



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


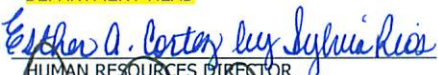
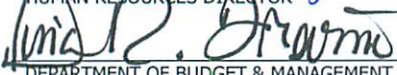
Represent the county on all criminal matters.

**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

1.		01/02/2013			
	<b>DEPARTMENT HEAD</b>	<b>DATE</b>	<b>FUNDING AVAILABLE IN DEPT. BUDGET</b>	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
2.		01-03-13		<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	HUMAN RESOURCES DIRECTOR	DATE	PERSONNEL PROCEDURES COMPLETED		
3.		1-04-03		<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	DEPARTMENT OF BUDGET & MANAGEMENT	DATE	BUDGET PROCEDURES COMPLETED		
4.	COMMISSIONERS COURT APPROVAL	DATE			



# HIDALGO COUNTY

## Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: District Attorney's Office/ 080

DATE: 01/02/2013

CURRENT POSITION TITLE:

NEW SLOT. #: 0106

REQUESTED POSITION TITLE: Administrative Assistant II

### REQUEST FOR:

New Position     Temporary Position     Position Reclassification\*     Other \_\_\_\_\_

### POSITION SALARY REQUEST:

Salary Amount:    \$ \_\_\_\_\_    \$ 29,200.00    \$ 29,200.00  
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 3-1100-412-00-080-002-0-XXX District Attorney's Office General Fund

### POSITION Type:

Full Time Employee Object 113     Part Time Employee Object 114  \_\_\_\_\_  
Full Time Temporary Object 121     Part Time Temporary Object 122  \$ 29,200.00  
Enter hourly rate for temp. positions  
Hourly Rate \* 2,080 hrs. per year = Annual Salary

### TEMPORARY POSITIONS:

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)

Position is needed to handle all paperwork preparation and other duties as needed for cases assigned to County Court At Law #8.

4. COMMISSIONERS COURT APPROVAL \_\_\_\_\_ DATE \_\_\_\_\_

3. DEPARTMENT OF BUDGET & MANAGEMENT  
 \_\_\_\_\_ DATE 01-4-03  
 \_\_\_\_\_ DATE 01-08-13

2. HUMAN RESOURCES DIRECTOR  
 \_\_\_\_\_ DATE \_\_\_\_\_

1. DEPARTMENT HEAD \_\_\_\_\_ DATE 01/02/2013

FUNDING AVAILABLE IN DEPT. BUDGET  YES  NO

PERSONNEL PROCEDURES COMPLETED  YES  NO

BUDGET PROCEDURES COMPLETED  YES  NO

**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

**HUMAN RESOURCES:** Classification and Salary Recommendation

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

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

**NEW POSITION:** Brief job description and attach a copy of the new job description. Administrative Assistant will be required to prepare all paperwork for files assigned to County Court At Law #8. Along with paperwork preparation he/she will be required to assist the ADA in the courtroom.