

Application to Commissioners' Court to Employ Personnel

To the Honorable Commissioners' Court of Williamson County

I, Lisa Birkman, Commissioner Pct. 1, of Williamson County, Texas, hereby make application for authority to employ the following per Local Govt Code 151.001(b):

Proposed Effective Date	Title and # of Positions	Proposed Salary with longevity
1/1/2013	Executive Assistant (1)	\$55,518.36
1/1/2013	Administrative Assistant (1)	\$37,702.60

Date:

1-3-12

Sworn to:

Elected Official



Per Local Govt Code 151.001(b), the following is a brief job description of the two positions that are being requested for employment, effective Jan. 1, 2013, in the State of Texas, County of Williamson, Office of the Commissioner, Precinct One.

- (1) **Executive Assistant** - assist the commissioner with all aspects of the office, including administrative tasks, assisting constituents with complex issues, working on special projects, attending meetings and events to represent the office and other duties as assigned.
- (1) **Administrative Assistant** - completes all administrative tasks in the office, including answering the phones, scheduling the commissioner's appointments, ordering and maintaining office supplies and so forth. Attends meetings and events and works on projects, as assigned.