



**NEW POSITION:** Brief job description and attach a copy of the new job description.

Accountant III performs a variety of professional accounting functions and tasks for the Sheriff's Office. Audits, monitors, researches, and recommends revisions to accounting procedures and operations.

**POSITION RECLASSIFICATION:** Explain change and /or increase in duties and responsibility. (Attach new job description)




N/A

**COMMENTS:** (Any comments you wish to make regarding this request)

Funding for this position will come from the Sheriff's Office Commissary Fund.

**HUMAN RESOURCES:** Classification and Salary Recommendation

**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

- |    |   |           |                                   |   |                             |
|----|---|-----------|-----------------------------------|---|-----------------------------|
| 1. |  | 9-8-08    | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
|    | DEPARTMENT HEAD   | DATE      |                                   |   |                             |
| 2. |  | 9-11-2008 | PERSONNEL PROCEDURES COMPLETED    | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
|    | HUMAN RESOURCES DIRECTOR  | DATE      |                                   |   |                             |
| 3. |  | 9-10-08   | BUDGET PROCEDURES COMPLETED       | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
|    | DEPARTMENT OF BUDGET & MANAGEMENT   | DATE      |                                   |   |                             |
| 4. | COMMISSIONERS COURT APPROVAL  | DATE      |                                   |   |                             |

