

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

See attached.

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

n/a

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


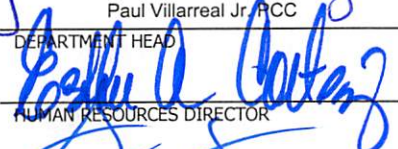

See attached.

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

No Budget Impact.

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	 Paul Villarreal Jr. FCC DEPARTMENT HEAD	2/17/2015 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	 Betty A. Cortez HUMAN RESOURCES DIRECTOR	3/9/2015 DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	03/11/2015 DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE			



HIDALGO COUNTY Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: Tax Office #140

DATE: 02/17/2015

CURRENT POSITION TITLE: Deputy Clerk II

CURRENT SLOT. #: 35

REQUESTED POSITION TITLE:
(For new positions or reclassifications)

REQUEST FOR:

- New Position
- Temporary Position
- Position Reclassification*
- Other DELETE

*Civil Service Positions are submitted to the Civil Service Commission.

POSITION SALARY REQUEST:

Salary Amount: \$ 35,651.00 Current Budgeted Salary \$ 0.0 Proposed Budgeted Salary \$ (35,651.00) Net Change

Position to be funded from one of the following:

- Current Department Budget
- Annual Budget Cycle
- Will Require Additional Funds
- Other No Budget Impact .

POSITION Type:

Full Time Employee Object 113 Part Time Employee Object 114 _____
 Enter hourly rate for temp. positions

Full Time Temporary Object 121 Part Time Temporary Object 122 \$ _____
 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.)
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CIVIL SERVICE:		FLSA:	
Exempt	<input type="checkbox"/>	Exempt	<input type="checkbox"/>
Non-Exempt	<input checked="" type="checkbox"/>	Non-Exempt	<input checked="" type="checkbox"/>
N/A	<input type="checkbox"/>		

JUSTIFICATION/PRIORITY: (Explain why this position or adjustment request is essential)

After a careful review of Tax Office staff, requesting to delete this position to create position's the Tax Office is in greater need of at this time.

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

See attached.

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

n/a

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


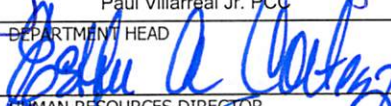

See attached.

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

No Budget Impact.

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	 Paul Villarreal Jr. PCC DEPARTMENT HEAD	2/17/2015 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	 Belen A. Cortez HUMAN RESOURCES DIRECTOR	3/9/2015 DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	03/11/2015 DATE	BUDGET PROCEDURES COMPLETED	<input type="checkbox"/> YES <input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE		



HIDALGO COUNTY

Personnel Adjustment Request Form

RECEIVED
MAR 04 2015
HUMAN RESOURCES

DEPARTMENT NAME/NUMBER: Tax Office #140

DATE: 02/17/2015

CURRENT POSITION TITLE: Adm. Asst III

CURRENT SLOT #: 123

REQUESTED POSITION TITLE:
(For new positions or reclassifications)

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other DELETE

*Civil Service Positions are submitted to the Civil Service Commission.

POSITION SALARY REQUEST:

Salary Amount: \$ 33,917.00 Current Budgeted Salary \$ 0.0 Proposed Budgeted Salary \$ (33,917.00 + \$1,500(auto)) Net Change

Position to be funded from one of the following:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Other No Budget Impact .

POSITION Type:

Full Time Employee Object 113 Part Time Employee Object 114 _____
Full Time Temporary Object 121 Part Time Temporary Object 122 \$ _____
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)

After a careful review of Tax Office staff, requesting to delete this position to create position's the Tax Office is in greater need of at this time.

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

See attached.

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

n/a

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

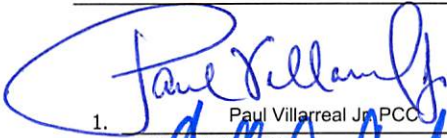
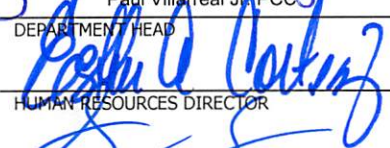

See attached.

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

No Budget Impact.

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	 Paul Villarreal Jr. PCC DEPARTMENT HEAD	2/17/2015 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	3/9/2015 DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	03/11/2015 DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE		



HIDALGO COUNTY Personnel Adjustment Request Form

RECEIVED
MAR 04 2015
HUMAN RESOURCES

DEPARTMENT NAME/NUMBER: Tax Office #140

DATE: 02/17/2015

CURRENT POSITION TITLE: Deputy Clerk I

CURRENT SLOT. #: 127

REQUESTED POSITION TITLE:
(For new positions or reclassifications)

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other DELETE

*Civil Service Positions are submitted to the Civil Service Commission.

POSITION SALARY REQUEST:

Salary Amount: \$ 26,924.00 Current Budgeted Salary \$ 0.0 Proposed Budgeted Salary \$ (26,924.00) Net Change

Position to be funded from one of the following:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Other No Budget Impact .

POSITION Type:

Full Time Employee Object 113 Part Time Employee Object 114 _____
Full Time Temporary Object 121 Part Time Temporary Object 122 \$ _____
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)

After a careful review of Tax Office staff, requesting to delete this position to create position's the Tax Office is in greater need of at this time.

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

See attached.

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

n/a

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

See attached.

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

No Budget Impact.

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation



1. Paul Villarreal Jr. PCC
DEPARTMENT HEAD

2/17/2015
DATE

FUNDING AVAILABLE IN DEPT. BUDGET

YES NO

2. 
HUMAN RESOURCES DIRECTOR

3/9/2015
DATE

PERSONNEL PROCEDURES COMPLETED

YES NO

3. 
DEPARTMENT OF BUDGET & MANAGEMENT

03/12/2015
DATE

BUDGET PROCEDURES COMPLETED

YES NO

4. COMMISSIONERS COURT APPROVAL

DATE

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

See attached.

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

n/a

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

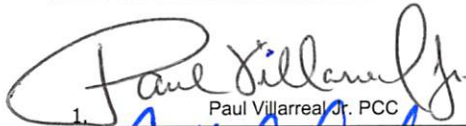
See attached.

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

No Budget Impact.

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation


1. Paul Villarreal Jr. PCC

DEPARTMENT HEAD

2/17/2015

DATE

FUNDING AVAILABLE IN DEPT. BUDGET

YES NO

2. 
HUMAN RESOURCES DIRECTOR

3/9/2015

DATE

PERSONNEL PROCEDURES COMPLETED

YES NO

3. 
DEPARTMENT OF BUDGET & MANAGEMENT

03/12/2015

DATE

BUDGET PROCEDURES COMPLETED

YES NO

4. COMMISSIONERS COURT APPROVAL

DATE



HIDALGO COUNTY Personnel Adjustment Request Form

RECEIVED
MAR 04 2015
HUMAN RESOURCES

DEPARTMENT NAME/NUMBER: Tax Office #140

DATE: 02/17/2015

CURRENT POSITION TITLE: EXECUTIVE ASST I

CURRENT SLOT #: 168

REQUESTED POSITION TITLE: Executive Assistant I.
(For new positions or reclassifications)

REQUEST FOR:

- New Position
- Temporary Position
- Position Reclassification*
- Other AUTO ALLOWANCE

*Civil Service Positions are submitted to the Civil Service Commission.

POSITION SALARY REQUEST:

Salary Amount: \$ 38,500.00 Current Budgeted Salary \$ 38,500.00 + \$1,500 (AUTO) Proposed Budgeted Salary \$ \$1,500.00 (AUTO) Net Change oz

Position to be funded from one of the following:

- Current Department Budget
- Annual Budget Cycle
- Will Require Additional Funds
- Other No Budget Impact.

POSITION Type:

Full Time Employee Object 113 Part Time Employee Object 114 _____
 Full Time Temporary Object 121 Part Time Temporary Object 122 \$ _____
 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.)
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CIVIL SERVICE: FLSA:

Exempt Exempt

Non-Exempt Non-Exempt

N/A

JUSTIFICATION/PRIORITY: (Explain why this position or adjustment request is essential)

Auto Allowance requested due to Executive Asst I needing to travel to County Sub-Stations, Full Service Dealers, Taxing Entities, etc., to monitor and insure proper enforcement of policies; to promote consistency, training and accuracy of programs managed by this Office that are dependent on supervision for their continued success.

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

See attached.

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

n/a

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

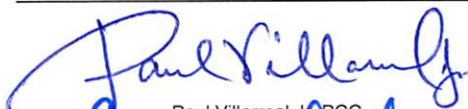
Travel to 5 Sub-Station, to Full Service Dealers, and Taxing Entities we collect for, to keep them abreast and in-line of rules and regulations as set forth by the State of Texas/Tax Code, for programs managed by the Tax Office.

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

No Budget Impact./To be funded within Department's Budget.

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation



Paul Villarreal Jr. PCC

DEPARTMENT HEAD

2/17/2015

DATE

FUNDING AVAILABLE IN DEPT. BUDGET

YES NO

2.


HUMAN RESOURCES DIRECTOR

3/9/2015

DATE

PERSONNEL PROCEDURES COMPLETED

YES NO

3.


DEPARTMENT OF BUDGET & MANAGEMENT

03/12/2015

DATE

BUDGET PROCEDURES COMPLETED

YES NO

4.

COMMISSIONERS COURT APPROVAL

DATE



HIDALGO COUNTY Personnel Adjustment Request Form

RECEIVED
MAR 04 2015
HUMAN RESOURCES

DEPARTMENT NAME/NUMBER: Tax Office #140

DATE: 02/17/2015

CURRENT POSITION TITLE: EXECUTIVE ASST II

CURRENT SLOT. #: 169

REQUESTED POSITION TITLE: Executive Assistant II
(For new positions or reclassifications)

REQUEST FOR:

- New Position Temporary Position Position Reclassification* Other AUTO ALLOWANCE

*Civil Service Positions are submitted to the Civil Service Commission.

POSITION SALARY REQUEST:

Salary Amount: \$ 44,000.00 Current Budgeted Salary \$ 44,000.00 + \$1,500 (AUTO) Proposed Budgeted Salary \$ \$1,500.00 (AUTO) Net Change

Position to be funded from one of the following:

- Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Other No Budget Impact .

POSITION Type:

Full Time Employee Object 113 Part Time Employee Object 114
Full Time Temporary Object 121 Part Time Temporary Object 122 \$ _____
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)

Auto Allowance requested due to Executive Asst II needing to travel to County Sub-Stations, Full Service Dealers, Taxing Entities, etc., to monitor and insure proper enforcement of policies; to promote consistency, training and accuracy of programs managed by this Office that are dependent on supervision for their continued success.

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

See attached.

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

n/a

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

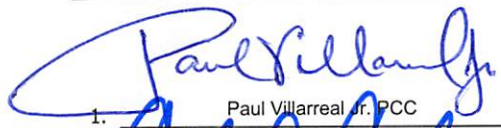
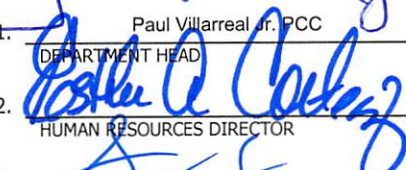
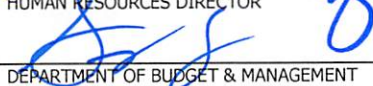
Travel to 5 Sub-Station, to Full Service Dealers, and Taxing Entities we collect for, to keep them abreast and in-line of rules and regulations as set forth by the State of Texas/Tax Code, for programs managed by the Tax Office.

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

No Budget Impact./To be funded within Department's Budget.

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	 Paul Villarreal Jr. PCC DEPARTMENT HEAD	2/17/2015 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	3/9/2015 DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	03/12/2015 DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE		



HIDALGO COUNTY Personnel Adjustment Request Form

RECEIVED
MAR 04 2015
HUMAN RESOURCES

DEPARTMENT NAME/NUMBER: Tax Office #140

DATE: 02/17/2015

CURRENT POSITION TITLE:

CURRENT SLOT. #: 172, 173, 174

REQUESTED POSITION TITLE: DEPUTY CLERK II
(For new positions or reclassifications)

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other CREATE

*Civil Service Positions are submitted to the Civil Service Commission.

POSITION SALARY REQUEST:

Salary Amount: \$ 0.0 Current Budgeted Salary \$ 30,000.00 X3 Proposed Budgeted Salary \$ 30,000.00 X3 = \$90,000 Net Change

Position to be funded from one of the following:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Other No Budget Impact.

POSITION Type:

Full Time Employee Object 113 Part Time Employee Object 114
Full Time Temporary Object 121 Part Time Temporary Object 122 \$ _____
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)

After a careful review of Tax Office Staff, a greater need for (3) Deputy Clerk II's exists to perform moderately complex (journey-level) clerical work, cashiering for Property Tax AND Motor Vehicle Department, processing inquiries and requests for informations, maintaining data, etc.

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

See attached.

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

n/a

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

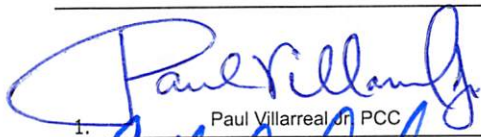
See Attached.

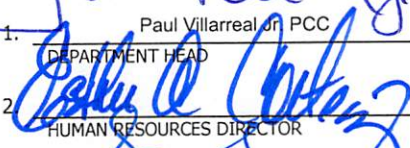
COMMENTS: (Any comments you wish to make regarding this request)


No Budget Impact./To be funded within Department's Budget.

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1. 
 Paul Villarreal Jr. PCC
 DEPARTMENT HEAD

2. 
 HUMAN RESOURCES DIRECTOR

3. 
 DEPARTMENT OF BUDGET & MANAGEMENT

2/17/2015
 DATE

3/9/2015
 DATE

03/12/2015
 DATE

DATE

FUNDING AVAILABLE IN DEPT. BUDGET

YES NO

PERSONNEL PROCEDURES COMPLETED

YES NO

BUDGET PROCEDURES COMPLETED

YES NO

4. COMMISSIONERS COURT APPROVAL

DATE

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

See attached.

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

n/a

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


See Attached.

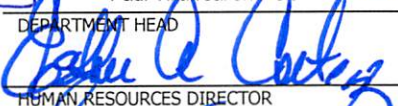
COMMENTS: (Any comments you wish to make regarding this request)


No Budget Impact./To be funded within Department's Budget.

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1. 
 Paul Villarreal Jr. PCC
 DEPARTMENT HEAD

2. 
 HUMAN RESOURCES DIRECTOR

3. 
 DEPARTMENT OF BUDGET & MANAGEMENT

2/17/2015
 DATE

3/9/2015
 DATE

03/12/2015
 DATE

FUNDING AVAILABLE IN DEPT. BUDGET

YES NO

PERSONNEL PROCEDURES COMPLETED

YES NO

BUDGET PROCEDURES COMPLETED

YES NO

4. COMMISSIONERS COURT APPROVAL

DATE



HIDALGO COUNTY

Personnel Adjustment Request Form

RECEIVED
MAR 04 2015
HUMAN RESOURCES

DEPARTMENT NAME/NUMBER: Tax Office #140 **DATE:** 02/17/2015
CURRENT POSITION TITLE: **CURRENT SLOT. #:** 176, 177
REQUESTED POSITION TITLE: DATA ENTRY CLERK II
(For new positions or reclassifications)

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other CREATE

*Civil Service Positions are submitted to the Civil Service Commission.

POSITION SALARY REQUEST:

Salary Amount: \$ 0.0 **Current Budgeted Salary** \$ \$ 20,235 **Proposed Budgeted Salary** \$ \$ 20,235 **Net Change**
Handwritten: -20,250.00 x 2 = \$ 40,470

Position to be funded from one of the following:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Other No Budget Impact

Approved by Neida Chavana

POSITION Type:

Full Time Employee Object 113 Part Time Employee Object 114
Full Time Temporary Object 121 Part Time Temporary Object 122 \$ _____
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:				
Exempt	<input type="checkbox"/>	FLSA: Exempt	<input type="checkbox"/>	
Non-Exempt	<input checked="" type="checkbox"/>	Non-Exempt	<input checked="" type="checkbox"/>	
N/A	<input type="checkbox"/>			

JUSTIFICATION/PRIORITY: (Explain why this position or adjustment request is essential)

After a careful review of Tax Office Staff, a need for (2) Data Entry Clerk II's exists to assist in routine data entry work and to assist in scanning all Bookkeeping, cashier balancing, payments, renewals, etc., paperwork for both Property Tax and Motor Vehicle Departments.

4. COMMISSIONERS COURT APPROVAL _____ DATE _____

3. DEPARTMENT OF BUDGET & MANAGEMENT _____ DATE 03/12/15

2. HUMAN RESOURCES DIRECTOR _____ DATE 3/9/15

1. DEPARTMENT HEAD _____ DATE 2/17/2015
Paul Villarreal, PCC

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

No Budget Impact./To be funded within Department's Budget.

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

See Attached.

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

n/a

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

See attached.

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

HIDALGO COUNTY

EXECUTIVE ASSISTANT I

GENERAL DESCRIPTION

Performs advanced (senior-level) professional assistance work for an executive; Work involves coordinating or overseeing high-level administrative operations of the County or department. May assign and/or supervise the work of others; Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Develops administrative procedures, standards, and methods

Prepares technical aspects of manuals and publications

Oversees the review and evaluation of work content for the purpose of developing effective administrative practices and formulating policies that may contribute to the improvement of public services provided by the County

Coordinates work with other governmental agencies and private organizations

Advises the County's executive on administrative matters within the County

Provides technical administrative assistance to the County executive

Assists in planning, preparing, or overseeing the preparation of reports

May assist the executive with general human resource management actions

May assist in budget preparation

May assign and/or supervise the work of others

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

One (1) year related experience

Graduation from an accredited four-year college or university with major course work in business administration or a related field

Two (2) years of experience may be substituted for one (1) year of education

Knowledge, Skills, and Abilities

Knowledge of accepted business practices and procedures involved in providing services and of applicable rules, regulations, and policies, as well as related legislative and legal practices and procedures

Ability to communicate effectively, and to handle high level administrative issues, to assign and/or supervise the work of others

Ability to analyze and solve work related problems

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS:

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

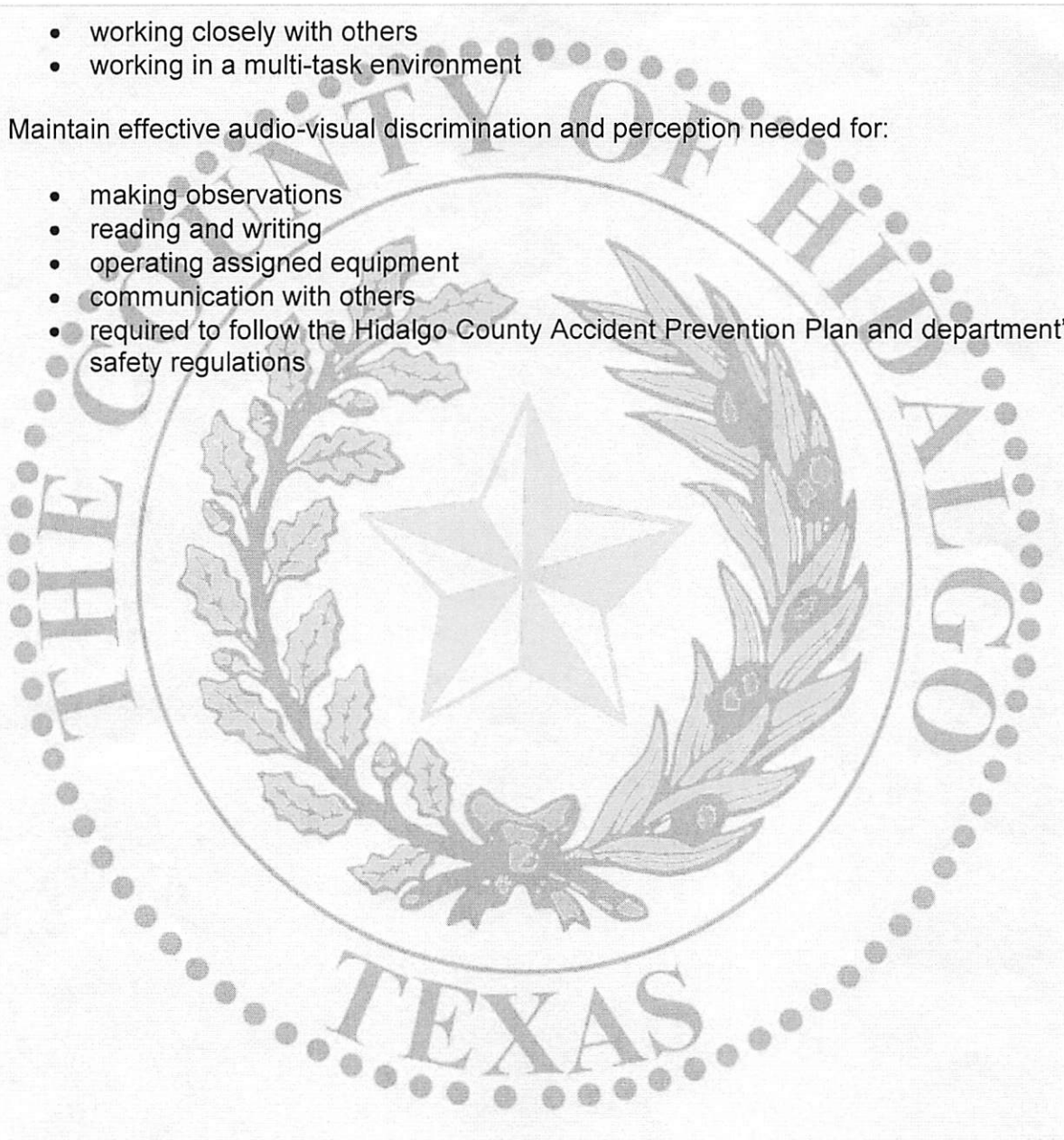
- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations



HIDALGO COUNTY TAX OFFICE

EXECUTIVE ASSISTANT II

GENERAL DESCRIPTION

Performs highly advanced (senior-level) professional assistance work for an executive; Work involves coordinating or overseeing high level administrative operations of the County or department. May plan, assign, and/or supervise the work of others; Works under minimal supervision with extensive latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Provides administrative and technical assistance to a County executive

Plans, prepares, or oversees the preparation of periodic and special reports

Interprets policies and procedures and makes administrative decisions

Develops administrative procedures, standards, and methods

Oversees the preparation of manuals and publications

Oversees the review and evaluation of work content for the purpose of developing effective administrative practices and formulating policies that may contribute to the improvement of public services provided by the County

Coordinates work with other governmental agencies and private organizations

Advises the County's executive on administrative matters within the department or county

May assist the executive with general human resource management actions

May assist in budget preparation

May plan, assign, and/or supervise the work of others

May plan and coordinate special and administrative assignments and programs

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Three (3) years related experience

Graduation from an accredited four-year college or university with major course work in business administration or a related field

Two (2) years of experience may be substituted for one (1) year of education

Knowledge, Skills, and Abilities

Knowledge of accepted business practices and procedures involved in providing services and of applicable rules, regulations, and policies, as well as related legislative and legal practices and procedures

Ability to communicate effectively, and to handle high level administrative issues, to assign and/or supervise the work of others

Ability to analyze and solve work related problems

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to feel, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS:

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations

HIDALGO COUNTY

DEPUTY CLERK II

GENERAL DESCRIPTION

Performs moderately complex (journey-level) clerical work; Work involves support tasks primarily involving customer service and clerical activities which may include: processing inquiries and requests for information, entering and maintaining data, cashiering. Works under close supervision with minimal latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Type correspondence and other documents and materials using a typewriter and/or processing software

Enters information on office records to the computer and retrieves information to respond to inquiries

Performs general clerical duties as required, including filing, indexing and recording, making copies, sorting stuffing and mailing documents

Processes the more difficult requests for information or documents; searches files to obtain the needed information.

Accepts and processes legal documents, collects fees, and files papers

Assists the public in person or by telephone, convey messages, make telephone calls, faxes and distribute mail

Proofreads records and conducts research as needed

May train others

Ability to work well with others

Regular attendance is a must

Performs such other duties as may be assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Graduation from a high school or equivalent (GED)

Typing courses, plus a minimum of two (2) years of progressively responsible experience in clerical functions of the governmental system

Two (2) years of experience may be substituted for one (1) year of education

Bilingual (Spanish and English) with the ability to converse fluently in both languages

Certificates, Licenses, & Registration

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

Knowledge, Skills, and Abilities

Ability to read, interpret and accept documents such as safety rules, operating and maintenance instructions and procedures manuals.

Ability to fill out reports, answer routing correspondence and speak effectively to the public.

Ability to deal with problems involving several concrete variables in standardized situations

Ability to operate a computer, typewriter and other basic office equipment

Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County

Skill in the operation of office equipment

Ability to maintain files and records, to communicate effectively, and to train others

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally

required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS:

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations

HIDALGO COUNTY

BUDGET CLERK II

GENERAL DESCRIPTION

Performs routine (journey-level) budget work. Work involves complex clerical and budget related clerical support for the operation of a division of the Budget and Management department. This position may be assigned to train and coordinate the work of Budget Clerk I positions; Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Will perform duties as a receptionist, answers telephones and provides general budgetary information

Coordinates with and assists other county departments in preparation of budget forms as directed by supervisor

Will review budget line item transfers from various departments

Collects budget and budget related data and tabulates data as necessary to assist in the preparation of budget and other reports

Files all pertinent documentation related to the Budget office

Assists budget analysts with clerical support on agenda items

Performs routine computer data entry and prepares reports

May be assigned to complete and assist special projects

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Three (3) years of clerical experience

Graduation from a standard high school or equivalent (GED), plus two (2) years of college course work or Associates Degree in accounting or related

Education and experience may be substituted for one another

Knowledge, Skills, and Abilities

Knowledge in MS Word and Excel

Be able to communicate effectively

Be able to use a calculator and other office equipment

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS:

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

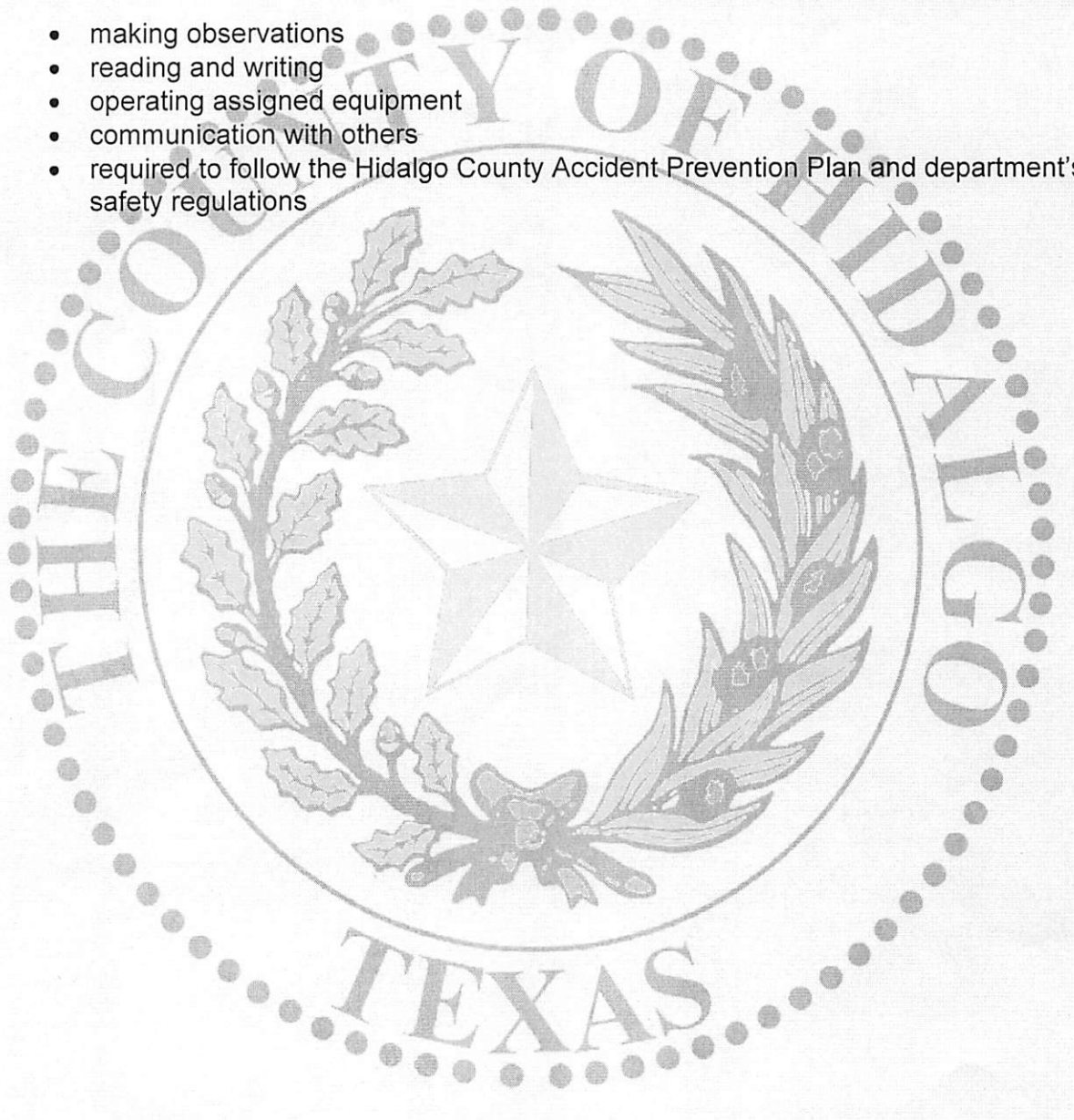
- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations



HIDALGO COUNTY TAX OFFICE

DATA ENTRY CLERK II

GENERAL DESCRIPTION

Performs routine data entry work. Work involves entering data and maintaining files and documentation; Works under moderate supervision with limited latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Performs data entry and verification of data files

Transcribes source documents to machine-acceptable formats

Prepares formatting programs for most applications and corrects entry errors

Advises others on work procedures

May verify data entered by others

May operate control stations, tape drives, disk drives, or consoles

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

One to two (1-2) years experience in data entry work

Graduation from a high school or equivalent (GED)

Experience and education may be substituted for one another

Knowledge, Skills, and Abilities

Knowledge of data entry equipment and of office practices and procedures

Ability to detect and resolve error conditions and to select and transcribe data

Type 45 wpm

Good organizational skills and attention to detail

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS:

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's

- safety regulations

