

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

assist walk ins, follow-up on investigations, serve warrants, serve subpoenas, and do intake on criminal cases

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

n/a

ADDITIONAL DUTIES: Explain reason for additional duties and attach list of additional duties.

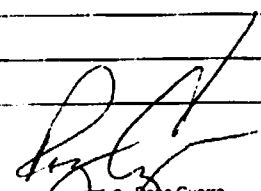
n/a

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

positions will be funded by the District Attorney's Office Investigation Fund

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

			
1.	DEPARTMENT HEAD	DATE	FUNDING AVAILABLE IN DEPT. BUDGET
	Rosa Guerra	07/07/2009	<input type="checkbox"/> YES <input type="checkbox"/> NO
2.	HUMAN RESOURCES DIRECTOR	DATE	PERSONNEL PROCEDURES COMPLETED
	Arthur J. Cottone	07-10-09	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	DEPARTMENT OF BUDGET & MANAGEMENT	DATE	BUDGET PROCEDURES COMPLETED
	Ellie O'Leary	7/10/09	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE	