

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

Please see attachment #2

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

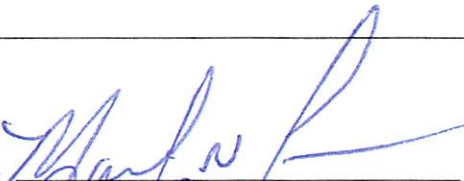


ADDITIONAL DUTIES: Explain reason for additional duties and attach list of additional duties.

Checking deputies paperwork, leading and guiding deputies in their day to day duties, arrange funeral escorts, arrange tax sales, coordinate the execution of tax warrants, coordinate, evaluate and participate in by-annual physical assessment.

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

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.		<u>11-5-15</u>	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/>	YES	<input type="checkbox"/>
	DEPARTMENT HEAD	DATE				
2.		<u>11/13/2015</u>	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/>	YES	<input type="checkbox"/>
	HUMAN RESOURCES DIRECTOR	DATE				
3.		<u>11/24/2015</u>	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/>	YES	<input type="checkbox"/>
	DEPARTMENT OF BUDGET & MANAGEMENT	DATE				
4.	COMMISSIONERS COURT APPROVAL	DATE				

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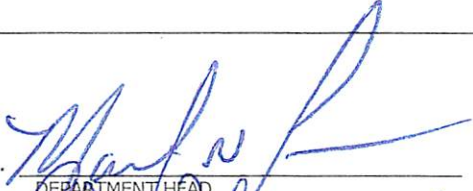


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