

CITY OF EL PASO, TEXAS
DEPARTMENT HEAD'S SUMMARY REQUEST FOR COUNCIL ACTION (RCA)

DEPARTMENT: Municipal Court

AGENDA DATE: 11/16/04

CONTACT PERSON/PHONE: Municipal Clerk, Richarda Duffy Momsen, (915) 541-4127

DISTRICT(S) AFFECTED: N/A

SUBJECT:

APPROVE Temporary Appointment for a Clerk Typist II.

BACKGROUND / DISCUSSION:

This position verifies accuracy of between 200 and 300 arrest warrants and commitments daily; handles Vehicle plate checks from EPPD officers in the field; answers phone inquiries from defendants regarding case status; serves at the public service counter processing defensive driving request; installment payment plans and extension hearings.

PRIOR COUNCIL ACTION:

No

AMOUNT AND SOURCE OF FUNDING:

Budgeted for FY/05; General Funds Account # 11010011-01101-11000.

BOARD / COMMISSION ACTION:

N/A

*****REQUIRED AUTHORIZATION*****

LEGAL: (if required) _____

FINANCE: (if required) _____

OTHER: _____

(Example: if RCA is initiated by Purchasing, client department should sign also)

Information copy to appropriate Deputy City Manager

APPROVED FOR AGENDA:

CITY MANAGER: _____

DATE: _____

3657000
11/16/04

Home > Develop Workforce > Recruit Workforce (GBL) > Use > Job Requisition Data

New Window

Requisition Data | Job Details | Job Posting | Basic Eligibility | Educ/Experience | Comps/Accomps | Hire

Job Requisition #: 040897 Status: ADQ-LST Status Date: 10/27/2004

*Target Openings: Encumbrance Date Indicator:
Date Authorized: Projected Fill Date:
Approval Status:

Originator ID: Momsen, Richarda Duffy

Authorization ID:

Recruiter ID:

Requisition Status		View All	First	1-2 of 2	Last
*Job Requisition Status	*Effective Date				
1 Adequate List Exists	10/27/2004	<input type="button" value="BT"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	
2 Approved to Fill OMB-to HR	10/26/2004	<input type="button" value="BT"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	

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