



**COMMISSIONERS COURT
COMMUNICATION**

COURT ORDER NUMBER 144837

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DATE: 3/11/2025

**SUBJECT: CONSIDERATION OF OUT-OF-CLASS PAY EXTENSION – CRIMINAL
DISTRICT ATTORNEY’S OFFICE**

***** CONSENT AGENDA *****

COMMISSIONERS COURT ACTION REQUESTED

It is requested that the Commissioners Court consider the approval of an out-of-class pay extension effective on March 2, 2025.

BACKGROUND

The incumbent of position 20002014 – Legal Secretary, Grade 16, for performing the duties of position 20002006 – Legal Assistant, Grade 17, since December 2, 2024. The Legal Assistant performs complex and highly specialized support duties involving legal terminology and judicial processes. The incumbent assists with case preparation, which includes preparing subpoenas, motions, and notices and conducts complex legal research. This position is responsible for preparing and requesting affidavits and assisting with hearings, Both positions are funded by the General Fund. The policy allows out-of-class pay for ninety (90) days unless the Commissioners Court approves an extension to continue beyond that period. The department has requested out-of-class pay through May 30, 2025 or an earlier date if the position is filled.

FISCAL IMPACT

The cost to the General Fund will be approximately \$721.82 including fringe benefits. However, the cost will be entirely offset by salary savings due to the vacancy of the Legal Assistant position.

SUBMITTED BY	Human Resources	PREPARED BY:	Amber Duckworth
		APPROVED BY:	Roxie Held