



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

Assist the warrants clerk with the processing of warrants and collections of warrants. Basic filing and preparing documents for judges signature.

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

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

Basic office duties, making copies, faxing, data entry assist other employees as needed.

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

Currently have temp in this position, looking to extend employment for this position

**HUMAN RESOURCES:** Classification and Salary Recommendation

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

1.	<u>Charles Espinoza</u> DEPARTMENT HEAD	<u>12-18-09</u> DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES <input type="checkbox"/> NO
2.	<u>[Signature]</u> HUMAN RESOURCES DIRECTOR	<u>                    </u> DATE	PERSONNEL PROCEDURES COMPLETED	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.	<u>[Signature]</u> DEPARTMENT OF BUDGET & MANAGEMENT	<u>12/23/2009</u> DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	<u>                                    </u> COMMISSIONERS COURT APPROVAL	<u>                    </u> DATE	<u>                                    </u>	<u>                    </u>

**Hidalgo County**  
**Department of Budget & Management**  
**FISCAL NOTE**

•Fiscal notes are prepared by the Department of Budget & Management to present the budgetary impact of requests by departments/offices or of new proposals that were not approved during the budget process.

To: Commissioner' Court  
 From: Raul Silguero Jr., Budget Officer  
 CC Dat Tuesday, December 29, 2009

Agenda Item: 19085

Summary of request/proposal:

**The JP Pct. 4/PL 1 is requesting approval to extend one (1) temporary full time Clerk I position, slot no. T009 budgeted hourly rate \$8.00. Position (s) effective January 01, 2010.**

Fund	Current/ Extended Position	New Position	Slot#	Obj	Current Budgeted Salary	Adjustment/ Salary Requested	Total Adjustment/ Salary Requested
1100	CLERK I	-	T009	121	\$0.00	\$16,640.00	\$16,640.00
						<b>TOTAL</b>	<b>\$16,640.00</b>

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT) NAME	AMOUNT
0-1100-412-00-067-001-0-	121	JP PCT 4/PL 1- TEMP F/T EMPLOYEES	\$8,288.12
0-1100-412-00-067-001-0-	211	JP PCT 4/PL 1- HEALTH INSURANCE	-
0-1100-412-00-067-001-0-	212	JP PCT 4/PL 1- LIFE INSURANCE	-
0-1100-412-00-067-001-0-	220	JP PCT 4/PL 1- FICA	\$634.04
0-1100-412-00-067-001-0-	230	JP PCT 4/PL 1- RETIREMENT	-
0-1100-412-00-067-001-0-	250	JP PCT 4/PL 1- UNEMPLOYMENT COMP	\$41.44
0-1100-412-00-067-001-0-	260	JP PCT 4/PL 1- WORKER'S COMP	\$0.00
		<b>2010 Budgetary Impact</b>	<b>\$8,963.60</b>

**2011 Budgetary Impact:** -

Possible Funding Sources

CO WIDE CONTINGENCY

Budget Office Recommendation:


# HIDALGO COUNTY

Department Of Budget & Management

## COUNTY WIDE - TEMPORARY POSITIONS

As of December 9, 2009

Account Number	Department Name	Slot	Employee Name	Position Title	Hire Date	2009 Budgeted Salary Approved
1100 - 412 - 00 - 067 - 001 - 0	JP PCT 4/PL 1	T009	FLORESTELA VELA	CLERK I	11/09/09	16,640.00

## **CLERK I**

**GRADE: 01**

### **GENERAL DESCRIPTION**

Performs (entry-level) clerical work in areas such as bookkeeping, inventory control, statistics, employment, human resources, purchasing, or accounting; Work involves compiling and tabulating data, checking documents for accuracy, transporting documents, and maintaining files; Works under close supervision with minimal latitude for the use of initiative and independent judgment.

### **EXAMPLES OF WORK PERFORMED**

Produces and proofs correspondence, reports, purchase orders, summaries, manuals, vouchers, records, and other related forms

Reviews completed forms for signatures and proper entries

Provides information to the public by mail or telephone

Receives shipments and supplies, inspects for damage, and checks for correct quantity and quality

Assembles, organizes, and tabulates data; may perform data entry and retrieval

Files and maintains forms, records, and reports

Opens and distributes incoming mail and prepares mail-outs

Delivers documents, supplies, or other items; takes deposits to the bank; and runs errands as appropriate

May maintain office schedules and appointments

May perform back-up receptionist or telephone switchboard duties

May assist in conducting physical inventory

May receive and count cash

May make arrangements for repairs and services

May assemble and pack shipments, contact transportation companies to arrange for shipping, and assist in loading trucks

Performs related work as assigned

## **GENERAL QUALIFICATION GUIDELINES**

### **Experience and Education**

Six (6) months of experience with clerical operations; Graduation from a standard senior high school or equivalent is generally preferred. Experience and education may be substituted for one another.

### **Knowledge, Skills, and Abilities**

Knowledge of office procedures and of spelling, grammar, punctuation, and arithmetic

Skill in using personal computers and office equipment

Ability to prepare and maintain records, files, and reports

### **Registration, Certification, or Licensure**

May require a valid driver's license

451-4071  
Aleida

Justice of the Peace  
*Charlie Espinoza*  
212 N. 12<sup>th</sup> St.  
Edinburg, Texas 78541  
956/380-4473 Fax 956/380-4029

**MEMORANDUM**

Date: December 18, 2009

To: Dina Trevino, Manager, Budget Management Division

From: Aleida Lopez, Court Coordinator *AL*

Ref: Temporary Clerk Position

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I have attached the forms require for the extension of our temporary position. If there is anything missing or if you have any questions regarding this request please call my cell phone at 956-451-4071. I will be out on vacation until January 1<sup>st</sup> but will be in the area in case anything comes up. Thank you for all your help and have a Merry Christmas!

**Hidalgo County**  
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Budget Office Recommendation:
