



HUMAN RESOURCES DEPARTMENT REQUISITION FORM

FORWARD COMPLETED FORM TO: HUMAN RESOURCES DIRECTOR

FROM (NAME OF DEPARTMENT): Fire Marshal's Office

ANNOUNCE VACANCY USING (check one box)

INTERNAL ANNOUNCEMENT PROCEDURE OPEN ANNOUNCEMENT PROCEDURE

POSITION TITLE / GRADE Administrative Assistant II

NEW POSITION OR REPLACEMENT FOR: Yolanda Orozco EMPLOYEE NO 138258


DEPT NO 300 POSITION/SLOT NO 006

ADVERTISED SALARY 25,912 OTHER COMPENSATION: _____ COMPENSATION TYPE: _____

SPECIAL REQUIREMENTS: Knowledge of Emergency Management. Must be able to travel. Able to work flexible hours.

WORK LOCATION / HOURS: 1124 N. "M" Rd., Edinburg, TX. 78542
Monday - Friday 8:00 am - 5:00 pm

CONTACT PERSON: Juan Martinez EXTENSION / PHONE NO: 318-2656



Department Head or Elected Official

3/20/13

Date

FUNDS AVAILABLE: YES ___ NO ___ DATE OF FUND AVAILABILITY: _____

BUDGETED SALARY, GRADE & STEP: \$32,029.00

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