

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

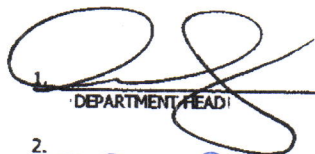
PERFORM A VARIETY OF CLERICAL FUNCTIONS - DATA ENTRY, SCANNING FILING, ETC.

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

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

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation



DEPARTMENT HEAD

12/18/09
DATE

FUNDING AVAILABLE IN DEPT. BUDGET.

YES NO

2.

HUMAN RESOURCES DIRECTOR

DATE

PERSONNEL PROCEDURES COMPLETED

YES NO

3.


DEPARTMENT OF BUDGET & MANAGEMENT

DATE

12/18/09

BUDGET PROCEDURES COMPLETED

YES NO

4.

COMMISSIONERS COURT APPROVAL

DATE