

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


Will be assisting victims of crimes by: 1) assisting in filling out the Crime Victim Compensation 2) getting receipts of expenses to include as part of the restitution in the judgment 3) contacting police departments to expedite paperwork 4) look for doctors to provide service to victims 5) contact AG's office as to status on reimbursement or assistance to victims 6) assist with victims in court

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

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

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

		11/16/2012		
1.	<u>DEPARTMENT HEAD</u>	<u>DATE</u>	<u>FUNDING AVAILABLE IN DEPT. BUDGET</u>	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	<u>Esther A. Cortez by Delegation</u> HUMAN RESOURCES DIRECTOR	<u>11-16-12</u> DATE	<u>PERSONNEL PROCEDURES COMPLETED</u>	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.	<u>Mark Drumm</u> DEPARTMENT OF BUDGET & MANAGEMENT	<u>11/19/12</u> DATE	<u>BUDGET PROCEDURES COMPLETED</u>	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	<u>COMMISSIONERS COURT APPROVAL</u>	<u>DATE</u>		