



System Enhancement: No Contact Orders



In April 2010, the County implemented a new enhancement to the warrant arrest process at the Central Magistration Office (CMAG).

In the past CMAG staff would go into the Judicial System and check each warrant arrest to see if the defendant had a “No Contact Order”. This entailed searching through all judicial notes for each warrant arrest, a

very tedious and time consuming process.

To improve operations, new event codes have been created, which court staff will enter on the Judicial D-Page to indicate the defendant has been issued a “No Contact Order”. Then in the future if a warrant is issued for the defendant a flashing alert will automatically appear on the Warrant B-Page. This flashing alert will notify the CMAG staff of the ‘No Contact Order’ and the date the order was issued. The CMAG staff can then go into the Judicial D-Page and quickly find the information needed to give the CMAG Judge.

This allows the Judge to be aware of these types of issues as he is adjudicating the case thus creating a safer environment for the County.

Apply for a County Position Using ESS

Are you a Bexar County employee who is interested in changing careers? Are you seeking something which is better suited to your education and experience? Do you want something which fits better into your planned career path? For Bexar County employees there is a simple and easy way to see all current openings and apply on line, as well.

The place to go is the Employee Self Service (ESS) system. At present, you may only be using ESS to check your leave balances when you want to know how much vacation or sick leave you have.

Applying for a current opening in the County is just a click away under the Career and

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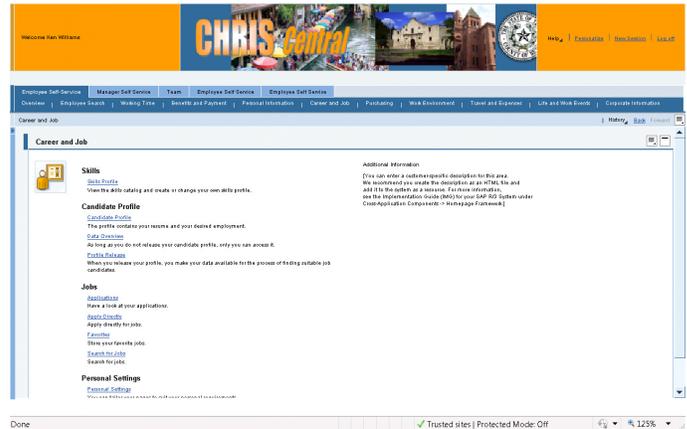
Employee Self-Service

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Job tab. Click on Search for Jobs and hit Start Search. It's as easy as that to see all the current open positions in Bexar County.

You can view the job description, minimum qualifications, salary and closing date of the position by clicking on the Job Title under Job Postings. And once you have filled out your Candidate Profile, you can apply for any current or future County opening with a simple mouse click.

If you have further questions or need some assistance with Career and Job in the ESS system, call the Helpdesk at 335-2474 or send an e-mail to CHRISHelp@bexar.org.



The Employee Self-Service Career and Job screen. To log in to ESS, type “ess” into your browser address bar.

Central Mailroom Operations



The IT Central Mailroom is responsible for processing much of the mail (U.S. Postal, internal and interoffice) that flows through the County, handling almost 1.5 million pieces during fiscal 2011.

The mailroom handles large daily volumes of mail from the Tax Office, the District Clerk’s Office and the District Attorney’s Office. Additionally, the mailroom assists in taking high volume bulk mailings, such as the Bexar County Tax statements which are printed in the County Print Shop, to the post office as required.

The Mailroom staff collect and deliver mail to and from designated mail stops twice daily at 8:10 A.M. and 12:10 P.M. from the County Courthouse, the Justice Center and the Paul Elizondo Tower.

Additionally the mailroom provides a daily motorized pickup service for all Bexar County Departments in and around San Antonio. As a courtesy, the Mailroom also provides a USPS mail pickup for Bexar County Employees who drop off personal mail at their pickup locations.

The Mailroom is staffed with four fulltime mail staff who are under the supervision of Mailroom Supervisor Armando Hernandez. The experience of the current Mailroom staff spans between four to twelve years. The Mailroom Operations recently moved from reporting to the Planning and Resource Management Department to reporting through the Information Technology. Please come by and visit us in the basement of the Courthouse, or give us a call at 335-2104 if you have any questions.