



HIDALGO COUNTY Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER:
COUNTY COURT AT LAW NO. 1 / 021

DATE: Enter Date
MARCH 7, 2012

CURRENT POSITION TITLE:
COURT CLERK (TEMPORARY)

CURRENT SLOT. #:
T006

REQUESTED POSITION TITLE: (For new positions or reclassifications)
COURT CLERK (TEMPORARY)

REQUEST FOR:

- New Position
- Temporary Position
- Position Reclassification*
- Other _____

*Civil Service Positions are submitted to the Civil Service Commission.

POSITION SALARY REQUEST:

Salary Amount: \$ 0 \$ 31,200 \$ 31,200
 Current Budgeted Salary Proposed Budgeted Salary Net Change

Position to be funded from one of the following:

- Current Department Budget
- Annual Budget Cycle
- Will Require Additional Funds
- Other _____

POSITION Type:

Full Time Employee Object 113 Part Time Employee Object 114 \$15.00
 Full Time Temporary Object 121 Part Time Temporary Object 122 \$
 Enter hourly rate for temp. positions
 \$15.00 X 2080 = 31,200.00
 Hourly Rate * 2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS:

4/10/12 7/13/12 M-F, 8am-5pm 40 3 months
 Start Date End Date Working Days & Hours Hours Per Week Duration (2 weeks, 3 months, etc.)

CIVIL SERVICE: FLSA:
 Exempt Exempt
 Non-Exempt Non-Exempt
 N/A

JUSTIFICATION/PRIORITY: (Explain why this position or adjustment request is essential)

PLEASE CONSIDER THE ABOVE REQUEST DUE TO COURT ADMINISTRATOR RESIGNING IN JULY AND WILL NEED TO TRAIN NEW EMPLOYEE.

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

DUTIES INCLUDE PERFORMING CLERICAL WORK REQUIRING APPLICATION OF VARIOUS WORK METHODS AND PROCEDURES, AND FAMILIARITY WITH DEPARTMENT FUNCTIONS, POLICIES, AND PRACTICES. DOES NOT SUPERVISE ANY EMPLOYEES.



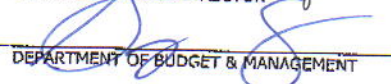
POSITION RECLASSIFICATION: Explain change and /or increase in duties and responsibility. (Attach new job description)

N/A

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

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

- | | | | | | |
|----|--|-------------------------|------------------------------------|---|--|
| 1. | 
DEPARTMENT HEAD | <u>3/7/12</u>
DATE | FUNDING AVAILABLE IN DI PT. BUDGET | <input type="checkbox"/> YES | <input checked="" type="checkbox"/> NO |
| 2. | 
HUMAN RESOURCES DIRECTOR | <u>03-08-12</u>
DATE | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | 
DEPARTMENT OF BUDGET & MANAGEMENT | <u>3/9/2012</u>
DATE | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL | DATE | | | |