



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

PERSONNEL ADJUSTMENT REQUEST FORM

NOTE: Complete multiple personnel action form if department is requesting more than (3) personnel actions.

Date: 04/30/2026 Current Slot No.: T609
 Department Name: JP PCT 3 PL 1 Current Position Title: _____
 Department No.: 065-001 Requested Position Title: JUDICIAL CLERK III

REQUEST FOR: New Position Temporary Position* Position Reclassification Other _____

SALARY REQUEST: Current Budgeted Amount _____ Proposed Budgeted Amount \$ 18,824.00 Net Change \$ 18,824.00

SALARY REQUEST: Current Budgeted Amount _____ Proposed Budgeted Amount _____ Net Change \$ 0.00

TOTAL BUDGETARY IMPACT: \$ 18,824.00

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other _____

POSITION TYPE: Full Time Regular Object Code 113 Part Time Regular Object Code 114
 Full Time Temporary Object Code 121 Part Time Temporary Object Code 122

CIVIL SERVICE: Exempt Non-Exempt **FLSA:** Exempt Non-Exempt

*** TEMPORARY POSITIONS:**

<u>06/01/2026</u>	<u>11/30/2026</u>	<u>Monday- Friday 8:00am - 5:00pm</u>	<u>40</u>	<u>26</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary <u>\$37,650 / 2080 = 18.10</u>		Step 1 Salary / 2,080 Hours Per Year = Hourly Rate	Hourly Rate <u>\$ 18.10</u>	
<u>26</u>	<u>40</u>	<u>1040</u>	<u>\$ 18.10</u>	<u>\$ 18,824.00</u>
No. of Weeks	x Hours per Week	= Total Hours	x Hourly Rate	= Budgeted Salary

JUSTIFICATION FOR NEW POSITION / SALARY ADJUSTMENT: *(Explain why position or adjustment request is essential)*

This position will assist current staff with backlog of civil debt cases by processing petitions, applying payments, issuing civil citations and mailing back paperwork for service. This position will also assist by sending out hearing notices for mass dismissal dockets.

Ramon Segovia
 Department Head
[Signature]
 Department of Human Resources

04/30/2026
 Date
5/1/26
 Date