



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

POSITION TITLE CHANGE ONLY REQUEST FORM

NOTE: Complete this form to correct the position title of an employee based on the employee's assigned duties and responsibilities. A position title change does not involve a change in duties or responsibilities nor a change in salary.

Date: 09/19/2018

Employee Name: Vacant - Slot # 0068

Employee No.: _____

Department Name: Hidalgo County Clerk's Office

Department No.: 180

Current Position Title: Deputy County Clerk III

Requested Position Title: Collections Enforcement Officer

III

EXPLANATION OF TITLE CHANGE: *(Briefly explain why the title change is needed)*

The collection's department is in need of a senior level collector. This position will assist the Collection's Supervisor in completing reports submitted to the state, along with internal weekly reports. This position will also oversee department if and when supervisor is out of the office.

DEPARTMENT OF HUMAN RESOURCES: *(Recommendations)*

Attach a list of duties and responsibilities assigned to the employee. (DO NOT ATTACH A JOB DESCRIPTION)

Annette C. Muñiz, Chief Deputy
Elected Official / Department Head

09/19/2018
Date

In addition to the regular duties of a collector, this position will perform the following:

1. Assist in preparing reports required to be submitted to the state
2. Assist in overseeing the training of new employees
3. Supervise department in the absence of supervisor
4. Other duties as assigned by the County Clerk and/or Chief Deputy