



# COMMISSIONERS COURT COMMUNICATION

REFERENCE NUMBER \_\_\_\_\_

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DATE: 02/21/2024

**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 a Motor Vehicle Specialist I position effective February 22, 2024.

**BACKGROUND**

The Tax Office is requesting that a Grade 16 Motor Vehicle Specialist II position (#20002435) be reclassified to a Grade 15 Motor Vehicle Specialist I position to process motor vehicle registration and title transfers face-to-face, via the mail, and the Internet. This General Fund position is responsible for updating transactions in the Department of Motor Vehicle's database and reconciling receipts for the accuracy of funds collected and posting 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 a Job Evaluation Committee review.

**FISCAL IMPACT**

The FY 2024 net savings to the General Fund will be approximately \$10,012.71 including fringe benefits.

SUBMITTED BY:	Human Resources	PREPARED BY: APPROVED BY:	Amber Duckworth Anjanie Ramnarine
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