

AGENDA:
VOL. 87, pg.491

MINUTES

VOL. 87, pg.582

of the

WILLIAMSON COUNTY DEVELOPMENT DISTRICT NO. 1

TEMPORARY BOARD OF DIRECTORS REGULAR MEETING

March 18, 1997

THE STATE OF TEXAS) (

COUNTY OF WILLIAMSON) (BE IT REMEMBERED that at 1:30 p.m. on this the 18th day of March A.D., 1997, there was begun and holden a REGULAR SESSION of the Temporary Board of Directors of the Williamson County Development District No. 1 of Williamson County, Texas, the following members being present, to-wit:

REESE BLINCOE
NORM BRAY
RANDALL GRIMES
THOMAS C. NIELSON

AGENDA ITEM # 1

March 18, 1997

Call Regular Session to order.

The Regular Session was called to order at 1:30 p.m..

AGENDA ITEM # 2

March 18, 1997

Roll Call.

Roll call was answered by Mr. Blincoe, Mr. Bray, Mr. Grimes and Mr. Nielson with Mr. Dixon absent from the meeting.

AGENDA ITEM # 3

March 18, 1997

Organizational matters: Execution of Bonds, Oath of Office, Election of Officers, Designation of District Office, Hiring of District's attorney, setting next meeting date, other organizational matters.

The following officers were elected:

President: Randall Grimes
Vice-President: Thomas C. Nielson
Secretary: Reese Blincoe

Statements of Appointed Officials and Bonds were executed by the newly elected officers before the meeting. The Statements of Appointed Officials were transmitted to the office of the Secretary of State. The Directors then who were given their oath of office.

The District Office was designated as Suite 201, Williamson County Courthouse, 710 South Main Street, Georgetown, Texas 78626.

Attorney Charles Crossfield of Brown, McCarroll, Sheets & Crossfield, was hired as attorney for the District.

The next meeting was scheduled for 6 p.m. on April 2, 1997, in the Williamson County Commissioners Courtroom in the Williamson County Courthouse.

AGENDA ITEM # 4March 18, 1997VOL. 87, pg.583

Consider Order calling an election to be held on May 3, 1997, within the boundaries of Williamson County Development District No. 1 to confirm the creation of the district and to adopt a sales and use tax to be used for the promotion and development of tourism.

An order was approved calling an election to be held on May 3, 1997, within the boundaries of Williamson County Development District No. 1 to confirm the creation of the district and to adopt a sales and use tax to be used for the promotion and development of tourism.

AGENDA ITEM # 6March 18, 1997VOL. 87, pg.583

Consider appointment of presiding judges and alternate judges for election to be held on May 3, 1997.

Greg Hall was appointed Presiding Judge with Betty Hall as Alternate Presiding Judge at the polling place of Route 9, Box 109 H, Georgetown, Texas 78626.

Greg Hall was appointed as Presiding Judge of the early voting ballot board which was created.

Betty Hall shall serve as the early voting clerk which voting shall be conducted by personal appearance and by mail to address of polling place. Early voting shall be conducted from April 14 through April 29, 1997, from 4:00 p.m. to 7:00 p.m. on each day except Saturdays, Sundays and legal state holidays.

At the election, the following proposition shall be submitted to the qualified voters in accordance with applicable law, to read as provided below:

PROPOSITION NO. 1

095

The creation of Williamson County Development District No. 1 and the adoption of a proposed local sales and use tax rate of one-half (1/2) of one percent to be used for the promotion and development of tourism.

The ballots will allow the voters to vote "FOR" or "AGAINST" the proposition.

< Clerk copy here >

AN ORDER CALLING AN ELECTION FOR SUBMISSION TO THE
VOTERS OF A PROPOSITION RELATING TO THE CREATION OF
WILLIAMSON COUNTY DEVELOPMENT DISTRICT NO. 1 AND
AUTHORIZING A SALES AND USE TAX TO BE USED FOR THE
PROMOTION AND DEVELOPMENT OF TOURISM.

WHEREAS, on the 11th day of February, 1997, the Commissioners Court of Williamson County, Texas, received a Petition requesting the formation of the Williamson County Development District No. 1 pursuant to the provisions of Section 312.601 through 312.640, Texas Tax Code (the "Act"); and

WHEREAS, the Commissioners Court of Williamson County received and accepted said Petition; and

WHEREAS, a public hearing regarding the creation of the Williamson County Development District No. 1 was held, after giving proper notice as required by Section 312.608 of the Act, at 11:00 a.m. on the 18th day of March, 1997, in the Commissioners Courtroom on the 2nd floor of the Williamson County Courthouse, 800 Austin Avenue, Georgetown, Texas, at which hearing interested persons were invited to appear before the Court and offer testimony on the sufficiency of the Petition and whether or not the District should be created; and

WHEREAS, after the said hearing the Commissioners Court entered an order creating the District upon finding that the Petition conformed to the requirements of Section 312.6055 of the Act, and that the creation of the District and the proposed project was feasible and necessary and would serve the public purpose of attracting visitors and tourists to the County; and

WHEREAS, upon granting the Petition, the Commissioners Court appointed the following individuals to serve as Temporary Directors of Williamson County Development District No. 1: Reese Blinko, Norm Bray, Tom Neilson, Randy Grimes, and Mark Dixon; and

WHEREAS, said Temporary Directors of Williamson County Development District No. 1 held a regular meeting on the 18th day of March at 1:30 p.m.; and

WHEREAS, pursuant to Section 312. 613 of the Act, the Temporary Directors are required to submit the proposed creation of the District and adoption of the sales and use tax to the qualified voters within the proposed District for their approval at an election held for that purpose; and

WHEREAS, the creation of the District and adoption of the sales and use tax promotes the economic welfare of the citizens of the State and Williamson County by providing incentives for the location and development of projects that attract visitors and tourists and that result in employment and economic activity (collectively "tourism"); and

WHEREAS, should the creation of the District and the levy of the sales and use tax be approved by the voters of the District, the District intends to apply such sales and use tax to various projects as authorized by the Act in order to attract tourism, including the possible issuance of bonds or other obligations; and

WHEREAS, pursuant to Section 312.613 of the Act, the Temporary Directors have determined that May 3, 1997, is the appropriate date for holding the election regarding the creation of Williamson County Development District No. 1 and the adoption of a proposed sales and use tax rate of $\frac{1}{2}$ of one percent to be used for the promotion and development of tourism; Now Therefore,

BE IT ORDERED BY THE TEMPORARY DIRECTORS OF THE WILLIAMSON COUNTY DEVELOPMENT DISTRICT NO. 1, THAT:

I.

1. An election shall be held on May 3, 1997, between the hours of 7:00 A.M. and 7:00 P.M., within the boundaries of the Williamson County Development District No. 1, at the polling place and with the election officers as follows:

Rt. 9, Box 109 H, Georgetown, Texas 78626 (Directions: Beginning at the point at which County Road 116 intersects with the east frontage road of Interstate Highway 35, proceed east on County Road 116 for approximately 9/10 of one (1) mile; then turn left (north) on private road; then proceed to the end of the private road; polling place is the two-story, white stone house on the right side at the end of the road)

Presiding Judge: Greg Hall
Alternate Presiding Judge: Betty Hall

2. The Presiding Judge shall appoint not less than two qualified election clerks to serve and assist in conducting the election; provided that if the Presiding Judge actually serves as expected, the Alternate Presiding Judge shall be one of such clerks.

3. Early voting shall be conducted by personal appearance and by mail at Rt. 9, Box 109 H, Georgetown, Texas 78626 (Directions: Beginning at the point at which County Road 116

intersects with the east frontage road of Interstate Highway 35, proceed east on County Road 116 for approximately 9/10 of one (1) mile; then turn left (north) on private road; then proceed to the end of the private road; polling place is the two-story, white stone house on the right side at the end of the road), and during the period early voting is required or permitted by law, being April 14, 1997 through April 29, 1997, the hours designated for early voting by personal appearance shall be from 4:00 P.M. to 7:00 P.M. on each day except Saturdays, Sundays, and legal state holidays; and the early voting clerks shall keep the early voting place open during such hours for early voting by personal appearance. Betty Hall shall serve as the early voting clerk and shall appoint additional clerks as necessary to assist in early voting.

4. An early voting ballot board is hereby created to process early voting results, and Greg Hall is hereby appointed the presiding judge of the board. The presiding judge shall appoint at least two other members of the board.

5. All resident, qualified electors of the proposed Williamson County Development District No. 1 shall be entitled to vote at the election.

6. Notice of this election shall be given by twice publishing a substantial copy of the election order in a newspaper with general circulation in Williamson County, Texas, the dates of publication to be the same day in each of two successive weeks, with the first publication occurring before the 14th day before the date of the election, but not before the 30th day before the date of the election. Notice of this election must also be given by posting, not later than the 21st day before the date of the election, a substantial copy of this order on the bulletin board used for posting notices of the meetings of the governing body of the Williamson County Development District No. 1.

7. At the election, the following proposition shall be submitted to the qualified voters in accordance with applicable law, to read as provided below:

PROPOSITION NO. 1

The creation of Williamson County Development District No. 1 and the adoption of a proposed local sales and use tax rate of one-half (½) of one percent to be used for the promotion and development of tourism.

8. The official ballots for this election shall be prepared so as to permit the qualified electors to vote "FOR" or "AGAINST" the proposition, said ballots to contain such provisions, markings,

and language as required by law, and with such proposition to be expressed substantially as follows:

PROPOSITION NO. 1

FOR () THE CREATION OF WILLIAMSON COUNTY DEVELOPMENT DISTRICT NO. 1 AND THE ADOPTION OF A PROPOSED LOCAL SALES AND USE TAX RATE OF ONE-HALF ($\frac{1}{2}$) OF ONE PERCENT TO BE USED FOR THE PROMOTION AND DEVELOPMENT OF TOURISM.

AGAINST ()

9. In all respects the election shall be conducted in accordance with the Texas Election Code and Chapter 312, Subchapter D, Texas Tax Code.

Donald Gaines

Donald Gaines, President
Temporary Board of Directors
Williamson County Development
District No. 1

ATTEST:

James Blincoe
James Blincoe, Secretary
Temporary Board of Directors
Williamson County Development
District No. 1

March 18, 1997

New Business

The next meeting will begin at 6 p.m. on April 2, 1997, in the Williamson County Commissioners Courtroom.

March 18, 1997

*

Temporary Directors' comments.

There were no comments from the temporary directors.

March 18, 1997

*

Adjournment

THE TEMPORARY BOARD OF DIRECTORS MEETING OF THE WILLIAMSON COUNTY DEVELOPMENT DISTRICT NO. 1 ADJOURNED AT 2:40 P.M. ON MARCH 18, 1997.

WILLIAMSON COUNTY BID FORM

VOL 0087 PAGE 589

The undersigned hereby submits its sealed BID for items to be purchased by Williamson County, Texas for the 1997 fiscal year. The bidder understands and agrees that it is bound by all of the bid conditions set out on page 3 of this bid packet.

NAME OF BIDDER: Evins Temporaries
Mailing Address: 2013 West Anderson Lane
Telephone: (512) 454-9561 City: Austin State: TX Zip: 78757

BID

(Add additional sheets if necessary)

ITEM	UNIT PRICE
<u>See Attached</u>	

LIMITATIONS

(Add additional sheets if necessary)

[Unless this space is filled out to the contrary, the undersigned understands and agrees that this Bid is to be considered on a low-item basis for any or all county departments and geographic areas with no limitation on quantities available, and that the prices quoted are firm from the date of the BID opening until September 30, 1997.]

Signature: Wendy Chance Date of BID: 3-11-97

Name and Title of Signer: Wendy Chance, Operations Manager

THIS IS REQUIRED. The signer represents that he/she has the authority to bind the bidder by this signature.

DO NOT SIGN OR SUBMIT THIS FORM
WITHOUT READING PAGE 3

POSITION TITLE	POSITION DESCRIPTION	RATE PER HOUR
General Clerk	Performs routine clerical work which is standardized and can be easily learned on the job including, but not limited to checking, sorting, filing, and making photocopies. May operate standard office machines or equipment for which no previous training is required.	8.10
Clerk Typist	Performs a variety of routine typing and clerical duties using electric or electronic typewriters. May involve receptionist duties, making photocopies, filing, and other clerical duties as assigned. May use computer terminal for information retrieval and occasional or incidental data entry. Typing not required.	8.44
Secretary	Performs responsible secretarial work. Act with authority on office management; reviews and allocates mail; answers correspondence not requiring attention of the supervisor; prepares correspondence, interoffice forms, requisitions, and similar papers. May keep personnel, statistical or other special records. May transcribe from a Dictaphone. May use computer terminal for information retrieval and occasional or incidental data entry. Requires typing at 50-55 words per minute.	9.45
Switchboard Oper/Recep.	Performs routine, repetitive, and exacting work in the operation of a telephone switchboard. Places, answers, and transfers local and long distance calls. Serves as receptionist, directing visitors and answering telephones. No typing required.	8.78
Mail Clerk	Sorts and routes incoming mail. Zip sort mail quickly and accurately. May operate envelope stuffer or labeling machine. May require lifting of boxes weighing 20-25 lbs. Will be specified on job order.	8.10
Stock Clerk/Lt. Industrial Laborer	Ships, receives, stores, and issues equipment, materials, and supplies; maintains necessary records and prepares routine reports. May perform general work in warehouse or other area including moving equipment, boxes, or furniture. May require using ladders to pull cable and lifting up to 40 lbs. Will be specified on job order.	8.10
Statistical Clerk/Typist	Performs complex clerical and technical work in compiling and presenting data. Involves gathering, and compiling data for use in planning and carrying out programs. Gathers information from reports and other sources; combines, tabulates and edits for accuracy. Makes computations of percentage comparisons or contrasts as necessary. May operate tabulating or reproducing equipment. May operate computer terminal to enter and retrieve data. Requires some knowledge of standard statistical procedures and techniques. The typist requires ability to type numbers and text from plain copy accurately at a speed of 45-50 words per minute. Will be specified on job order.	10.13
Accounting Clerk	Performs complex clerical and advanced bookkeeping work in accounting and fiscal records keeping. Work involves classifying accounting documents, posting journals, registers or ledgers; balancing individual accounts. May use computer terminal for entry and retrieval of information.	9.45
Bookkeeper	Performs complex clerical and varied and difficult bookkeeping work applying accepted procedures to the preparation and maintenance of accounting records. Involves classifying and hand or machine posting accounting documents, balancing individual account records at the end of the accounting periods, and preparing related clerical reports. Uses office machines such as a calculator, adding machine, or computer terminal.	11.10
Data Entry Operator	Performs complex clerical work involving input to, and output from, ADP equipment and checking for correctness and accuracy. Checks incoming documents for correctness of coding, form, and content. May code data items on source documents, using predetermined coding system. Operates computer terminal for entry and retrieval of information.	9.45
Word Process. Oper.	Performs routine word processing assignments such as using standardized formats to produce correspondence, reports, tables, and other documents. Performs work in accordance with specific instructions. Operates standard keyboards, function keys, visual display stations, storage function controls and other elements of word processing equipment. Prefer training or experience in using word processing 5.1 or 6.0.	10.46
Building Custodian	Delivers paper towels and toilet tissue to all restrooms. Cleans break room tables and counter tops.	8.10
Software Specialist	Performs basic level computer support work in collecting data from a production environment and organizing it into a structure that facilitates its efficient use. Performs terminal operation in storing data elements in an on-line and off-line status. Creates records and files; accesses, retrieves, and manipulates data in the form of production reports or information. Communicates processed information to functional users. May perform related clerical duties. Software to be used will be specified on order.	11.14

HOME OFFICE
Evins Personnel Consultants, Inc.
Telephone (512) 454-9561
FAX (512) 483-9191
2013 West Anderson Lane
Austin, Texas 78757



VOL 0087 PAGE 591

Home Office: Austin
Other Texas Offices:
Abilene San Angelo
Killeen San Marcos
Lubbock Temple
Tyler

REFERENCES

Lydia Sanchez
Texas Department of Human Services
P.O. Box 149030
MC 431-W
Austin, TX 78714-9030
Phone: 438-3695

Pat Hamilton
DDS-HRM
6101 E. Oltorf
Austin, TX 78741
Phone: 437-8002

Beth Ward
Texas Department of Criminal Justice
8712 Shoal Creek
Austin, TX 78758
Phone: 706-6449

WILLIAMSON COUNTY BID FORM

VOL 0087 PAGE 592

The undersigned hereby submits its sealed BID for items to be purchased by Williamson County, Texas for the 1997 fiscal year. The bidder understands and agrees that it is bound by all of the bid conditions set out on page 3 of this bid packet.

NAME OF BIDDER: MANPOWER INTERNATIONAL
Mailing Address: 2000 S. IH 35, Ste Q3
Telephone: (512) 255-3395 City: Round Rock State: TX Zip: 78681

BID

(Add additional sheets if necessary)

ITEM	UNIT PRICE
SEE ATTACHED.	

LIMITATIONS

(Add additional sheets if necessary)

[Unless this space is filled out to the contrary, the undersigned understands and agrees that this Bid is to be considered on a low-item basis for any or all county departments and geographic areas with no limitation on quantities available, and that the prices quoted are firm from the date of the BID opening until September 30, 1997.]

Bill rates are quoted based on availability of temporary employees.
Manpower International can not guarantee availability of all positions
at all times. Manpower will notify Williamson County within 1 hour as
to availability of requested employees.

Signature: Jennifer Beck Date of BID: 3/10/97

Name and Title of Signer: Jennifer Beck, Branch Manager

THIS IS REQUIRED. The signer represents that he/she has the authority to bind the bidder by this signature.

DO NOT SIGN OR SUBMIT THIS FORM
WITHOUT READING PAGE 3

104

POSITION TITLE	POSITION DESCRIPTION	RATE PER HOUR
General Clerk	Performs routine clerical work which is standardized and can be easily learned on the job including, but not limited to checking, sorting, filing, and making photocopies. May operate standard office machines or equipment for which no previous training is required.	\$ 9.36
Clerk Typist	Performs a variety of routine typing and clerical duties using electric or electronic typewriters. May involve receptionist duties, making photocopies, filing, and other clerical duties as assigned. May use computer terminal for information retrieval and occasional or incidental data entry. Typing not required.	\$ 10.08
Secretary	Performs responsible secretarial work. Act with authority on office management; reviews and allocates mail; answers correspondence not requiring attention of the supervisor; prepares correspondence, interoffice forms, requisitions, and similar papers. May keep personnel, statistical or other special records. May transcribe from a Dictaphone. May use computer terminal for information retrieval and occasional or incidental data entry. Requires typing at 50-55 words per minute.	\$ 12.24
Switchboard Oper/Recep.	Performs routine, repetitive, and exacting work in the operation of a telephone switchboard. Places, answers, and transfers local and long distance calls. Serves as receptionist, directing visitors and answering telephones. No typing required.	\$ 10.08
Mail Clerk	Sorts and routes incoming mail. Zip sort mail quickly and accurately. May operate envelope stuffer or labelling machine. May require lifting of boxes weighing 20-25 lbs. Will be specified on job order.	\$ 9.36
Stock Clerk/Lt. Industrial Laborer	Ships, receives, stores, and issues equipment, materials, and supplies; maintains necessary records and prepares routine reports. May perform general work in warehouse or other area including moving equipment, boxes, or furniture. May require using ladders to pull cable and lifting up to 40 lbs. Will be specified on job order.	\$ 12.56
Statistical Clerk/Typist	Performs complex clerical and technical work in compiling and presenting data. Involves gathering, and compiling data for use in planning and carrying out programs. Gathers information from reports and other sources; combines, tabulates and edits for accuracy. Makes computations of percentage comparisons or contrasts as necessary. May operate tabulating or reproducing equipment. May operate computer terminal to enter and retrieve data. Requires some knowledge of standard statistical procedures and techniques. The typist requires ability to type numbers and text from plain copy accurately at a speed of 45-50 words per minute. Will be specified on job order.	\$ 14.40
Accounting Clerk	Performs complex clerical and advanced bookkeeping work in accounting and fiscal records keeping. Work involves classifying accounting documents, posting journals, registers or ledgers; balancing individual accounts. May use computer terminal for entry and retrieval of information.	\$ 12.24
Bookkeeper	Performs complex clerical and varied and difficult bookkeeping work applying accepted procedures to the preparation and maintenance of accounting records. Involves classifying and hand or machine posting accounting documents, balancing individual account records at the end of the accounting periods, and preparing related clerical reports. Uses office machines such as a calculator, adding machine, or computer terminal.	\$ 14.40
Data Entry Operator	Performs complex clerical work involving input to, and output from, ADP equipment and checking for correctness and accuracy. Checks incoming documents for correctness of coding, form, and content. May code data items on source documents, using predetermined coding system. Operates computer terminal for entry and retrieval of information.	\$ 11.52
Word Process. Oper.	Performs routine word processing assignments such as using standardized formats to produce correspondence, reports, tables, and other documents. Performs work in accordance with specific instructions. Operates standard keyboards, function keys, visual display stations, storage function controls and other elements of word processing equipment. Prefer training or experience in using word processing 5.1 or 8.0.	\$ 12.24
Building Custodian	Delivers paper towels and toilet tissue to all restrooms. Cleans break room tables and counter tops.	\$ 10.21
Software Specialist	Performs basic level computer support work in collecting data from a production environment and organizing it into a structure that facilitates its efficient use. Performs terminal operation in storing data elements in an on-line and off-line status. Creates records and files; accesses, retrieves, and manipulates data in the form of production reports or information. Communicates processed information to functional users. May perform related clerical duties. Software to be used will be specified on order.	\$ 14.40

WILLIAMSON COUNTY BID FORM

VOL 0087 PAGE 594

The undersigned hereby submits its sealed BID for items to be purchased by Williamson County, Texas for the 1997 fiscal year. The bidder understands and agrees that it is bound by all of the bid conditions set out on page 3 of this bid packet.

NAME OF BIDDER: TED TECHNICAL SERVICES
 Mailing Address: 1104 S. MOORE St. 117
 Telephone: (512) 310 3769 City: Round Rock State TX Zip 78664

BID

(Add additional sheets if necessary)

ITEM	UNIT PRICE

LIMITATIONS

(Add additional sheets if necessary)

[Unless this space is filled out to the contrary, the undersigned understands and agrees that this Bid is to be considered on a low-item basis for any or all county departments and geographic areas with no limitation on quantities available, and that the prices quoted are firm from the date of the BID opening until September 30, 1997.]

Signature: [Signature] Date of BID: 3/11/97

Name and Title of Signer: Blaise Clarke Branch Manager

THIS IS REQUIRED. The signer represents that he/she has the authority to bind the bidder by this signature.

DO NOT SIGN OR SUBMIT THIS FORM
WITHOUT READING PAGE 3

106

TED TECHNICAL SERVICES
 1104 S. MOORE ST.
 ROUND ROCK, TX 78664

POSITION TITLE	POSITION DESCRIPTION	RATE PER HOUR
General Clerk	Performs routine clerical work which is standardized and can be easily learned on the job including, but not limited to checking, sorting, filing, and making photocopies. May operate standard office machines or equipment for which no previous training is required.	\$8.70
Clerk Typist	Performs a variety of routine typing and clerical duties using electric or electronic typewriters. May involve receptionist duties, making photocopies, filing, and other clerical duties as assigned. May use computer terminal for information retrieval and occasional or incidental data entry. Typing not required.	\$9.31
Secretary	Performs responsible secretarial work. Act with authority on office management; reviews and allocates mail; answers correspondence not requiring attention of the supervisor; prepares correspondence, interoffice forms, requisitions, and similar papers. May keep personnel, statistical or other special records. May transcribe from a Dictaphone. May use computer terminal for information retrieval and occasional or incidental data entry. Requires typing at 50-55 words per minute.	\$12.50
Switchboard Oper/Recep.	Performs routine, repetitive, and exacting work in the operation of a telephone switchboard. Places, answers, and transfers local and long distance calls. Serves as receptionist, directing visitors and answering telephones. No typing required.	\$11.00
Mail Clerk	Sorts and routes incoming mail. Zip sort mail quickly and accurately. May operate envelope stuffer or labeling machine. May require lifting of boxes weighing 20-25 lbs. Will be specified on job order.	\$9.31
Stock Clerk/Lt. Industrial Laborer	Ships, receives, stores, and issues equipment, materials, and supplies; maintains necessary records and prepares routine reports. May perform general work in warehouse or other area including moving equipment, boxes, or furniture. May require using ladders to pull cable and lifting up to 40 lbs. Will be specified on job order.	\$9.25
Statistical Clerk/Typist	Performs complex clerical and technical work in compiling and presenting data. Involves gathering, and compiling data for use in planning and carrying out programs. Gathers information from reports and other sources; combines, tabulates and edits for accuracy. Makes computations of percentage comparisons or contrasts as necessary. May operate tabulating or reproducing equipment. May operate computer terminal to enter and retrieve data. Requires some knowledge of standard statistical procedures and techniques. The typist requires ability to type numbers and text from plain copy accurately at a speed of 45-50 words per minute. Will be specified on job order.	\$11.50
Accounting Clerk	Performs complex clerical and advanced bookkeeping work in accounting and fiscal records keeping. Work involves classifying accounting documents, posting journals, registers or ledgers; balancing individual accounts. May use computer terminal for entry and retrieval of information.	\$12.50
Bookkeeper	Performs complex clerical and varied and difficult bookkeeping work applying accepted procedures to the preparation and maintenance of accounting records. Involves classifying and hand or machine posting accounting documents, balancing individual account records at the end of the accounting periods, and preparing related clerical reports. Uses office machines such as a calculator, adding machine, or computer terminal.	\$14.00
Data Entry Operator	Performs complex clerical work involving input to, and output from, ADP equipment and checking for correctness and accuracy. Checks incoming documents for correctness of coding, form, and content. May code data items on source documents, using predetermined coding system. Operates computer terminal for entry and retrieval of information.	\$10.70
Word Process. Oper.	Performs routine word processing assignments such as using standardized formats to produce correspondence, reports, tables, and other documents. Performs work in accordance with specific instructions. Operates standard keyboards, function keys, visual display stations, storage function controls and other elements of word processing equipment. Prefer training or experience in using word processing 5.1 or 6.0.	\$12.10
Building Custodian	Delivers paper towels and toilet tissue to all restrooms. Cleans break room tables and counter tops.	\$11.50
Software Specialist	Performs basic level computer support work in collecting data from a production environment and organizing it into a structure that facilitates its efficient use. Performs terminal operation in storing data elements in an on-line and off-line status. Creates records and files; accesses, retrieves, and manipulates data in the form of production reports or information. Communicates processed information to functional users. May perform related clerical duties. Software to be used will be specified on order.	\$16.88

THE FOREGOING MINUTES in Volume 87 on pages 489 through 596, inclusive had at a Special Session of Commissioners Court of Williamson County, Texas, having been read are hereby approved this 1st day of April, 1997.

John C. Doerfler, County Judge

ATTEST: Elaine Bizzell, Clerk County Court & Ex-officio Clerk,
Commissioners Court, Williamson County, Texas

by: _____
Deputy Clerk