

## New Position Request Form

This form is used to request additional position(s). Human Resources will classify the position(s) and recommend to Commissioners Court if necessary. Additional documents required:

- Job Description
- Organizational Chart - Current & Proposed
- Provide the justification for the position utilizing internal data and/or new laws, mandates, etc...

*Submit to the HR Director 72 hours before your scheduled Personnel Committee presentation.*

Department:	Fund #:	Requested Annual Salary:
Tax Office	01101015-500600	\$ 42,848.00

Desired Position Title:	Number of Positions:	Position Status:
Deputy Clerk CL02	7	Full-Time

Position Reports to:

Chief Deputy

What alternatives to creating the position have been considered? (e.g., reallocation of duties, outsourcing, temporary staffing, etc.)

Limitations: We have had to pull staff from other duties to help with titling  
Overtime/Comptime: we have offered comptime to employees to come in early to help with titling and registration.

How does this request help meet departmental and County strategic goals?

Enhances operational efficiency: prevents costly overtime and turnover by distributing workload more evenly.

Per discussion with the Commissioners, Tesla is bringing over 50,000 titles to Lubbock County. These needed employees will ensure that we have adequate staffing.

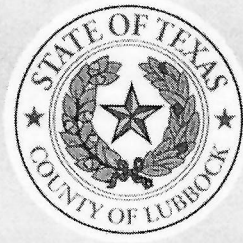
Department Director or Elected Official Signature:

A handwritten signature in blue ink, appearing to be "R. W.", is written over the signature line.

Date:

8/4/25





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Department:

TAX OFFICE

Fund #:

01101015-500600

Requested  
Annual Salary:

\$ 49,922.34

Desired Position Title:

PROGRAMS COORDINATOR

Number of  
Positions:

1

Position Status:

Full-Time

Position Reports to:

CHIEF DEPUTY

What alternatives to creating the position have been considered? (e.g., reallocation of duties, outsourcing, temporary staffing, etc.)

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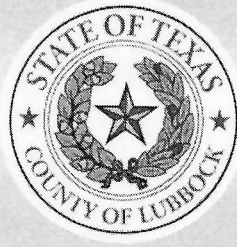
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Department:

Tax Office

Fund #:

01101015-500600

Requested  
Annual Salary:

\$ 34,278.40

Desired Position Title:

Deputy Clerk CL01

Number of  
Positions:

2

Position Status:

Full-Time

Position Reports to:

Chief Deputy

What alternatives to creating the position have been considered? (e.g., reallocation of duties, outsourcing, temporary staffing, etc.)

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