

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

Deputy County Clerk I job description on file with Human Resources

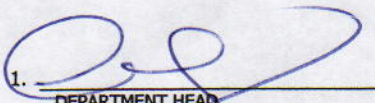
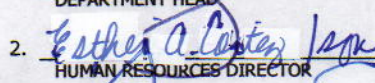
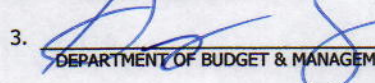
POSITION RECLASSIFICATION: Explain change and /or increase in duties and responsibility. (Attach new job description)

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

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

Funding for these positions were not budgeted in the 2013 Budget. Will increase the 2013 and future budgets by \$70,045 per year.

1.		12/11/2012	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
	DEPARTMENT HEAD	DATE			
2.		12-12-12	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	HUMAN RESOURCES DIRECTOR	DATE			
3.		12-14-2012	BUDGET PROCEDURES COMPLETED	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
	DEPARTMENT OF BUDGET & MANAGEMENT	DATE			
4.	COMMISSIONERS COURT APPROVAL	DATE			

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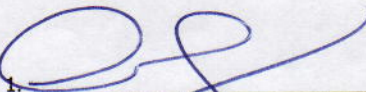
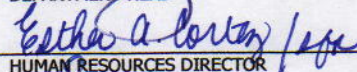
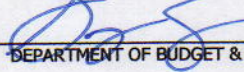
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