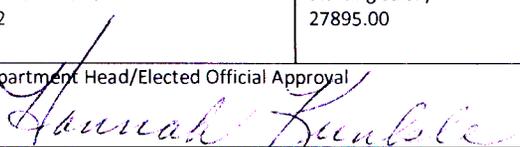


Collin County Position Requisition

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|--|--|--|---|
| Position title Deputy District Clerk I | Position Number 200354 | Department Name/Number District Clerk 12301 | New Position/Replacement Replacement |
| Person Being Replaced Michelle McCarley | | Tenure of Person Replaced 10/20/2008 | Desired Start Date 6/14/2010 |
| Is This Position Legally Mandated? Yes | Legislation/Code Mandating Position DUTIES AND POWERS Vernon's Texas Code Annotated 51.303 – 51.961 | | |
| Position Duties/Responsibilities Assist general public, attorneys and clerks in an efficient, courteous and professional manner. Enter new suits or case pleadings into computer and scan documents with event. Acknowledge all customers within 2 minutes; assist at earliest opportunity, and direct new files or pleadings to the appropriate locations for issuance of process or other required action. Accept and process passport applications for citizens. Open and distribute mail within 1 hour of receipt and act as back-up for clerks on 2 nd and 3 rd floor. Answer phones within 4 rings. | | | |
| Statistical Data Supporting Need For Position/Ramifications of Not Filling Position case filings from 10/01/2008 to 05/21 2009 were approximately 7,510. During the same timeframe of 10/01/2009 to 05/21/2010 cases filed were 7,510, an increase of 541 cases . Customers assisted at the 1 st floor front counter during the time range increased by 3,084 . Additionally, Michelle McCarley, who is replacing Court Clerk II Shelia Schopmeyer, will enter a Clerk II position at a savings of \$ 4,111.39 + benefits . The new clerk replacing Michelle will be at a savings of \$206.96 + benefits . | | | |
| Position Grade 532 | Starting Salary 27895.00 | Cost Including Benefits \$43,350.00 | Funding Source of Position District Clerk Salaries and Benefits Budget |
| Department Head/Elected Official Approval  | | | Date Requested 5/25/2010 |