

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

Will work under the direction of the Elections Administrator and will work closely with Data Processor, Elections, and IT Managers in the performance of the duties of elections, processing voter registration applications and forms, working with the public to answer questions and assist with public requests and will assist in transporting, maintenance, set-up, assembly, testing and inventory of all electronic and computer equipment.


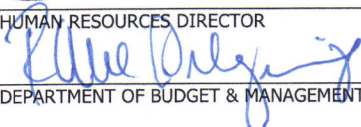
POSITION RECLASSIFICATION: Explain change and /or increase in duties and responsibility. (Attach new job description)

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

These positions will be in lieu of hiring vendors to perform the job.

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	12/23/2009	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	_____	DATE	_____	_____	_____	_____