



PATRICIA A. MACÍAS, JUDGE
ROBYNE BRAMBLETT, ASSOCIATE JUDGE

388TH JUDICIAL DISTRICT COURT
500 E. SAN ANTONIO, RM. 902
EL PASO, TEXAS 79901
(915) 543-3850 • (915) 543-3832 FAX

Approve and Authorize the County Judge to sign acceptance of the 388th Judicial District Court Firearms Surrender Project grant award funded by Governor Rick Perry's Criminal Justice Division Recovery Act – Violence Against Women (VAWA) in the amount of \$120,000.

Approval of the grant-funded project job descriptions and hiring of personnel is also requested. The grant period is twelve-months. No County funds are required nor is a commitment by the County to continue funding after the 12 month grant period.

Submitted by:

A handwritten signature in blue ink, appearing to read "Patricia A. Macias".

Honorable Judge Patricia A. Macias.



State of Texas
Office of the Governor
Criminal Justice Division

Rick Perry
Governor

May 26, 2010

The Honorable Anthony Cobos
County Judge
PREVIEW - El Paso County - PREVIEW -
500 E. San Antonio, Suite 902
El Paso, Texas 79901-2424

Dear Judge Cobos:

Congratulations on your award! To activate your agency's grant, the Authorized Official must log on to eGrants at <https://cjdonline.governor.state.tx.us> and go to the 'My Home' tab. In the 'Project Status' column, locate the application that is in 'Pending Acceptance of Award' status. Click on the grant number and proceed to the 'Accept Award' tab. From this tab, click on the 'Accept' button.

Be sure to review the attached memo for a quick overview of general items every grantee should be aware of. You can also find more detailed information on the eGrants website including helpful resources, links, and tools needed to properly administer CJD grants; an eGrants Users Guide; and the new Guide to Grants containing answers to questions frequently asked by grantees. The Public Policy Research Institute (PPRI) at Texas A&M University will send a detailed information packet to the Project Director containing progress reporting forms and instructions on completing and submitting those forms.

I hope you continue to find the online environment of eGrants to be a positive experience. We are continually improving the efficiency of processes so that you can dedicate your time to the priorities of service within your communities. We look forward to working with you to ensure the success of your program.

Sincerely,

A handwritten signature in black ink, appearing to read "Chris Burnett", with a stylized flourish at the end.

Christopher Burnett
Executive Director

OFFICE OF THE GOVERNOR
CRIMINAL JUSTICE DIVISION
STATEMENT OF GRANT AWARD

Grant Number: EF-09-V30-23097-01
Program Fund: EF-16.588 Stimulus (2009 ARRA) - Violence Against Women Formula Grant Program
Grantee Name: PREVIEW - El Paso County - PREVIEW -
Project Title: 388th Judicial District Firearm Surrender Protocol
Grant Period: 04/01/2010 - 03/31/2011
Liquidation Date: 06/29/2011
Date Awarded: May 26, 2010
CJD Grant Manager: Mary Wingo

CJD Award Amount:	\$120,000.00
Grantee Cash Match:	\$0.00
Grantee In Kind Match:	\$0.00
Total Project Cost:	\$120,000.00

The Statement of Grant Award is your official notice of award from the Governor's Criminal Justice Division (CJD). The approved budget is reflected in the Budget/Details tab for this record in eGrants. The grantee agrees to comply with the provisions of the Governor's Criminal Justice Division's rules in Title I, Part I, Chapter 3, Texas Administrative Code in effect on the date the grant is awarded. By clicking on the 'Accept' button within the 'Accept Award' tab, the grantee accepts the responsibility for the grant project and agrees with the following conditions of grant funding. The grantee's funds will not be released until the grantee has satisfied the requirements of the following Condition(s) of Funding and Other Fund-Specific Requirement(s), if any, cited below:

Condition(s) of Funding and Other Fund-Specific Requirement(s):

EL PASO COUNTY
JOB DESCRIPTION

JOB TITLE:	GRADUATE INTERN	FLSA: NE
DEPARTMENT:	388TH DISTRICT COURT	JOB CODE:
REPORTS TO:	DISTRICT JUDGE	GRADE: G- 15
SUPERVISES:	N/A	

JOB SUMMARY (Purpose of the position)

PART-TIME POSITION – (30 HOURS/WEEK) Performs administrative staff work required to support the activities and operations of the Commissioners Firearms Surrender Protocol initiative.

DUTIES AND RESPONSIBILITIES:

1. Conducts special studies, research, and projects.
2. Establishes and maintains program and project files.
3. Prepares correspondence and recurring reports.
4. Takes and transcribes a variety of dictation and correspondence.
5. Types letters, statements, narrative and statistical reports, minutes, agendas, resolutions and awards.
6. Coordinates participation at meetings, boards, special events, speaking engagements, and participation on different committees.
7. Must maintain a professional caliber of attire and decorum at all times.

JOB STANDARDS (Minimum qualifications needed to perform job functions)

Knowledge, Skills and Abilities:

Bachelors degree in Social Sciences, Criminal Justice, and/or Political Science. Thorough knowledge of social science techniques, practices, and their application to the court environment. Considerable knowledge of the organization, functions and scope of authority of the court in the area where assigned. Considerable knowledge of court policies, legal documents, and legal terminology pertaining to the court. Considerable knowledge of modern office practices and procedures. Ability to maintain a variety of complex records and to review for accuracy and completeness. Ability to express ideas concisely and clearly, orally and in writing. Ability to analyze data for errors and omissions. Ability to effectively

JOB TITLE: GRADUATE INTERN

DEPARTMENT: 388TH DISTRICT COURT

prioritize and manage multiple tasks throughout the day and to complete work in a timely fashion. Skill in the operation of standard office equipment. Ability to use court specific and standard computer software programs. **GRANT FUNDED POSITION.**

Training and Experience:

Current student preferably in public or business administration, political science, or closely related field.

Licenses and Certifications:

Must hold a Valid Driver's License.

NOTE: The above statements are intended to describe the general nature and level of work being performed by this position. They are not intended to be an exhaustive list of all responsibilities and duties required of personnel so classified.

JOB LOCATION (Place(s) where work is performed)

Assigned areas within El Paso County

500 East San Antonio Ave.
El Paso, Texas 79901

EQUIPMENT (Machines, tools, etc., used in job performance)

- * Personal computer
- * Typewriter
- * Copy machine and other general office equipment as necessary.

This position is designed to be for a temporary internship and is not a permanent position.

HISTORY

06-2008 - Position drafted for consideration.

JOB TITLE: GRADUATE INTERN

DEPARTMENT: 388TH DISTRICT COURT

**THE COUNTY OF EL PASO, TEXAS
PHYSICAL REQUIREMENTS AND CONDITIONS**

<u>Physical Requirement</u>	<u>Degree</u>
Hearing Acuity (Sharp, Average, Low):	Average
Visual Acuity (Precision, Average, Rough):	Average
Visual Color Acuity (Must be able to differentiate colors):	Yes
Manual Dexterity:	To accomplish duties as stated in job description.
Operate Moving Equipment:	No
Operate Vehicles:	Uses own vehicle for business travel.
Environmental (Fumes/Dust, etc.):	No
Extremes (Hot/Cold):	No
Noise:	No
Chemicals:	No
Confined Space:	No
Heights:	No
Uneven Terrain:	No

JOB TITLE: GRADUATE INTERN

DEPARTMENT: 388TH DISTRICT COURT

The minimum physical qualifications for the above job are listed below. This information shall be used to establish a minimum standard of the evaluation of applicants for positions in the job classification and in reviewing the capabilities and physical restriction of employees returning from Industrial and Illness Leaves of Absence.

In an 8-hour workday an employee can be expected to:

(Note: Rare = 1-10% Occ.=11-33% Freq.=34-66% Cont.=67-100%)

On the Job You:	Never	Rare	Occ.	Freq.	Cont.
Bend/Stoop				X	
Squat				X	
Crawl		X			
Climb		X			
Reach above shoulder level			X		
Crouch		X			
Kneel				X	
Sit				X	
Push/Pull			X		

Weight limitations: Indicate frequency (Never, Occ. Freq., Cont.)

Activity/lbs	0-10	11-24	25-34	35-50	51-74	75 -100	>100
Lifting	Freq.	Freq.	Occ.	Occ.	Occ.	Never	Never
Carrying	Freq.	Freq.	Occ.	Occ.	Occ.	Never	Never
Push/Pull	Freq.	Occ.	Occ.	Never	Never	Never	Never

JOB TITLE: GRADUATE INTERN

DEPARTMENT: 388TH DISTRICT COURT

Approved:

Elected Official/Department Head

Date

Human Resources Director

Date

EL PASO COUNTY

JOB DESCRIPTION

JOB TITLE:	PROGRAM COORDINATOR	FLSA: E
DEPARTMENT:	388TH DISTRICT COURT	JOB CODE:
REPORTS TO:	DISTRICT JUDGE	GRADE:
SUPERVISES:	N/A	

JOB SUMMARY: (Purpose of the position)

The Program Coordinator will and oversee the implementation of Firearm Surrender Protocol initiative, and will be accountable directly to the Judge of the 388th Judicial District Court.

DUTIES AND RESPONSIBILITIES:

1. Design and facilitate inter-agency committees to complete the Firearm Surrender Protocols;
2. Prepares reports, meeting agendas and minutes, correspondence, handbooks, manuals, and forms;
3. Maintains a variety of files, records, logs, and databases;
4. Responsible for conducting extensive background research regarding the Firearm Surrender Protocol;
5. Compiles data, researches, evaluates, and reports on program effectiveness; provides recommendations for modifications or improvements; reports deficiencies and follows up on corrective actions;
6. Work in collaboration with the local social service and law enforcement agencies;
7. Provide support to local law enforcement agencies in development individual protocols;
8. Develop concept papers, reports, and briefings relating to the Firearms Surrender initiative;
9. Acts as liaison to outside agencies, and service providers.

JOB TITLE: PROGRAM COORDINATOR

DEPARTMENT: 388TH DISTRICT COURT

JOB STANDARDS: (Minimum qualifications needed to perform job functions)

Master's Degree in Social Science or related field and at least 3 years full-time experience in Social Science or related field. Thorough knowledge of social science techniques, practices, and their application to the court environment. Considerable knowledge of the organization, functions and scope of authority of the court in the area where assigned. Considerable knowledge of court policies, legal documents, and legal terminology pertaining to the court. Considerable knowledge of modern office practices and procedures. Ability to maintain a variety of complex records and to review for accuracy and completeness. Ability to express ideas concisely and clearly, orally and in writing. Ability to analyze data for errors and omissions. Ability to effectively prioritize and manage multiple tasks throughout the day and to complete work in a timely fashion. Skill in the operation of standard office equipment. Ability to use court specific and standard computer software programs. **GRANT FUNDED POSITION.**

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DEPARTMENT: 388TH DISTRICT COURT

**THE COUNTY OF EL PASO, TEXAS
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Visual Color Acuity (Must be able to differentiate colors):	Yes
Manual Dexterity:	To accomplish duties as stated in job description.
Operate Moving Equipment:	No
Operate Vehicles:	Uses county vehicle or own vehicle for business travel.
Environmental (Fumes/Dust, etc.):	No
Extremes (Hot/Cold):	No
Noise:	No
Chemicals:	No
Confined Space:	No
Heights:	No
Uneven Terrain:	No

JOB TITLE: PROGRAM COORDINATOR

DEPARTMENT: 388TH DISTRICT COURT

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Carrying							
Push/Pull							

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DEPARTMENT: 388TH DISTRICT COURT

Approved:

Elected Official/Department Head

Date

Human Resources Director

Date