

HUMAN RESOURCES DEPARTMENT REQUISITION FORM

FORWARD COMPLETED FORM TO: HUMAN RESOURCES DIRECTOR

FROM (NAME OF DEPARTMENT): Public Defender's

ANNOUNCE VACANCY USING (check one box)

INTERNAL ANNOUNCEMENT PROCEDURE OPEN ANNOUNCEMENT PROCEDURE

POSITION TITLE / GRADE Public Defender II / 14/1

NEW POSITION OR REPLACEMENT FOR: Daniel Vargas EMPLOYEE NO 180734

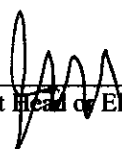
DEPT NO 85 POSITION/SLOT NO 5

ADVERTISED SALARY: 54,487.00 OTHER COMPENSATION: _____ COMPENSATION TYPE: _____

SPECIAL REQUIREMENTS: See Attached

WORK LOCATION / HOURS: Public Defender's Office - 1615 S. CLOSWER, STE B - Edinburg (Mon - Fri) 8 - 5 pm

CONTACT PERSON: Patti Loya EXTENSION / PHONE NO: 929-7040 Ext. 5433



Department Head or Elected Official

9/27/11

Date

FUNDS AVAILABLE: YES ___ NO ___ DATE OF FUND AVAILABILITY: _____

BUDGETED SALARY, GRADE & STEP: _____

BUDGETED OTHER ALLOWANCES: _____

APPROVED HR CHIEF OF STAFF / DATE

APPROVED HR DIRECTOR / DATE

Approval by Commissioner's Court Required: YES ___ NO ___. If yes, attach copy of approval and/or date of agenda and item number and have authorized representative of Commissioner's Court sign below:

Commissioner's Court Signature / Date

Closing Date

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POSITION TITLE / GRADE Administrative I

NEW POSITION OR REPLACEMENT FOR: Priscilla Rojas EMPLOYEE NO 177865

DEPT NO 85 POSITION/SLOT NO 2

ADVERTISED SALARY: 22,216.00 OTHER COMPENSATION: _____ COMPENSATION TYPE: _____

SPECIAL REQUIREMENTS: See Attached

WORK LOCATION / HOURS: Public Defender's Office - 1615 S. CLASNER, STE B
Edinburg (Mon-Friday 8-5 pm)

CONTACT PERSON: Patti Lopez EXTENSION / PHONE NO: 292-7040 X-5433

[Signature]
Department Head or Elected Official

9/27/11
Date

FUNDS AVAILABLE: YES ___ NO ___ DATE OF FUND AVAILABILITY: _____

BUDGETED SALARY, GRADE & STEP: _____

BUDGETED OTHER ALLOWANCES: _____

APPROVED HR CHIEF OF STAFF / DATE

APPROVED HR DIRECTOR / DATE

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