



COMMISSIONERS COURT COMMUNICATION

REFERENCE NUMBER _____

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DATE: 08/20/2024

**SUBJECT: APPROVAL OF A CHANGE TO THE TABLE OF ORGANIZATION –
TAX OFFICE**

***** CONSENT AGENDA *****

COMMISSIONERS COURT ACTION REQUESTED

It is requested that the Commissioners Court approve a change to the Table of Organization for the Tax Office to reclassify a Motor Vehicle Specialist II position to Motor Vehicle Specialist I position effective August 21, 2024.

BACKGROUND

Tax Office is requesting that a Grade 16 Motor Vehicle Specialist II position (#20002507) be reclassified to Grade 15 Motor Vehicle Specialist I position to process motor vehicle registration and title transfers face-to-face, from the mail, and via the internet. This General Fund position is responsible for updating transactions in the Department of Motor Vehicle's database and reconciling receipts for accuracy of funds collected and posting of transactions for the Tax Office. The incumbent will research customer questions and provide appropriate responses while ensuring accurate filing. The Grade 15 Motor Vehicle Specialist I position description already exists and does not require Job Evaluation Committee review.

FISCAL IMPACT

The FY 2024 net savings to the General Fund will be approximately \$1,663.73 including fringe benefits.

SUBMITTED BY: Human Resources

PREPARED BY: Amber Duckworth
APPROVED BY: