

16

**AGENDA ITEM REQUEST FORM**

**Hays County Commissioners Court**

Tuesdays at 9:00 AM

Request forms are due in Microsoft Word Format via email by 2:00 p.m. on Wednesday.

**AGENDA ITEM**

Approve the hiring of two District Court Bailiffs and one Chief District Court Bailiff as authorized by court order of the 22nd, 207th, 274th and the 428th Judicial District Courts of Hays County, Texas.

ITEM TYPE	MEETING DATE	AMOUNT REQUIRED
CONSENT	March 12, 2013	Budgeted

**LINE ITEM NUMBER**

001-608-00 - District Court salary & fringe  
107-608-00 - Courthouse Security salary & fringe

**AUDITOR USE ONLY**

**AUDITOR COMMENTS:**

PURCHASING GUIDELINES FOLLOWED: N/A

AUDITOR REVIEW: N/A

REQUESTED BY	SPONSOR	CO-SPONSOR
Steel	COBB	N/A

**SUMMARY**

Section 53.002 (j) of the Texas Government Code authorizes the Hays County District Courts to appoint bailiffs. Two (2) District Court Bailiff positions and one (1) Chief District Court Bailiff position will be created by Court Order of the 22nd, 207th, 274th and the 428th Judicial District Courts of Hays County, Texas.

Funds to transition into the newly created bailiff job descriptions on 1/1/13 were budgeted during the FY2013 budget process. Savings within the positions are available to hire existing staff at a higher salary due to the 2 month vacancy.

FILED: 03 12 13  
HAYS COUNTY COMMISSIONERS' COURT  
Resolution # 28839 VOL V PG 108

FILED

In Re: §

In The District Courts

Hays County District Court §

of 2013 MAR 11 AM 11:47

Bailiffs §

Hays County, Texas

*Gary Steel*  
DISTRICT CLERK  
HAYS COUNTY, TEXAS

### Court Order

Whereas, Chapter 53.002 (j) of the Texas Government Code provides that the local administrative judge of the district courts in Hays County may appoint two or more bailiffs to serve the district courts in Hays County as the judge determines necessary for the efficient operation of the district courts, subject to the approval of a majority of the district judges of those courts, and

Whereas, the local administrative judge may not appoint more than two bailiffs under the subsection unless the funding for the additional bailiffs is approved by the commissioners court of Hays County before the appointment, and

Whereas, a bailiff appointed under the subsection is entitled to the salary recommended by the local administrative judge, subject to the approval of the commissioners court;

It is therefore Ordered by Judge Gary Steel, Local Administrative Judge of the District Courts of Hays County, Texas that;

1. Two (2) District Court Bailiff positions with a salary range of between \$38,871 and \$58,306 and One (1) Chief District Court Bailiff position with a salary range of between \$47,034 and \$70,551 are established, and
2. **Darryl White** is appointed District Court Bailiff at a salary of \$42,719, **Timothy Shaffer** is appointed District Court Bailiff at a salary of \$54,773.04, and **Roberto Trelles** is appointed Chief District Court Bailiff at a salary of \$69,547.68.

SIGNED this the 7 day of March, 2013



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Judge Gary Steel, 274<sup>th</sup> District Court  
Local Administrative Judge  
Hays County District Courts