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**AGENDA ITEM REQUEST FORM**

**Hays County Commissioners Court**

Tuesdays at 9:00 AM

Request forms are due in Microsoft Word Format via email by 2:00 p.m. on Wednesday.

**AGENDA ITEM**

Approve the re-grade and re-title of the Chief Deputy Clerk, slot 0405-001 grade 110 to a Deputy Clerk III, slot 0453-007 grade 109 in the District Clerk's office.

ITEM TYPE	MEETING DATE	AMOUNT REQUIRED
CONSENT	October 15, 2013	None

**LINE ITEM NUMBER**  
001-609-00]

**AUDITOR USE ONLY**

**AUDITOR COMMENTS:**

**PURCHASING GUIDELINES FOLLOWED:** N/A      **AUDITOR REVIEW:** BILL HERZOG

REQUESTED BY	SPONSOR	CO-SPONSOR
Beverly Crumley	COBB	N/A

**SUMMARY**

Due to a re-organizational structure within the District Clerks office, it is no longer effective to have two Chief Deputy Clerk positions. One of the Chief Deputy Clerk positions is currently functioning as a Deputy Clerk III, therefore the District Clerk would like this position to be re-graded and re-titled to appropriately reflect duties and function.