



POLK COUNTY, TEXAS

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TO: Sydney Murphy, County Judge & County Commissioners
FROM: Fern Caddenhead, Human Resources Director
RE: Revision of Personnel Management Systems Book 1
DATE: September 7, 2023

**Book 1: Polk County Personnel Management System Job Inventories,
Job Description-Book 1**

Polk County Inventory Book 1
Added 306 Purchasing /Procurement Coordinator

Job Description/306 Purchasing /Procurement Coordinator
Requested by County Judge Sydney Murphy