



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

---

---

---

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

As requested by the County Clerk  
NEW JOB DESCRIPTION ATTACHED.

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

---

---

---

**HUMAN RESOURCES:** Classification and Salary Recommendation

---

---

---

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

---

---

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