

Job Title: Director Personal Bond**Department:** Personal Bond**Immediate Supervisor:** County Judge**BRIEF DESCRIPTION OF THE JOB:** Supervises the department and personnel. Performs administrative duties and writes bonds for defendants.**ESSENTIAL FUNCTIONS:**

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Percentage
of TimePhysical
Strength
Code

1) Performs administrative duties by entering data into computer, compiling various reports, answering telephone, informing appropriate parties of court dates and other information, distributing paperwork to appropriate departments and maintaining accurate records.	55%	S
2) Writes bonds for defendants by performing a computer check of criminal history, ensuring defendant's ability to pay fees, conducting a personal interview with defendant, consulting with judge and making final decision of qualifications.	25%	S
3) Supervises personnel by assigning work duties, ensuring work is completed appropriately and performing evaluations.	20%	L
<u>Physical Strength Column:</u> S - Sedentary L - Light M - Medium H - Heavy VH - Very Heavy		

PHYSICAL DEMANDS

Overall Physical Strength Demands:

Sedentary Light Medium Heavy Very Heavy

Codes: for each physical demand code listed:

C = Continuously F = Frequently O = Occasionally R = Rarely N= Never

This is a description of the way this job is currently performed; it does not address the potential for accommodation.

Physical Demands	Frequency Code	Description
Standing	O	Interviewing defendants
Sitting	F	Desk work
Walking	O	To jail and other departments
Lifting	R	Files
Carrying	R	Files
Pulling	N	
Pushing	N	
Using Fine Dexterity	F	Computer keyboard
Reaching	F	For files
Kneeling	N	
Crawling	N	
Twisting	N	
Climbing	N	
Balancing	N	
Seeing	C	Reading, computer screen, driving
Hearing	C	Communicating with personnel and on telephone
Talking	C	Communicating with personnel and on telephone`
Using Foot Controls	O	Driving

Machines, Tools, Equipment and Work Aids:

Computer and related software, calculator, copier, telephone

Environmental Factors:

Exposure to and frequency:

D = Daily S = Seasonal W=Several Times Per Week M=Several Times Per Month

ENVIRONMENTAL FACTORS					
Dirt and Dust	N	Extreme Temperatures	N	Noise and Vibration	N
Fumes and Odors	N	Wetness/Humidity	N	Darkness or Poor Lighting	N

HEALTH AND SAFETY					
Mechanical Hazards	N	Chemical Hazards	N	Electrical Hazards	N
Fire Hazards	N	Explosives	N	Communicable Diseases	D
Physical Danger or Abuse	D	Other (specify)			

PRIMARY WORK LOCATION					
Office Environment	X	Warehouse		Shop	
Vehicle	X	Outdoors		Other: Courthouse and Jail	

Protective Equipment Required:

N/A

Non-physical Demands:

Frequency Codes: F = Frequently O = Occasionally R = Rarely

Time Pressures	O	Emergency Situations	R
Frequent Change of Tasks	F	Irregular Work Schedule/Overtime	N
Performing Multiple Tasks Simultaneously	F	Working Closely with Others As Part of a Team	F
Tedious or Exacting Work	R	Noisy/Distracting Environment	R

JOB REQUIREMENTS

Formal Education:

Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency.

Experience:

Over three years up to and including four years of experience is required.

Certifications and Other Requirements:

Valid Texas Class C Driver's License

Supervisory:

Work requires functioning as a lead worker performing essentially the same work as supervised employees, and includes training, instructing, and scheduling work.

Contacts

The incumbents in this position contact others within the organization. These contacts may involve similar work units or departments within the County which may be involved in decision making or providing approval or decision making authority for purchases or projects. In addition, these incumbents work with individuals outside the County who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee.

