5.5</u>	<u>184,449</u>

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

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**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	<u>3</u>	<u>117,260</u>	<u>3</u>	<u>124,306</u>

**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	<u>5.5</u>	<u>136,416</u>	<u>5.5</u>	<u>143,073</u>

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	1,092,774

**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 # 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
Temporary Employee	2	26,000	2	30,000
Total R & B # 3	12	451,601	14	554,065

**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	589,872
Landfill Attendant	1	34,842	1	35,887
Temporary Employee	0	-	1	4,000
Total R & B # 4	19	792,043	20	819,804

<b>Grand Total</b>	<b>73.5</b>	<b>2,883,570</b>	<b>79.5</b>	<b>3,167,865</b>
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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  
FYE SEPTEMBER 30, 2019**

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**COMMISSARY**

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