



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Precinct 4/124 - 077 DATE: 6/2/16

CURRENT POSITION TITLE: _____ CURRENT SLOT #: 003

REQUESTED POSITION TITLE: Clerk IV NOTE: PLEASE FILL OUT MULTIPLE PERSONNEL ACTION FORM IF DEPARTMENT IS REQUESTING MORE THAN(3) PERSONNEL ACTIONS.

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other _____

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

SALARY REQUEST: \$ ~~\$21,762.00~~ ^{\$40.00} \$ \$31,252.00 \$ \$9,490.00 ^{\$31,252.00}

Current G&S/ Budgeted Salary Proposed G&S/ Budgeted Salary Net Change

Position to be funded from one of the following:

Current Department Budget Annual Budget Cycle Will Require Additional Funds

Salary Adjustment Other Will partially be funded from deleted position

POSITION TYPE:

Full Time Regular Obj. 113 Part Time Regular Obj. 114 CIVIL SERVICE: FLSA:

Exempt Exempt

Full Time Temporary Obj. 121 Part Time Temporary Obj. 122 Non-Exempt Non-Exempt

TEMPORARY POSITIONS:				
Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)
Temporary Position Hourly Rate: _____		Temporary Position Annual Salary: _____		
2,080 * Hourly Rate				

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

Precinct 4 Reorganization Plan (Will Create slot # 077-0003)

POSITION RECLASSIFICATION: Attach completed Reclassification Analysis Form.

COMMENTS: Any comments you wish to make regarding this request. Attach additional pages if needed.

N/A

CLASSIFICATION AND SALARY RECOMMENDATION

<p>Human Resources:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-bottom: 1px solid black; text-align: center;"> <small>DEPARTMENT HEAD</small> </td> <td style="width: 50%; border-bottom: 1px solid black; text-align: center;"> <small>GRADE</small> <small>STEP</small> <u>6-2-16</u> <small>DATE</small> </td> </tr> <tr> <td style="border-bottom: 1px solid black; text-align: center;"> <small>HUMAN RESOURCES DIRECTOR</small> </td> <td style="border-bottom: 1px solid black; text-align: center;"> <small>DATE</small> <u>6/03/2016</u> </td> </tr> <tr> <td style="text-align: center;"> <small>PERSONNEL PROCEDURES COMPLETED</small> </td> <td style="text-align: center;"> <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO </td> </tr> </table>	 <small>DEPARTMENT HEAD</small>	<small>GRADE</small> <small>STEP</small> <u>6-2-16</u> <small>DATE</small>	 <small>HUMAN RESOURCES DIRECTOR</small>	<small>DATE</small> <u>6/03/2016</u>	<small>PERSONNEL PROCEDURES COMPLETED</small>	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	<p>Budget & Management:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-bottom: 1px solid black; text-align: center;"> <small>COMMISSIONERS' COURT APPROVAL</small> </td> <td style="width: 50%; border-bottom: 1px solid black; text-align: center;"> <small>GRADE</small> <small>STEP</small> <small>AGENDA ITEM NUMBER</small> </td> </tr> <tr> <td style="border-bottom: 1px solid black; text-align: center;"> <small>DEPARTMENT OF BUDGET & MANAGEMENT</small> </td> <td style="border-bottom: 1px solid black; text-align: center;"> <small>DATE</small> <u>6/3/2016</u> </td> </tr> <tr> <td style="text-align: center;"> <small>BUDGET PROCEDURES COMPLETED</small> </td> <td style="text-align: center;"> <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO </td> </tr> </table>	 <small>COMMISSIONERS' COURT APPROVAL</small>	<small>GRADE</small> <small>STEP</small> <small>AGENDA ITEM NUMBER</small>	 <small>DEPARTMENT OF BUDGET & MANAGEMENT</small>	<small>DATE</small> <u>6/3/2016</u>	<small>BUDGET PROCEDURES COMPLETED</small>	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
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HIDALGO COUNTY PRECINCT #4

CLERK IV

GENERAL DESCRIPTION

Performs advanced (senior-level) clerical work in areas such as bookkeeping, inventory control, statistics, employment, human resources, purchasing, and accounting; Work involves compiling and tabulating data, checking documents for accuracy, handling and transporting documents and/or stock and inventory, and maintaining files; May train others; May supervise the work of others; Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Oversees, prepares, edits, and reconciles discrepancies in, and reviews for accuracy and completeness reports, purchase orders, correspondence, summaries, manuals, vouchers, journals, ledgers, requisitions, records, and other related forms

Answers inquiries regarding procedures and policies, and provides routine information to the public by mail or telephone

Posts information to agency records and modifies forms or records

Assembles, organizes, and tabulates data, and develops charts, graphs, and tables

Maintains and/or oversees the maintenance of files, materials, and supplies, and oversees the receiving, storing, and issuing of stock items

May open and distribute incoming mail and prepare mail-outs

May perform data entry and retrieval and arithmetic computations

May maintain office schedules and appointments

May perform back-up receptionist or telephone switchboard duties

May receive, maintain accountability for, and forward payments to the appropriate agency staff

May screen applicants and assist in orienting employees; may conduct preliminary Interviews

May administer employment tests

May arrange the scheduling, transfer, and display of surplus property
May make arrangements for or obtain bids for repairs and services
May inspect merchandise for quality and compliance with specifications
May train, oversee or supervise the work of others
Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Three (3) to five (5) years of progressive experience in clerical work
Graduation from a high school or equivalent (GED); vocational training
Experience and education may be substituted for one another

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

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 twenty five (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