




**POLK COUNTY, TEXAS**

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**TO:** Sydney Murphy, County Judge & County Commissioners  
**FROM:** Adrena Gilbert, Human Resources Supervisor   
**RE:** Revision of Personnel Management Systems Book 1  
**DATE:** December 2, 2020

**Book 1:** Polk County Inventory-By Alpha & Job (Class) Descriptions page 1-6  
Revised 1122-Assistant Criminal District Attorney-Misdemeanor/Juvenile  
Prosecutor. Added 1124-Assistant Criminal District Attorney-Felony  
Prosecutor. At the request of the District Attorney Lee Hon, the two job  
descriptions were created to differentiate between the two positions.

**205-Human Resources Director**

Revised to reflect all job duties and responsibilities of the Human  
Resources Director in accordance with Job Analysis Questionnaire  
completed for the Salary Survey.

**1122- Assistant Criminal District Attorney-Misdemeanor/Juvenile  
Prosecutor**

Revised at the request of the District Attorney Lee Hon, specified the job  
duties/responsibilities for the position.

***1124-Assistant Criminal District Attorney-Felony Prosecutor***

*Revised at the request of the District Attorney Lee Hon, specified the job  
duties/responsibilities for the position.*