

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

Performs advanced secretarial-administrative assistance within a county department. Work involves disseminating information, maintaining filing systems and performing internal administrative support work.


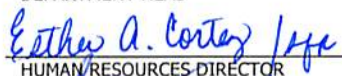
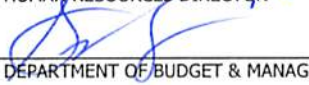
POSITION RECLASSIFICATION: Explain change and /or increase in duties and responsibility. (Attach new job description)

ADDITIONAL DUTIES: Explain reason for additional duties and attach list of additional duties.

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

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.		<u>1/16/14</u>	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	DEPARTMENT HEAD	DATE			
2.		<u>01-17-14</u>	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	HUMAN RESOURCES DIRECTOR	DATE			
3.		<u>01/17/2014</u>	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	DEPARTMENT OF BUDGET & MANAGEMENT	DATE			
4.	COMMISSIONERS COURT APPROVAL	DATE			

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- | | | | | | |
|----|--|--------------------|-----------------------------------|---|-----------------------------|
| 1. | <u><i>[Signature]</i></u>
DEPARTMENT HEAD | DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | <u><i>Esther A. Costas</i></u>
HUMAN RESOURCES DIRECTOR | 01-17-14
DATE | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | <u><i>[Signature]</i></u>
DEPARTMENT OF BUDGET & MANAGEMENT | 01/17/2014
DATE | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL | DATE | | | |