

HUMAN RESOURCES DEPARTMENT REQUISITION FORM

FORWARD COMPLETED FORM TO: HUMAN RESOURCES DIRECTOR

FROM (NAME OF DEPARTMENT): Elections Department

ANNOUNCE VACANCY USING (check one box)

INTERNAL ANNOUNCEMENT PROCEDURE OPEN ANNOUNCEMENT PROCEDURE

POSITION TITLE / GRADE Data Entry Clerk I (Temporary)

NEW POSITION OR REPLACEMENT FOR: _____ EMPLOYEE NO _____

DEPT NO 130 POSITION/SLOT NO T-123, T-126 & T-127

ADVERTISED SALARY: \$17,636 OTHER COMPENSATION: _____ COMPENSATION TYPE: _____

SPECIAL REQUIREMENTS: _____

WORK LOCATION / HOURS: 101 South 10th Ave., Edinburg, TX. Monday - Friday, 8am - 5pm unless otherwise required by elections.

CONTACT PERSON: Melissa Alvarez EXTENSION / PHONE NO: 5709


Department Head or Elected Official

3-2-12
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