



**COMMISSIONERS COURT
COMMUNICATION**

COURT ORDER NUMBER <#CourtOrderNumber#>

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DATE: 1/28/2025

**SUBJECT: CONSIDERATION OF CHANGES TO THE TABLE OF ORGANIZATION –
TAX OFFICE**

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

COMMISSIONERS COURT ACTION REQUESTED

It is requested that the Commissioners Court consider the approval of changes to the Table of Organization for the Tax Office to reclassify two (2) Motor Vehicle Specialist II positions to Motor Vehicle Specialist I positions effective January 29, 2025.

BACKGROUND

Tax Office is requesting that two (2) Grade 16 Motor Vehicle Specialist II positions (#20002467 and 20002353) be reclassified to Grade 15 Motor Vehicle Specialist I positions to process motor vehicle registration and title transfers face-to-face, from the mail, and via the internet. These General Fund positions are 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 incumbents 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.

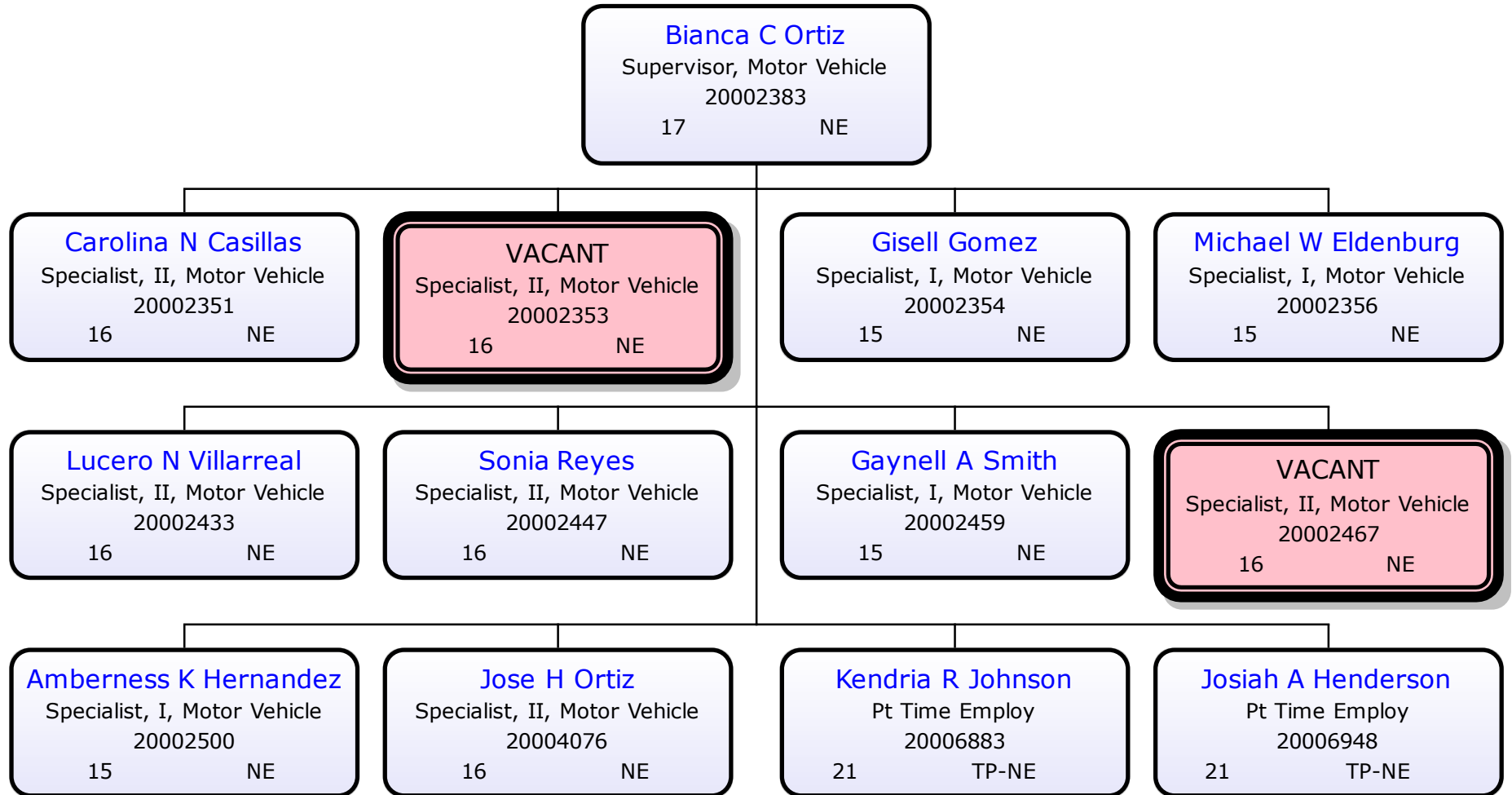
FISCAL IMPACT

The FY 2025 net savings to the General Fund will be approximately \$22,808.71 including fringe benefits.

SUBMITTED BY	Human Resources	PREPARED BY:	Amber Duckworth
		APPROVED BY:	Roxie Held

Current Position Number, Title & Grade	Current Organizational Unit	Current Job Number	Current Cost Center and Fund/Grant	Proposed Position Number, Title & Grade	Proposed Organizational Unit	Proposed Job Number	Proposed Cost Center and Fund/Grant	Effective Date
20002467 - Motor Vehicle Specialist II, Grade 16	10000536 - Tax Office-Downtown External Staff	1091 - General Office Clerk TC16	1310200000/10000- 2025/General Fund	20002467 - Motor Vehicle Specialist I, Grade 15	---no change---	1090 - General Office Clerk TC15	---no change---	1/29/2025
20002353 - Motor Vehicle Specialist II, Grade 16	10000536 - Tax Office-Downtown External Staff	1091 - General Office Clerk TC16	1310200000/10000- 2025/General Fund	20002353 - Motor Vehicle Specialist I, Grade 15	---no change---	1090 - General Office Clerk TC15	---no change---	1/29/2025

Tax Office (excerpt)
Current



Tax Office (excerpt)
Effective January 29, 2025

