

HUMAN RESOURCES DEPARTMENT REQUISITION FORM

FORWARD COMPLETED FORM TO: HUMAN RESOURCES DIRECTOR

FROM: (NAME OF DEPARTMENT): DISTRICT ATTORNEY'S OFFICE -HIDTA

ANNOUNCE VACANCY USING (Check One Box):

INTERNAL OPEN ANNOUNCEMENT PROCEDURE

POSITION TITLE/GRADE: Assistant District Attorney

NEW POSITION OR REPLACEMENT FOR Mohammed S. Ahmed

DEPT NO: 80 POSITION NUMBER: 51

ADVERTISED SALARY: \$50,487.00 OTHER COMPENSATION: N/A

TYPE OF COMPENSATION:
N/A

SPECIAL REQUIREMENTS: No Criminal History - See Job Description

WORK LOCATION/HOURS: Edinburg

CONTACT PERSON: Roy Cazares TELEPHONE NO. 318-2300

Homes Vasquez Department Head or Elected Official Date

FUNDS AVAILABLE: YES NO ON 1-1100-412-00-080-002-0-113

BUDGETED SALARY, GRADE & STEP: Grade 14 Step 2

BUDGETED OTHER ALLOWANCES: _____

APPROVED BY HR CHIEF OF STAFF/DATE

APPROVED BY HR DIRECTOR/DATE

Approval By Commissioners' Court Required ___Yes___No. If yes, please attach copy of approval and/or have authorized representative of Commissioners' Court sign below.

Commissioners' Court Signature/Date

Closing Date

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POSITION TITLE/GRADE Clerk II

NEW POSITION OR REPLACEMENT FOR Gloria Yvonne Liscano

DEPT NO 80 POSITION NUMBER 49


ADVERTISED SALARY: \$20,570.00 OTHER COMPENSATION: N/A

TYPE OF COMPENSATION:
N/A

SPECIAL REQUIREMENTS: No Criminal History - See Job Description

WORK LOCATION/HOURS: Edinburg

CONTACT PERSON: Roy Cazares TELEPHONE NO. 318-2300


Department Head or Elected Official Date

FUNDS AVAILABLE: YES NO ON 1-1100-412-00-080-002-0-113

BUDGETED SALARY, GRADE & STEP: Grade 3 Step 0

BUDGETED OTHER ALLOWANCES: _____

APPROVED BY HR CHIEF OF STAFF/DATE _____ APPROVED BY HR DIRECTOR/DATE _____

Approval By Commissioners' Court Required ___Yes___No. If yes, please attach copy of approval and/or have authorized representative of Commissioners' Court sign below.

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