

**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: Shannon Barnett-Holub EMPLOYEE NO 15866

DEPT NO 85 POSITION/SLOT NO 7

ADVERTISED SALARY: \$50,487 OTHER COMPENSATION: \_\_\_\_\_ COMPENSATION TYPE: \_\_\_\_\_

SPECIAL REQUIREMENTS: See Attached Job Description

WORK LOCATION / HOURS: 1615 S. Closter, Ste B - Edenburg, TX  
Mon - Fri / 8:00 am to 5pm

CONTACT PERSON: Patti Key EXTENSION / PHONE NO: 292-7040 Ext. 5423

\_\_\_\_\_  
Department Head or Elected Official

\_\_\_\_\_  
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