DEPARTMENT: Tax Office | **Acctng Unit** 100499100

Eff. Date 2/8/2022 | **% of Year Remaining** 64%

ARPA NEW POSITION REQUEST FORM
2022 BUDGET
FORT BEND COUNTY, TEXAS

Use one form per request

Position Title/ Description: Clerk III

Job Code: J07008

Has Human Resources reviewed your request? (Yes/No)

Has Facilities reviewed your request? (Yes/No)

All New Positions need to be reviewed and signed off by Facilties Mgmt & Planning.

Hourly Salary	$15.49
Bi-Weekly	$1,239.20
Grade	7
Step	1
Policy Group	AC

	Annual Amount	# Requested 4
Salaries Costs	$32,343.12	$129,372.48
Overtime Costs		$0.00
Other Personnel Costs	$24,153.44	$96,613.75
Total Salaries & Personnel Costs	$56,496.56	$225,986.23

Category (drop down list)	Item Description	Cost	Quantity	TOTAL
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
			TOTAL	**$0.00**

Total Cost of Request $225,986.23

☐ Check Box if request has a page 2

Justification for Request: (attach additional document if necessary)

61000 Salaries & Labor	$	82,940
62000 Payroll Taxes	$	6,345
62100 Retirement	$	11,155
62200 Insurance	$	64,400
62300 WC/Unemp	$	829
65510 Prop/Casualty	$	2,322
	$	167,992

2022 Pro-Rated Cost $ 167,992