



WASHINGTON COUNTY, ARKANSAS
County Courthouse

MEETING OF THE
WASHINGTON COUNTY QUORUM COURT
PERSONNEL COMMITTEE

Monday, December 11, 2017
5:30 P.M.
Washington County Quorum Court Room

Harvey Bowman
Robert Dennis
Joe Kieklak

Chair Lisa Ecke

Sue Madison
Vice Chair Butch Pond
Bill Ussery

A G E N D A

1. Call to Order
2. Prayer and Pledge
3. Adoption of Agenda
4. Heavy Equipment Operator II (4.1 – 4.2)
5. Haul Truck Driver/Trainer (5.1 – 5.2)
6. Paralegal/Permit Coordinator (6.1 – 6.3)
7. Deputy Veterans Service Officer (7.1 – 7.3)
8. Crime Scene Specialist – Lieutenant (8.1 – 8.2)
9. Corporal – DFC/Corporal Flex (9.1)
10. Juvenile Officer (10.1 – 10.4)
11. Administrative Assistant – Juvenile Court (11.1 – 11.2)
12. Victim Assistance Coordinator – Non-Violent Cases (12.1 – 12.3)

13. Other Business: Any other business to be discussed by the Committee will be brought up at this time
14. Public Comment
15. Adjournment

Joseph K. Wood
COUNTY JUDGE



Michael Watson
H.R. DIRECTOR

WASHINGTON COUNTY, ARKANSAS
HUMAN RESOURCES OFFICE

December 11, 2017

To: JESAP/Personnel Committees

1. The Road Department is requesting that due to a planned reorganization, a Bridge Supervisor is transferring to a HEO II position. The change in salary is significant (from \$20.08 to \$16.34). In recognition the employee's experience and tenure, the Elected Official would like to request that the incumbent be paid in excess of the midpoint (\$16.34) and be placed at \$18.00 in the 4th quartile. No request is being made for funding this change.
2. The Road Department is requesting that an employee whose Grade 11 position has been re-rated to a HEO Trainer role be placed at the midpoint of Grade 15 due to the fact that, as per policy, there will be an upward movement of 2 or more grade levels; it should be placed at top of the 1st quartile (\$16.28). No request is being made for external funding.
3. The Paralegal position (within the County Attorney's office) has changed significantly since its last review in that it now oversees the role of researching, preparing, and submitting of road permit applications and renewals. This is in addition to the legal support role that it currently is responsible for. With the addition of the permitting responsibilities, the County Attorney is requesting that, the incumbent be placed at the top of the 1st quartile for Grade 16 (\$17.09) which is consistent with per policy. No request for funding is being made.

We appreciate your consideration of these requests.

Respectfully,

Joseph K. Wood
County Judge

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Washington County is an Equal Employment Opportunity Minorities/Females/Disabilities/Veterans

WASHINGTON COUNTY
Job Description

JOB TITLE: Heavy Equipment Operator II

Exempt (Y/N): No

DEPARTMENT: Road Department

DATE REVISED: October 2011

SUPERVISOR: Road Superintendent

SUMMARY:

Under the general supervision of the Job Supervisor or the Road Superintendent, the incumbent primarily operates heavy equipment in the construction, improvement, and maintenance of county roads. Also, operates road department equipment including dump trucks, loaders and graders. The incumbent is responsible for the installation and maintenance of 911 emergency signs, safety signs, and road department signs. The incumbent has the responsibility to monitor identification and informational signing, make and install the highway signs, as needed, and perform other miscellaneous duties related to the installation of signs. The incumbent is responsible for the procurement and maintenance of the parts inventory, assist with two-way radio communications and dispatch, and maintain the physical condition of the shop building. The incumbent is responsible for the maintenance of assigned tools and equipment. The incumbent is responsible for machinery valued upto \$250,000 and sign material/inventory valued at \$100,000.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Drive a distribution truck for asphalt paving, spread asphalt and set up base gravel
2. Dozer operation to build roads, cut ditches, clear right-of-way, stockpile gravel, and dig ponds.
3. Loader operation for loading trucks and stocking gravel at the crusher.
4. Dump truck operation to haul gravel and operate the snowplow or chip spreader truck in the winter, water truck operation in summer, and spreader truck operations for blacktop material.
5. Scraper operation to move dirt and clean up roads.
6. Grader operation to grade county roads. Operate forklifts and backhoe loaders.
7. Backhoe operation for the installation of tiles and the general cleaning of roads and drainage ditches.
8. Roller operations for the setting up of base and dirt, rolling asphalt, and chip seal roads..
9. Moving truck operation for transport of heavy equipment.
10. Grader operation to grade county roads or plow snow or ice.

11. Repair truck flats on large trucks to allow them to proceed to field operations promptly and efficiently.
12. Operate forklifts and backhoe loaders.
13. Make, install and maintain road number or name signs, advisory, warning, information signs and other safety signs on county roads accurately and according to county specifications and MUTCD specifications.
14. Ensure that highway signs are properly located for maximum benefit to all citizens and for proper visibility for emergency vehicles.
15. Ensure that all sign posts are properly installed and placed to minimize upkeep and safety concerns, while obtaining highest visibility.
16. Document and update sign installation information for computer entry and accurate record keeping.
17. Maintain accurate and up-to-date inventory of parts, fuel, hoses, and other supplies that are stocked as basic requirements.
18. Obtain parts and supplies in the most accurate and cost effective manner.
19. Perform physical maintenance of the shop building to include basic carpentry, electrical wiring, plumbing and other repairs, as needed. Ensure that the shop is maintained in a safe and productive condition.
20. Perform non-technical mechanical repairs such as brakes, front-end, springs, spark-plugs, hydraulic systems, and other non-skilled mechanical tasks. Ensure that mechanical repair requests are prioritized according to the number of workers being hindered.
21. Assist with record keeping on parts and equipment.
22. Make safety inspections and maintain fire extinguisher.
23. Ensure that telephone and radio messages are recorded accurately and that the information is acted upon timely and correctly.
24. Make repair scheduling decisions in the absence of the Shop Foreman.
25. Clean and oil concrete bridge forms. Assist in setting forms in place in preparation for concrete pouring.
26. Perform shoveling operations during new road construction or for preparation of the area for concrete pouring.
27. Operate a pavement breaker to cut off a bridge deck.

28. Repair all flat tires on county owned trucks, graders, and equipment.
29. Make road service calls. Ensure proper repair and be able to use boom truck, if necessary.
30. Perform operation of other heavy equipment or other duties as assigned by Job Supervisor or Road Superintendent. Perform routine maintenance on all equipment assigned to projects in order to prevent breakdowns.
31. Ensure that all heavy equipment operations are performed in an efficient and safe manner for the construction, improvement, or maintenance of county roads to guard against accidents to fellow employees and the public at large.
32. Ensure that all assigned duties are efficiently performed to maintain continuity of the county road department.
33. Ensure that all departmental contacts are cooperatively performed for efficient road department operations.
34. Regular attendance is mandatory for this position.
35. Subject to 24 hour call in case of emergency.
36. Must have minimum of 10 years experience on county specific equipment.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Minimum of high school diploma or general education degree (GED) preferred; must possess knowledge of heavy equipment operations on numerous pieces of machinery and 2 years previous experience operating various heavy equipment.

OTHER SKILLS and ABILITIES:

The incumbent must be able to operate trucks, loaders, rollers, etc. in order to fulfill the requirements for this position. The incumbent may be responsible for an assigned pickup truck. The incumbent must possess a CDL license with some positions requiring hazardous certification. Also, must be able to perform routine maintenance on the assigned equipment. The incumbent is required to use a calculator, two-way radio and occasionally a computer. The incumbent must possess good communication skills, as there is considerable contact within the road department, local business personnel, general public, and outside vendors. The incumbent must also possess basic knowledge of carpentry, electrical, wiring, plumbing, and other repair work.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to handle or feel, and talk or hear. The employee frequently is required to stoop, kneel, or crouch and reach with hands and arms. Occasionally, the employee must walk and climb or balance. Safety is a prime concern in all aspects of this position. The employee must occasionally lift and/or move heavy loads.

Specific vision abilities required by this job include the ability to adjust focus, peripheral vision, color vision, and close vision.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The incumbent works under adverse weather conditions and has to contend with dust, dirt, fumes, noise, oily conditions, and temperature extremes. Also, the incumbent is responsible for assisting in snow and ice removal.

The noise level in the work environment is usually loud.

Washington County Haul Truck Driver/Trainer Job Description

Job Code:	15
Exempt:	No
Department:	Road Department
Reports To:	New Construction Supervisor or the Road Superintendent
Location:	Road Department
Date Prepared:	November 08, 2017
Date Revised:	November 30, 2017

GENERAL DESCRIPTION OF POSITION

The Haul Truck Driver (HTD) works under the general supervision of the New Construction Supervisor or the Road Superintendent. The HTD primarily hauls heavy equipment; such as dozers, excavators and graders, from site to site as needed for the construction, improvement and maintenance of county roads. Also, the HTD may operate road department equipment including dump trucks, loaders and graders during construction, maintenance and snow removal of county roads. The HTD is responsible for training other employees that are working to attain their Class-A commercial driver's license (CDL). The HTD is responsible for the safe transport of equipment valued over one million dollars on a daily basis. This position may be responsible for an assigned company pick-up truck.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Drive a semi-truck and trailer for transporting the road department's heavy equipment.
2. Ensure that equipment is properly loaded and secure prior to transport.
3. Train employees to attain their Class-A CDL.
4. Ensure that all Arkansas Department of Transportation regulations are being followed.
5. Ensure that all Arkansas Highway Department permits for wide and oversized loads are obtained.
6. Perform daily safety inspections of truck and trailer.
7. Perform inspections of all equipment prior to loading and hauling.
8. Maintain accurate records of daily work.
9. Operate crane as needed.
10. Lift approximately fifty pounds to near chest-level to remove and load ramps on and off the trailer.
11. Drive an oil distribution truck for asphalt paving and chip-seal operations.
12. Operate a dozer and/or excavator to build roads, cut ditches, clear right-of- ways, stockpile gravel and dig ponds.
13. Operate loader to load trucks and stock pile material for future use.

14. Operate dump truck to haul gravel, plow snow, and spread chips during winter weather events.
15. Operate roller for the setting up of base, dirt, asphalt, and chip-seal.
16. Operate grader to maintain county roads and removal of snow.
17. Operate backhoe for installing tiles and cleaning of roads and drainage ditches.
18. Operate scraper to move dirt and clean up roads.
19. Repair flats on large trucks to allow them to proceed to field operations promptly and efficiently.
20. Operate forklifts.
21. Make, install and maintain county road signs according to MUTCD specifications to include: road number, road name, advisory, warning and informational signs.
22. Assist with keeping parts, equipment and maintenance records.
23. Ensure that telephone and radio messages are recorded accurately and acted upon in a proficient manner.
24. Assist in preparation for pouring concrete including: setting up and cleaning forms.
25. Ensure that all heavy equipment operations are performed in an efficient and safe manner to avoid accidents and injury to employees and the public.
26. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

High school or GED, plus specialized schooling and/or on the job education in a specific skill area; e.g. data processing, clerical/administrative, equipment operation, etc, plus 5 years related experience and/or training, or equivalent combination of education and experience.

COMMUNICATION SKILLS

Ability to read and understand documents such as policy manuals, safety rules, operating and maintenance instructions, and procedure manuals; Ability to write routine reports and correspondence.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.

CRITICAL THINKING SKILLS

Ability to utilize common sense understanding in order to carry out written, oral or diagrammed instructions. Ability to deal with problems involving several known variables in situations of a routine nature.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Class-A Commercial Driver's License; a tanker endorsement is preferred.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Not indicated.

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under direction where a definite objective is set up and the employee plans and arranges own work, referring only unusual cases to supervisor.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work; may also occasionally assist in the planning of work assignments performed by others within a limited area of operation.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance; the latter of which would affect the work operations of other employees and/or clientele to a moderate degree.

MENTAL DEMAND

Close mental demand. Operations requiring close and continuous attention for control of operations. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

ANALYTICAL ABILITY / PROBLEM SOLVING

Directed. Supervisory and/or professional skills using structured practices or policies and directed as to execution and review. Interpolation of learned things in moderately varied situations where reasoning and decision-making are essential.

RESPONSIBILITY FOR WORK OF OTHERS

Responsibility for work of others: Not indicated.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Occasionally responsible for organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from \$150,000 to \$1,000,000.

ACCURACY

Probable errors would not likely be detected until they reached another department, office or patron, and would then require considerable time and effort to correct the situation. Frequently, possibility of error that would affect the organization's prestige and relationship with the public to a limited extent, but where succeeding operations or supervision would normally preclude the possibility of a serious situation arising as a result of the error or decision.

ACCOUNTABILITY

FREEDOM TO ACT

Generally controlled. General processes covered by established policies and standards with supervisory oversight.

ANNUAL MONETARY IMPACT

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

Very small. Job creates a monetary impact for the organization up to an annual level of \$100,000.

IMPACT ON END RESULTS

Modest impact. Job has some impact on the organizations end results, but still from an indirect level. Provides assistance and support services that facilitates decision making by others.

PUBLIC CONTACT

Frequent contacts with general public, patrons, or other outside representatives, wherein the manner of handling these contacts has a bearing on the organization's position and operation.

EMPLOYEE CONTACT

Contacts of considerable importance within the department or office, such as those required in coordination of effort, or frequent contacts with other departments or offices, generally in normal course of performing duties. Requires tact in discussing problems and presenting data and making recommendations, but responsibility for action and decision reverts to others.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of highly complex machines and equipment; specialized or advanced software programs.

WORKING CONDITIONS

Outside working environment, wherein there are extremely disagreeable working conditions most of the time (e.g. Hot mix paving in constant sun).

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is regularly exposed to work near moving mechanical parts, outdoor weather conditions; frequently exposed to work in high, precarious places, fumes or airborne particles, toxic or caustic chemicals, vibration; and .The noise level in the work environment is usually loud.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Highly repetitive, low physical. Highly repetitive type of work which requires concentration in the performance of tasks for consistent time cycles as prescribed by the tasks.

While performing the functions of this job, the employee is regularly required to use hands to finger, handle, or feel, reach with hands and arms; frequently required to stoop, kneel, crouch, or crawl; and occasionally required to stand, walk, sit, climb or balance, talk or hear. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

ADDITIONAL INFORMATION

Subject to 24 hour on-call status in case of emergency

Qualification Requirements:

Applicants will have a minimum of five years' Class-A driving experience. In order to be successful, this individual must be able to confidently perform each essential duty. The requirements listed below are representative of the knowledge. Skill and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education:

Minimum of high school education or general education degree (GED) is required. Applicant must possess knowledge of heavy equipment operations on numerous pieces of machinery and two years' previous experience operating various pieces of heavy equipment. Experience in effectively training others is preferred.

Other skills and abilities:

The applicant must be able to safely operate all motorized equipment utilized by the Road Department, as well as water and hydraulic pumps, utilizing good judgment as to the height, weight and width of loads. This individual must possess a Class-A commercial driver's license; a tanker endorsement is preferred. The applicant should be able to perform routine maintenance on assigned equipment. The applicant must possess effective communication skills (both written and verbal), as he/she will be required to communicate with local business personnel, the general public, vendors and fellow employees.

The HTD often drives in heavy traffic and on narrow county roads. He/she works under adverse weather conditions and has to contend with dust, dirt, precipitation, fumes, noise, oily/slick conditions, and temperature extremes. Also, the HTD is responsible for assisting in the removal of snow and ice from county roads.

DBCompensation Job Valuing Summary

SCENARIO **Washington County**
August 2017
 POSITION **Haul Truck Driver/Trainer**
 JOB CODE: **15**

FACTOR	BASIS FOR JOB VALUING	DEGREE	VALUE
1	Experience-General: Minimum time to become familiar with requirements of the job.	8	89
2	Experience-Minimum time to become familiar with management requirements of the job.	0	
3	Education: Preliminary formalized training or self-development expressed in terms of equivalent formal education.	3	32
4	Initiative & Ingenuity: Measure of ability to proceed alone, make decisions within authority, and ability to comprehend assignment.	4A 4	5 36
		4B 3	
		4C 3	
5	Mental Demand: Measure of degree of concentration and sensory alertness.	4	49
6	Analytical Ability/Problem Solving: Opportunity to apply analytical ability and self-starting thinking.	5	70
7	Responsibility for Work of Others - Supervision: Appraises responsibility for work and direction of others.	0	
8	Responsibility for Funds, Equipment, Property, Etc.: Personal responsibility and accountability for receipt, storage, issue, or use.	5	48
9	Responsibility for Accuracy: Opportunity for and probable effect of errors.	4	44
10	Accountabilities: Freedom to act, monetary impact, and impact on end results.	10A 4	6 51
		10B 1	
		10C 2	
11	Contacts with Public: Responsibility for effective handling of contacts.	3	41
12	Contacts with Employees: Responsibility for effective handling of others.	3	28
13	Machine-Computer Operations	6	120
14	Working Conditions	6	40
15	Physical Demand	4	19
TOTAL VALUE			667

SIGNED: _____

Washington County Paralegal/Permit Coordinator Job Description

Job Code:	16
Exempt:	No
Department:	County Attorney
Reports To:	County Attorney
Location:	Washington County Courthouse
Date Prepared:	July 06, 2016
Date Revised:	November 30, 2017

GENERAL DESCRIPTION OF POSITION

Responsible for assisting County Attorney with all general legal matters. Ensure that all office functions are performed efficiently, and in a professional and timely manner. Initiate and install new ideas for efficient operations. Ensure that each situation is handled according to the County, State and Federal policies and guidelines.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Draft, type, and file legal documents including transcriptions from dictation, routine affidavits, notices, motions and other pleadings, with little or no supervision.
2. Resolve problems and deal with customers in a professional manner, when required.
3. Perform office duties, which include word processing, data entry, photocopying, filing, prepare and send mailings/correspondence, open/distribute mail, FAX documents.
4. Maintain office files in an accurate and efficient manner; ability to master the electronic filing system of the United States Bankruptcy Court; ability to write, file and disseminate accurately all affidavits of claims and releases of probates.
5. Handle the legal aspects of tax collection, especially as they relate to the Probate division of Circuit Court and the United States Bankruptcy Court.
6. Research and locate various legal documents located in both the Circuit Clerk and County Clerk's filing systems, in all searchable media.
7. Coordinate with the Sheriff on obtaining service and collection of writs.
8. Handle delicate phone calls in a professional manner.
9. Track returned mail and obtain new addresses utilizing various methods including internet searches and searching records located in other county offices.
10. Maintain office equipment in working condition. Put in track-it ticket for service and/or repair as required.
11. Receive, analyze and follow-up on various reports/printouts, etc.
12. Maintain adequate supplies for the office. Reorder as necessary.

13. Answer telephone, direct calls to appropriate person, take messages in polite and efficient manner.
14. Consult with attorneys and other Elected Officials, as well as the general public, seeking advice from the County Attorney, to coordinate timely and effective legal services.
15. Provide assistance to other office staff and perform miscellaneous duties as assigned by supervisor.
16. Perform advanced word processing skills and familiar with legal terms and citations.
17. Maintain County contract spreadsheets.
18. Handle a substantial amount of confidential information in the form of private health and personnel information.
19. Assist and advise county departments with the application, compliance, and implementation of required permits. This includes working with various department heads on various FEMA/ADEM and ARDot requirements/needs; coordinating efforts of employees in making sure all deadlines are properly met with quarterly reports; claims; project manager requests, etc. Working directly with FEMA/ADEM and ARDot project coordinators and staff to gather necessary documentation, set up meetings and site visits, review environmental requirements as it relates to permits, and assist in gathering, creating, and returning all financial documentation required on our projects by required deadlines.
20. Assist Road Superintendent in drafting/updating Road Department policies, job descriptions, and ordinances for department.
21. Review contracts and leases for the road department; researching pertinent ordinances and laws; advise Road Superintendent and Assistant Road Superintendent on legal questions posed during the normal course of business, etc.
22. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

High school or GED, plus specialized schooling and/or on the job education in a specific skill area; e.g. data processing, clerical/administrative, equipment operation, etc, plus 9 to 10 years related experience and/or training, or equivalent combination of education and experience.

COMMUNICATION SKILLS

Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to prepare and interpret bar graphs.

CRITICAL THINKING SKILLS

Ability to utilize common sense understanding in order to carry out written, oral or diagrammed instructions. Ability to deal with problems involving several known variables in situations of a routine nature.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Intermediate: Contact Management, Presentation/PowerPoint, Spreadsheet, Word Processing/Typing
Basic: Alphanumeric Data Entry

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under direction where a definite objective is set up and the employee plans and arranges own work, referring only unusual cases to supervisor.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work; may also occasionally assist in the planning of work assignments performed by others within a limited area of operation.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance; the latter of which would affect the work operations of other employees and/or clientele to a moderate degree.

MENTAL DEMAND

Close mental demand. Operations requiring close and continuous attention for control of operations. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

ANALYTICAL ABILITY / PROBLEM SOLVING

Directed. Supervisory and/or professional skills using structured practices or policies and directed as to execution and review. Interpolation of learned things in moderately varied situations where reasoning and decision-making are essential.

RESPONSIBILITY FOR WORK OF OTHERS

Responsibility for work of others: Not indicated.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Occasionally responsible for organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from \$5,000 to \$150,000.

ACCURACY

Probable errors would not likely be detected until they reached another department, office or patron, and would then require considerable time and effort to correct the situation. Frequently, possibility of error that would affect the organization's prestige and relationship with the public to a limited extent, but where succeeding operations or supervision would normally preclude the possibility of a serious situation arising as a result of the error or decision.

ACCOUNTABILITY

FREEDOM TO ACT

Directed. Freedom to complete duties as defined by wide-ranging policies and precedents with mid to upper-level managerial oversight.

ANNUAL MONETARY IMPACT

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

Very small. Job creates a monetary impact for the organization up to an annual level of \$100,000.

IMPACT ON END RESULTS

Moderate impact. Job has a definite impact on the organization's end results. Participates with others in taking action for a department and/or total organization.

PUBLIC CONTACT

Regular contacts with patrons where the contacts are initiated by the employee. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted. Contacts of considerable importance and of such nature, that failure to exercise proper judgment may result in important tangible or intangible losses to the organization.

EMPLOYEE CONTACT

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs, plus frequent contact with senior level internal officials.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, driver's license/cdl, etc.)

WORKING CONDITIONS

Normal working conditions as found within an office setting, wherein there is controlled temperature and a low noise level, plus a minimum of distractions.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an

employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Semi-repetitive, low physical. Semi-repetitive type work which requires periods of concentration for varied time cycles as prescribed by the tasks.

While performing the functions of this job, the employee is regularly required to sit; frequently required to use hands to finger, handle, or feel, talk or hear; and occasionally required to stand, walk, reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision; and color vision.

ADDITIONAL INFORMATION

Ability to effectively communicate information and respond to questions, in person-to-person interviews and small groups, as well as in written form. Needs to be able to write clearly and effectively, and possess good oral communication skills in order to present critical information, as well as prepare others to speak.

WASHINGTON COUNTY
Job Evaluation

JOB TITLE: Paralegal/Permit Coordinator

Paralegal

Factor	Basis for Rating	Current Rating	Proposed Rating	Points
1	<u>Experience-General</u> : Minimum time to become familiar with requirements of the job.	8	12	164
2	<u>Experience</u> : Minimum time to become familiar with management requirements of the job.	0	0	0
3	<u>Education</u> : Preliminary formalized training or self-development expressed in terms of equivalent formal education.	5	3	32
4	<u>Initiative & Ingenuity</u> : Measure of ability to proceed alone, make decisions within authority, & ability to comprehend assignment.	5	5	36
5	<u>Mental Demand</u> : Measure of degree of concentration and sensory alertness.	4	4	49
6	<u>Analytical Ability/Problem Solving</u> : Opportunity to apply analytical ability and self-starting thinking.	5	5	70
7	<u>Responsibility for Work of Others - Supervision</u> : Appraises responsibility for work and direction of others.	0	0	0
8	<u>Responsibility for Funds, Equipment, Property, Etc.</u> : Personal responsibility and accountability for receipt, storage, issue, or use.	4	4	32
9	<u>Responsibility for Accuracy</u> : Opportunity for and probable effect of errors.	4	4	44
10	<u>Accountabilities</u> : Freedom to act, monetary impact, & impact on end results.	7	8	90
11	<u>Contacts with Public</u> : Responsibility for effective handling of contacts.	5	5	80
12	<u>Contacts with Employees</u> : Responsibility for effective handling of contacts.	5	5	49
13	<u>Machine Operations</u> :	4	4	38
14	<u>Working Conditions</u> :	2	1	4
15	<u>Physical Demand</u> :	3	3	13
		610		701
	Washington County Salary Grade Level	14		16

Signed: _____

Date: November 30, 2017

DBCompensation Job Valuing Summary

SCENARIO **Washington County**
August 2017
 POSITION **Paralegal/Permit Coordinator**
 JOB CODE: **16**

FACTOR	BASIS FOR JOB VALUING	DEGREE	VALUE
1	Experience-General: Minimum time to become familiar with requirements of the job.	12	164
2	Experience-Minimum time to become familiar with management requirements of the job.	0	
3	Education: Preliminary formalized training or self-development expressed in terms of equivalent formal education.	3	32
4	Initiative & Ingenuity: Measure of ability to proceed alone, make decisions within authority, and ability to comprehend assignment.	4A 4	5 36
		4B 3	
		4C 3	
5	Mental Demand: Measure of degree of concentration and sensory alertness.	4	49
6	Analytical Ability/Problem Solving: Opportunity to apply analytical ability and self-starting thinking.	5	70
7	Responsibility for Work of Others - Supervision: Appraises responsibility for work and direction of others.	0	
8	Responsibility for Funds, Equipment, Property, Etc.: Personal responsibility and accountability for receipt, storage, issue, or use.	4	32
9	Responsibility for Accuracy: Opportunity for and probable effect of errors.	4	44
10	Accountabilities: Freedom to act, monetary impact, and impact on end results.	10A 5	8 90
		10B 1	
		10C 3	
11	Contacts with Public: Responsibility for effective handling of contacts.	5	80
12	Contacts with Employees: Responsibility for effective handling of others.	5	49
13	Machine-Computer Operations	4	38
14	Working Conditions	1	4
15	Physical Demand	3	13
TOTAL VALUE			701

SIGNED: _____

Joseph K. Wood
COUNTY JUDGE



Michael Watson
H.R. DIRECTOR

WASHINGTON COUNTY, ARKANSAS
HUMAN RESOURCES OFFICE

December 11, 2017

To: Personnel Committee

The Veterans Services Department is requesting that in an effort to respond to the significant growth of its client base, that it upgrades its current Part-time Deputy Veteran Service Officer (DVSO) position to full-time. The number of County clients that utilize the department's services being provided is comparable to that of better resourced departments in other counties. As a result, a full-time DVSO would go a long way to addressing this rapidly growing need. The department currently has a funded Grade 8 position that it would like to make into a Grade 15 DVSO. The difference in base pay (\$2163) would not require external funding.

We appreciate your consideration of these requests.

Respectfully,

Joseph K. Wood
County Judge

280 N. College Avenue, Suite 510 • Fayetteville, Arkansas 72701
Telephone: (479) 444-3360 • Fax: (479) 444-1889
joseph.wood@co.washington.ar.us

Washington County is an Equal Employment Opportunity Minorities/Females/Disabilities/Veterans

Washington County Deputy Veterans Services Officer Job Description

Exempt: No
Department: Veterans Services
Reports To: Director of Veterans Services
Location: Washington County Offices
Date Prepared: May 02, 2017
Date Revised:

GENERAL DESCRIPTION OF POSITION

Washington County Veterans Services mission is to honor and improve the quality of life for the veterans, survivors and dependents throughout Washington County by providing exemplary veteran advocacy, information and access to benefits earned.

The incumbent under the general supervision of the Director of Veterans Services advises and assists veterans and dependents in preparing claims for disability compensation, death or injury, insurance, pensions, education benefits, rehabilitation training, medical care, burial, home loans, debts/waivers, and other claims which may be applicable under federal, state and local laws as well as acts as a general resource to guide veterans to receive benefits earned. The position is jointly administered by Washington County and the Arkansas Department of Veterans Affairs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Interview veterans and/or dependents. Advise them of programs and services for which they may be eligible through the U.S. Department of Veterans Affairs or certain other military-related government agencies.
2. Obtain claimants' service organization power of attorney.
3. Prepare claim forms and related documents for completeness and accuracy to insure adequacy for purpose, said purpose may be for compensation, pension, insurance, educational assistance, vocational training, dependents benefits, hospitalization, burial, discharge reviews, retirement claims, and loan guarantees.
4. Assist claimants in obtaining any and all relevant medical records, eye-witness statements or any other evidence which may prove relevant to their claim.
5. Review medical records and service history to find necessary proof, and evaluate validity of claim.
6. Interpret and apply the pertinent laws and regulation applicable to the claim. Research precedence necessary to validate a veteran's claim.
7. Prepare and submit the initial claim in a manner acceptable to the U.S. Department of Veterans Affairs.
8. Assist claimant for however long it takes the claims to be adjudicated, quite possibly several years, through one or all the processes of: decision on claim at the regional level; appeal to the Board of Veterans Appeals in Washington, D.C.; and other possible intermediate steps.

9. If claimant requests a hearing at the regional level, advise the accompanying service office of any information pertinent to the case that may not be readily gleaned from the record.
10. Ensure that all paperwork is submitted in a timely manner so that the claim does not expire.
11. When appropriate, refer clients to other agencies which may assist them.
12. Make hospital, nursing home or home visits when needed.
13. Provide information to the public as appropriate.
14. Perform all duties in a manner acceptable to the Arkansas Department of Veterans Affairs, including submitting a monthly activity report.
15. Attend meetings and classes necessary to meet the requirements of the Arkansas Department of Veterans Affairs, including quarterly meetings for veteran's service officers, as well as other occasional appropriate functions, at the VA Medical Center, Fayetteville. Attend public ceremonies or celebrations held specifically in honor of veterans.
16. Oversee an annual flag education program to all fifth grade classes in the county where requested, utilizing materials provided jointly by the Arkansas Department of Education and the Arkansas Department of Veterans Affairs.
17. Perform related duties, which include composing correspondence on word processor, photocopying, filing, FAX documents, and attend to incoming or outgoing mail.
18. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

Knowledge of a specialized field (however acquired), such as basic accounting, computer, etc. Equivalent of four years in high school, plus night, trade extension, or correspondence school specialized training, equal to two years of college, plus 2 years related experience and/or training, or equivalent combination of education and experience.

COMMUNICATION SKILLS

Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization. Ability to write reports, business correspondence, and policy/procedure manuals; Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.

CRITICAL THINKING SKILLS

Ability to solve practical problems and deal with a variety of known variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, or diagram formats.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

In accordance with the rules of the Arkansas Department of Veterans Affairs, successful applicants must be an honorably discharged Veteran or the benefits-eligible spouse or widow/widower of such a veteran. Veterans with experience in the disability compensation process are strongly encouraged to apply as are those with a minimum of 60 credit hours of higher education.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Basic: Alphanumeric Data Entry, Database, Spreadsheet, Word Processing/Typing

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under direction where a definite objective is set up and the employee plans and arranges own work, referring only unusual cases to supervisor.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work; may also occasionally assist in the planning of work assignments performed by others within a limited area of operation.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance; the latter of which would affect the work operations of other employees and/or clientele to a moderate degree.

MENTAL DEMAND

Very close mental demand. Operations requiring very close and continuous attention for control of operations which require a high degree of coordination or immediate response. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

ANALYTICAL ABILITY / PROBLEM SOLVING

Moderately directed. Activities covered by wide-ranging policies and courses of action, and generally directed as to execution and review. High order of analytical, interpretative, and/or constructive thinking in varied situations.

RESPONSIBILITY FOR WORK OF OTHERS

Responsibility for work of others: Not indicated.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Regularly responsible for property where carelessness or error would result in only minor damage or minor monetary loss. Almost continuous care and attention is required when handling this property in order to prevent loss.

ACCURACY

Probable errors would not likely be detected until they reached another department, office or patron, and would then require considerable time and effort to correct the situation. Frequently, possibility of error that would affect the organization's prestige and relationship with the public to a limited extent, but where succeeding operations or supervision would normally preclude the possibility of a serious situation arising as a result of the error or decision.

ACCOUNTABILITY**FREEDOM TO ACT**

Moderately directed. Freedom to act is given by upper level management guided by general policies and objectives that are reviewed by top management.

ANNUAL MONETARY IMPACT

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

None. Job does not create any dollar monetary impact for the organization.

IMPACT ON END RESULTS

Moderate impact. Job has a definite impact on the organization's end results. Participates with others in taking action for a department and/or total organization.

PUBLIC CONTACT

Regular contacts with patrons where the contacts are initiated by the employee. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted. Contacts of considerable importance and of such nature, that failure to exercise proper judgment may result in important tangible or intangible losses to the organization.

EMPLOYEE CONTACT

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Occasional use of highly complex machines and equipment; specialized or advanced software programs.

WORKING CONDITIONS

Periodically exposed to such elements as noise, intermittent standing, walking, occasionally pushing, carrying, or lifting; but none are present to the extent of being disagreeable.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Moderate diversity, low physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which are not as varied as those positions with high-level diversity and decision-making.

While performing the functions of this job, the employee is regularly required to sit, talk or hear; frequently required to use hands to finger, handle, or feel; and occasionally required to stand, walk, reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision; and color vision.

ADDITIONAL INFORMATION

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. The incumbent must have a driver's license and a sufficient driving record to maintain county insurability as travel throughout the county will be necessary. Travel outside of the county may be required to meet training and accreditation needs. The incumbent must also possess adequate computer skills and attention to detail needed to ensure form submissions are complete and accurate. To obtain accreditations necessary for this position an extensive background check will be completed. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The incumbent must possess good written and verbal communication skills and interpersonal skills. It is necessary to develop and maintain an extensive and accurate knowledge of all laws and regulations pertinent to the administration of veterans' benefits. It is also necessary to develop and maintain an extensive knowledge of and good working relationships with veterans' services and organizations throughout Washington County. The incumbent must also develop and maintain a basic knowledge of current medical terminology, procedure and practice. Good organizational skills for prioritizing workloads, as well as basic computer literacy and a knowledge of general office machines such as calculator, photocopier, FAX, and printer, are required. The incumbent for this position must be self-supervising. Position sometimes requires contact with severely physically and/or emotionally disabled persons.

DBCompensation Job Valuing Summary

SCENARIO **Washington County**
August 2017
 POSITION **Deputy Veterans Service Officer**
 JOB CODE: **15**

FACTOR	BASIS FOR JOB VALUING	DEGREE	VALUE
1	Experience-General: Minimum time to become familiar with requirements of the job.	5	54
2	Experience-Minimum time to become familiar with management requirements of the job.	0	
3	Education: Preliminary formalized training or self-development expressed in terms of equivalent formal education.	4	45
4	Initiative & Ingenuity: Measure of ability to proceed alone, make decisions within authority, and ability to comprehend assignment.	4A 4	5 36
		4B 3	
		4C 3	
5	Mental Demand: Measure of degree of concentration and sensory alertness.	5	70
6	Analytical Ability/Problem Solving: Opportunity to apply analytical ability and self-starting thinking.	6	100
7	Responsibility for Work of Others - Supervision: Appraises responsibility for work and direction of others.	0	
8	Responsibility for Funds, Equipment, Property, Etc.: Personal responsibility and accountability for receipt, storage, issue, or use.	3	24
9	Responsibility for Accuracy: Opportunity for and probable effect of errors.	4	44
10	Accountabilities: Freedom to act, monetary impact, and impact on end results.	10A 6	8 90
		10B 0	
		10C 3	
11	Contacts with Public: Responsibility for effective handling of contacts.	5	80
12	Contacts with Employees: Responsibility for effective handling of others.	4	38
13	Machine-Computer Operations	5	76
14	Working Conditions	2	12
15	Physical Demand	2	8
TOTAL VALUE			677

SIGNED: _____

TIM HELDER
SHERIFF



Washington County Sheriff's Office

December 1, 2017

TO: Committee

The Sheriff's Office is requesting to upgrade a vacant Crime Scene Specialist slot (1000.0400.38) to a Lieutenant's position. Although the Crime Scene Specialist is a grade 18 and a Lieutenant position is a grade 22, this move will actually save money and reduce our 2018 salary budget.

This is because the former Crime Scene Specialist had over 40 years with the Sheriff's Office when he retired earlier in 2017. Associated raises during his long tenure had increased his salary beyond the top of his grade.

In the 2018 budget, the position is budgeted for \$ 71,385. However, by changing this position to a Lieutenant we will only need \$ 59,316, which is a savings of \$ 12,069. It will also slightly reduce associated line items such as Social Security match and Retirement.

Our reason for this request is because we have a need for additional supervision in our Criminal Investigation Division. The new Lieutenant would be in charge of the day-to-day administration and supervision of the CID section. Right now we have eleven investigators reporting to the Sergeant.

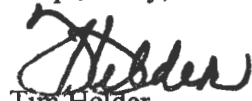
The span of control is too great for the Sergeant to efficiently supervise the number of personnel and at the same time perform all of the other daily administrative duties that come with the job. The former Crime Scene Specialist position was very helpful to our mission but we have trained our existing investigators in crime scene processing and have another investigator scheduled for an advanced crime scene school. We feel we now have adequate expertise in Crime Scene processing, and creating the Lieutenant's position for additional supervision and oversight has become our priority.

Also, in the 2018 budget, we received eight new Corporal slots. On reflection, we would request these slots be changed to DFC/Corporal Flex positions. This gives us the flexibility to hire DFCs in this position until the required FTO training has been completed. Upon completion, the DFC will then be moved to the Corporal rate of pay. The budget will remain the same for each position, but it will actually save money in these slots because we will be paying at the lower DFC rate until training is completed.

1000.0400.307	1000.0400.339
1000.0400.335	1000.0400.340
1000.0400.337	1000.0400.341
1000.0400.338	1000.0400.342

We appreciate your consideration of these requests.

Respectfully,



Tim Helder
Sheriff

Washington County

Lieutenant

Job Description

Job Code:	22
Exempt:	Yes
Department:	Sheriff's Office
Reports To:	Captain
Location:	Sheriff's Building and In the Field
Date Prepared:	August 30, 2016
Date Revised:	August 31, 2016

GENERAL DESCRIPTION OF POSITION

The Lieutenant is a mid-level management position under the general supervision of the Captain and manages a specific office in the Sheriff's Office Enforcement or Detention Division or any other special assignment. He/She should display exemplary leadership capabilities and is responsible for supervising others and must possess an in-depth knowledge of law enforcement, administrative duties while protecting and serving the County. The incumbent relies on past law enforcement experience and training to supervise employees both sworn, civilian and detainees in the county detention facility, prepare special reports and give community presentations, and approve all officers reports. The incumbent is also responsible for overseeing the daily patrol function, jail operations and any special assignments. He/She should possess an in-depth knowledge of criminal code, traffic laws and rules of criminal procedure. While considered an Office commander with full administrative responsibility and accountability for the overall operations and activities within the Office, the incumbent shall also serve in the capacity of division commander in the absence of the division commander as well as any other special assigned detail with the same responsibility and accountability. This position must meet all commission on law enforcement standards and training requirements including but not limited to jail standards and must be a certified law enforcement officer meeting all training and experience requirements for the position of Lieutenant. The incumbent must demonstrate the ability to complete the Criminal Justice Institutes School of Law Enforcement Supervision, or equivalent training and must demonstrate the ability to complete the Federal Bureau of Investigations National Academy, Northwestern University's School of Police Staff and Command, or equivalent. The incumbent must also be able to complete background investigations training, internal investigations training, Field Training Officer school, and Field Training Officer Supervisor school or equivalents. The incumbent must be able to obtain the Intermediate law enforcement certification and complete Reid interview and interrogation school, or equivalent.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. The incumbent shall serve in the capacity of division commander in the absence of the division commander as well as any other special assigned detail with the same responsibility and accountability.
2. Effectively manage the Detention Training Officer program or Field Training Officer program, including but not limited to, supervising program updates, selection and supervision of training officers, monitoring and scrutinizing candidate progress and determining whether candidates pass or fail the program.

3. Prepare special reports, conduct facility inspections, ensure proper evidence collection for testimony in Federal, Circuit, District and City courts on jail, civil, or criminal matters.
4. Ability to interpret, create and revise job descriptions, policies, procedures and ensure deputy compliance.
5. Answer citizens' complaints and conduct internal investigations pursuant to Washington County Sheriff's Office of Professional Conduct procedures.
6. Ensure accurate time clock records are maintained, including compliance with military leave, FMLA, Workers' Compensation, etc., as directed by County policy, and submitted by the deadline.
7. Assist in budget preparation, jail planning, and bill the Arkansas Department of Corrections and U.S. Marshal's office for detainees committed to the respective institutions. Responsible for all documentation of state prisoners, in reference to, meritorious furloughs, emergency furloughs, ensure criminal history petitions are filed in a timely manner, etc. within Washington County.
8. Receive advanced training in the areas of law enforcement, drug identification, courts system, warrants, and jail operations.
9. Receive advanced training in the use of self-defense and physical constraints procedures. Trained in Taser, baton, pepper spray, and any other less than lethal control tactics.
10. Directly supervise all Sergeants and generally supervise, corporals and deputies under their command as well as any assigned civilian personnel.
11. Collect monies received from cash bonds, Civil Process, Community Service, Records, detainee commissary funds, etc., and ensure that all monies are accounted for and deposited into the correct accounts.
12. Patrol all areas of the County, investigate/report motor vehicle accidents, and assist other agencies investigating accidents and other violations of the traffic law.
13. Interview, conduct thorough background investigations and make recommendations for hiring and training employees, ensuring the employee meets all departmental requirements.
14. Plan, assign, and direct work assignments for Part-Time, Auxiliary, Work Release, Community Service, Transport, Detention, Civil Process deputies and civilian personnel. Coordinate special community events, such as: K-9 demonstrations, funeral escorts, park patrol, lake patrol, etc., while ensuring the community is protected with ample police presence.
15. Supervise all disciplinary actions against detainees, deputies and civilian employees within all divisions of the Sheriff's Office.
16. Supervise and coordinate Alcohol Beverage Control compliance checks.
17. Supervise and coordinate the security for all Washington County courthouses and Washington and Madison County court rooms.

18. Answer all complaints handled through the Sheriff's Office to include civil matters, such as family disturbances, property disputes, locate missing persons, assist motorists, and answer any other matter requiring police assistance. Understand the whole process for serving civil papers. Be knowledgeable in Orders of Protection and execution of those orders, ensuring that the victim's rights are not violated. Ensure that extra patrols are being conducted for community protection.

19. Answer complaints that are criminal in nature such as traffic violations, speeding, reckless driving, DWI, homicides, burglary, robbery, rape, theft, suicide, forgery, and any other criminal acts as the situation requires, and perform arrests and other associated procedures. Must have a clear understanding of responding to mentally ill and have detailed knowledge of the recourses available in handling these situations. Must respond to all major crimes scenes, including homicides, officer involved shootings, etc., and coordinate with special response teams, such as: emergency response teams, dive teams, etc. Coordinate with Search and Rescue for missing persons and supervise deputies and maintain perimeters during manhunts and escaped detainees.

20. Fill out and file reports, interview suspects and witnesses when necessary and appear in court. Be able to take case from start to finish. Have an in-depth knowledge of evidence collection, chain of custody and storage procedures.

21. Manage property and evidence ensuring that the proper procedures are followed for the storage, release and/or destruction of property and evidence as well as, uniform and property ordering. Budget and order supplies for the detention center.

22. Maintain documentation and conduct inspections on all patrol vehicles and other issued equipment. Approve any maintenance required. Responsible for keeping inventory for drug test kits, dive team equipment, and other supplies, ensuring annual inspections on stationary and moving radar units, and portable breath tester calibrations. Monitor maintenance of jail equipment and premises, and make arrangements for necessary repairs.

23. Speak to local groups on law enforcement, provide child information cards at community events, and other public relations duties, as directed.

24. Have a clear knowledge of animal control response and procedures and in-depth knowledge of the Washington County Animal Shelter intake procedures. Responsible for providing inmate labor to sanitize all areas of the animal shelter on a daily basis, and maintain the landscape.

25. ADDITIONAL DUTIES:

Book and release detainees, oversee detainee transports/extraditions, check detainee classification for cell assignment, check detainee population to comply with court, schedule detainee activities, assign detainee to jail program, answer detainee grievances and investigate incidents. Respond and investigate detainee sexual assaults, suicide attempts and any other major crimes within the detention facility. Secure and maintain crime scenes. Ensure that all detainees are cared for, per state standards. Ensure the rights and safety of detainees are not violated and they receive the basic requirements as required by law.

Must possess a working knowledge of proper prisoner transportation, extradition laws and personal property procedures and serve as liaison between the jail and the Circuit Court Judge, the Prosecuting Attorney's Office, defense attorneys, family members of jail detainees, U.S. Marshal's office and other agencies as required. Have a good working relationship with the

Prosecuting Attorney's Office and U.S. Attorney's Office to ensure effective prosecution and convictions.

Ensure all contacts with the Sheriff's Office are treated courteously and fairly in accordance with federal and state laws. Provide accurate information in accordance with the Freedom of Information Act. Answer media inquiries, provide press releases and make public statements to the media.

Keep current on County policies and procedures, and federal and state laws to ensure that the County is in compliance at all times. Coordinate with the Washington County Prosecuting Attorney and County Attorney as needed, to ensure the Sheriff's Office has a proper understanding of current laws and enforces those laws, as expected.

Ability to evaluate and write an effective probable cause before detainment of individual and for search warrants. Have a detailed knowledge of the Rules of Criminal Procedure and the requirements for search warrants and seizures.

Ability to write and conduct effective and meaningful performance appraisals of assigned employees. Must be able to articulate the smallest of details and keep exceptional notes on officer performance. Direct performance evaluations to ensure all are consistent, accurate, and fair within the agency and each division and they comply with County guidelines.

Write grant proposals and conduct any research required to ensure agency eligibility for the grant. Compile and submit regular reports required by grants.

Write training manuals, as needed, for Sheriff's Office tasks, ensuring all affected employees have access to them. Schedule and oversee any training required.

Ensure criminal reports and use of force reports conform to standards and approve them.

Compile reports and provide State agencies with regular statistical information as required. Submit feedback and proposals for County Ordinances to the Quorum Court, through the Sheriff, as needed.

Help subordinates develop leadership skills required for entry level and intermediate supervisory roles.

Maintain citations and ensure proper record keeping to comply with State Law. Assist the State Auditor's office with routine audits of those records.

Direct critical incidents as needed to ensure proper deployment of qualified personnel to respond to crises. Request additional personnel, equipment, and other assets, if available.

26. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

Broad knowledge of such fields as accounting, marketing, business administration, finance, etc. Equivalent to a four year college degree, plus 5 years related experience and/or training, and 5 years related management experience, or equivalent combination of education and experience.

COMMUNICATION SKILLS

Ability to write reports, business correspondence, and policy/procedure manuals; Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.

CRITICAL THINKING SKILLS

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Must possess a valid Arkansas Driver's License.

Completion of jail standards certification training course, state certification through the Arkansas Law Enforcement Academy and annual firearms qualifications. Complete the instructor's certification course, as well as the Field Training Officer Certification Course.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Basic: Alphanumeric Data Entry, Spreadsheet, Word Processing/Typing

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under direction where a definite objective is set up and the employee plans and arranges own work, referring only unusual cases to supervisor.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work, in addition, the work operations of a group of employees, all performing basically the same type of work.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance, either of which would affect the work operations of small organizational component and the organization's clientele.

MENTAL DEMAND

Very close mental demand. Operations requiring very close and continuous attention for control

of operations which require a high degree of coordination or immediate response. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

ANALYTICAL ABILITY / PROBLEM SOLVING

Moderately directed. Activities covered by wide-ranging policies and courses of action, and generally directed as to execution and review. High order of analytical, interpretative, and/or constructive thinking in varied situations.

RESPONSIBILITY FOR WORK OF OTHERS

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include but not limited to interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

Supervises a large group (16-25) of employees who are engaged in diversified activities.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Occasionally responsible for organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from \$150,000 to \$1,000,000.

ACCURACY

Probable errors would normally not be detected in succeeding operations and could possibly affect organization-patron relationship, involve re-work, or additional expenditures in order to properly resolve the error. The possibility of such errors would occur quite frequently in performance of the job. May also cause inaccuracies or incomplete information that would be used in other segments of the organization as a basis for making subsequent decisions, plans, or actions.

ACCOUNTABILITY

FREEDOM TO ACT

Directed. Freedom to complete duties as defined by wide-ranging policies and precedents with mid to upper-level managerial oversight.

ANNUAL MONETARY IMPACT

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

Small. Job creates a monetary impact for the organization from \$100,000 to \$1mm.

IMPACT ON END RESULTS

Moderate impact. Job has a definite impact on the organization's end results. Participates with others in taking action for a department and/or total organization.

PUBLIC CONTACT

Regular contacts with patrons where the contacts are initiated by the employee. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted. Contacts of considerable importance and of such nature, that failure to exercise proper judgment may result in important tangible or intangible losses to the organization.

EMPLOYEE CONTACT

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs, plus frequent contact with senior level internal officials.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Occasional use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, etc.)

WORKING CONDITIONS

Outside or inside working environment, wherein there are potential hazardous working conditions and life-threatening situations exist (fire, chemicals, electrical sources, heights, dangerous people, etc.) part of the time.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is regularly exposed to outdoor weather conditions; occasionally exposed to work in high, precarious places, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, risk of radiation, vibration. The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Semi-repetitive, low physical. Semi-repetitive type work which requires periods of concentration for varied time cycles as prescribed by the tasks.

While performing the functions of this job, the employee is regularly required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, talk or hear, taste or smell; and occasionally required to climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

ADDITIONAL INFORMATION

SUPERVISORY RESPONSIBILITIES:

Serve in the capacity of division commander in the absence of the division commander as well as any other special assigned detail with the same responsibility and accountability. Directly supervises Sergeants in their respective divisions. Carries out all essential duties and responsibilities, as listed above, in accordance with the County's policies and applicable laws.

EDUCATION and/or EXPERIENCE:

Graduation from High School or GED with four years or more of college courses and five years of law enforcement experience at the Sergeant level; or equivalent experience. Completion of jail standards certification training course, state certification through the Arkansas Law Enforcement Academy and annual firearms qualifications. In-depth knowledge of law enforcement, jail operations, civil process, prisoner transporting, court system, basic first aid, CPR, protection from blood-related and/or other viruses, County policies and procedures, federal and state laws. Self-defense and physical restraint procedures. Complete the instructor's certification course, as well as the Field Training Officer Certification Course.

OTHER SKILLS and ABILITIES:

The individual in this position must be familiar with and have ability to operate the AFIS (Automated Fingerprint Identification System) and have ability and qualifications to be certified to operate the ACIC (Arkansas Crime Information Center) and the NCIC (National Crime Information Center) computer.

Must not have a felony conviction, of any kind, or domestic abuse conviction and before selection into this position, must be able to withstand a complete background investigation, polygraph examination and credit history report and in addition, must complete a physical and mental evaluation as part of the employment requirements within the first thirty days after hiring date. The incumbent must be able to perform all of the following as well as supervise others in the following: physical and mental stamina to fire weapons, must possess the ability to communicate effectively both orally and written, often under adverse conditions; possess good judgment; good powers of observation and memory and the ability to train others in the apprehension and detention of felons. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret a variety of county, state, and federal laws making decisions and taking action quickly. Must be able to react quickly and efficiently in all emergencies, natural or man-caused disasters. The incumbent also should be able to effectively operate a breath analyzer, calculator, computer, vehicle, AFIS computer, radio and typewriter. Must possess a valid Arkansas Driver's License.

Work involves an element of personal danger and high levels of physical, emotional and mental stress to deal with people in various situations.



STACEY A. ZIMMERMAN
CIRCUIT JUDGE

STATE OF ARKANSAS
CIRCUIT COURT
FOURTH JUDICIAL CIRCUIT
JUVENILE DIVISION
WASHINGTON & MADISON COUNTIES
885 CLYDESDALE DR.
FAYETTEVILLE, AR 72701
Tel.(479) 444-1739
FAX (479)444-1749

DELIA FOSTER
Trial Court Administrator
dfoster@co.washington.ar.us

RICHARD FOURT
Official Court Reporter
rfourt@co.washington.ar.us

December 5, 2017

Re: Request for 5% increase for Moutina Milne

Dear Justices:

Moutina Milne has been working for juvenile court as a FINS officer for over a year now. Her job description was recently updated to reflect her additional duties as a Juvenile Officer who is fluent in Marshallese and English. After receiving the job re-rating form from human resources, I was made aware that Ms. Milne's grade would only go up one grade and would not receive an increase in her hourly wage even though her duties are extensive.

I am requesting 5% more per hour for M s. Milne for the following reasons:

1. Ms. Milne is fluent in Marshallese and English, therefore, she is called into court frequently to assist with translation. The Administrative Office of the Courts (AOC) has only one certified interpreter for the Marshallese language for the whole state. The AOC certified interpreter is not always available for the juvenile court hearings as the AOC interpreter appears in courts all across the state;
2. Ms. Milne is asked to assist the other juvenile officers with interpreting for office meetings, phone calls, contacting parents for court hearings and translating documents;
3. Ms. Milne has her own case load to supervise and when she is pulled away from her regular duties to assist the court or other juvenile officers that takes away from her own job responsibilities; and lastly,
4. Ms. Milne acts as a liaison within the Marshallese community to inform them of how and what to expect when involved in the juvenile court system. Washington County, Arkansas is home to the largest Marshallese community in the United States.

For all these reasons I am asking to approve 5% more per hour for Ms. Milne. Thank you for your consideration.

Sincerely,

Stacey Zimmerman
Circuit Judge

State of Arkansas
Job Description

JOB TITLE: Juvenile Officer (fluent in Marshallese and English)

Exempt (Y/N): No

DATE PREPARED: October 18, 2017

DEPARTMENT: Juvenile Court Division

SUPERVISOR: Circuit Court Judge &
Director of Juvenile Court Services

SUMMARY:

The Juvenile Officer is responsible for the supervision of juvenile cases and monitoring the compliance with court order of juvenile and their families. Juvenile Officer will work as part of a cohesive team and will be required to assume duties as part of a multi-faceted operation that would address an array of juvenile and family situations both judicial and non-judicial in nature. The position requires decision-making, problem solving, and accurate reporting. The officer will be required to maintain, annotate, and prepare appropriate court documents. The Juvenile Officer will also be responsible for FINS (Family in Need of Services), diversions, and any petitioned case until release by the appropriate authorities. This position requires the ability to interact effectively with community care providers, juveniles, and families.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Respond to a twenty-four hour on call schedule on a rotation basis with the other active officers.
2. Notifies detained juvenile and family of crime(s), charge(s), and reason for detainment, including date, time, and location of detention hearing.
3. The officer will conduct the initial intake interview, take citizen complaints and confer with victims. All contact with the public will be conducted in a professional manner and in compliance with departmental policy and Arkansas law and make recommendations to the prosecutor for the appropriate course of action.
4. Work with Interstate Compact in returning juveniles to their home states when they are runaways, arrested in our county or have a warrant from another jurisdiction. Work with Interstate Compact to transfer a juvenile's probation to another state when appropriate, and to provide home studies and supervision of juveniles whose probation has been transferred to Washington or Madison County. Work with other Probation Departments throughout the State of Arkansas to provide supervision for juveniles who have moved within the State.

5. Make appropriate referrals to public or private agencies as well as schools, community based providers, Department of Human Service; to ensure clients obtain services needed.
6. Maintain close communications with all law enforcement agencies within Washington County.
7. The Juvenile Officer will supervise cases judicial and non-judicial in which they are assigned. The Juvenile Officer will monitor the client's progress as well as adherence to court orders, identifying potential problems, and taking corrective action. The Juvenile Officer will perform random visits to the school, home, job site or treatment facility as well as require routine office visits and maintain contacts with family, and other community agencies.
8. Maintain, update, and complete all necessary paper and computer documents to include, but not limited to:
 - Maintaining records of meetings with all concerned parties; psychological Assessments/reports, social data on probationer and family; receipts showing payment of fines, cost, fees, restitution, and/or completion of public service; attendance and behavior reports from school; and proof of attendance of AA/NA meetings.
 - Prepare request for prosecutor to file Motion for Revocation of Probation. In emergency situations, complete and file revocation papers.
 - Prepare the case file and all records for court hearings daily. Distribute reports to all parties before court hearings. Be available to present case information to the court when needed.
 - Maintain all juvenile records in a "confidential" manner, and ensure that information relating to a juvenile is not released except to authorized persons.
9. Prepare sentencing recommendations based upon consideration of the following: Number of previous offenses; seriousness of offenses; drug/alcohol abuse; psychological/behavioral problems; problems at home or school, success in meeting prior terms of probation, and any assessments by other agencies.
10. Appear in court and testify to relate successes or problems, inform the court about placement proceedings, and make recommendations about the continued detention or release of a juvenile.
11. Speak to various public and community groups, regarding the juvenile court process and services when called upon, and represent the court on committees as assigned by the judge

12. Maintain a current knowledge of Arkansas juvenile code, referral services available, shelter placement, group homes, hospital settings, therapeutic placements and treatment facilities in the IV Judicial District, and the State of Arkansas.
13. Administer drug screens (both written and physical) to juveniles and their families as ordered by the court.
14. All contact with the public will be conducted in a professional manner and in compliance with departmental policy and Arkansas law and make recommendations to the prosecutor for the appropriate course of action.
15. To perform all other functions assigned to him or her by this subchapter, by rules promulgated pursuant thereto, or by order of the court

ADDITIONAL RESPONSIBILITIES FOR BI-LINGUAL OFFICER:

In addition to the standard full time work load as a Juvenile Officer, the Bilingual Juvenile Officer will assist with the following:

- COURT ROOM
 - Interpret and translate during court hearings for Marshallese clients and families, including Dependent-Neglect, Delinquency, and FINS cases.
(The Administrative Office of The Courts only has one certified Marshallese interpreter in the state, and this interpreter isn't always available to interpret for Juvenile Court hearings.)
 - Assist other agencies, such as the Department of Human Services, with translation during meetings and home visits.
 - Assist Marshallese families in the courtroom in filling out all necessary paperwork for court, assessments, or the Juvenile Detention Center.
 - Interpret and explain court orders to Marshallese families and juveniles.
- PROBATION
 - Assist with interpreting for Marshallese families and juveniles during home, school, and office visits with Probation Officers.
 - Translate and interpret voicemail messages from Marshallese clients and families to Probation Officers.
 - Call and schedule appointments with Marshallese clients.
 - Contact Marshallese families to inquire about any issue that has been reported regarding Marshallese youth.
 - Notify Probation Officers when Marshallese families or juveniles call in to report violations, ask questions, or give an update on how things are going.

- Assist Marshallese families with questions regarding court orders and upcoming court dates.
- **INTAKE/ DIVERSIONS**
 - Assist Marshallese families with completing intake interview documentation.
 - Interpret and explain Diversion Contracts to Marshallese families and juveniles.
 - Call Marshallese parents to schedule appointments, discuss any issues or reports regarding juvenile, and convey questions that Intake and Diversion Officers might have for families and juveniles.
 - Notify Intake and Diversion Officers when Marshallese parents or juveniles call to report violations or updates.
 - Serve as an interpreter during office visits with Intake Officers or Diversion Officers.
 - Assist Marshallese families with questions regarding court orders and upcoming court dates.
- **COMMUNITY**
 - Conduct community outreach classes with the Marshallese community.
 - Serve as a liaison between the Juvenile Court and the Marshallese families in the community.
 - Attend meetings and events involving organizations and community groups involved with the Marshallese community.
 - Assist members of the Marshallese community with referrals to service providers.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

The officer should possess a Bachelor's Degree in a related field plus four (4) years work experience; or equivalent combination of education and experience. The officer must complete 40 hours of training in "Juvenile Officer Certification Training" provided by AOC to be a Certified Juvenile Officer. The officer must complete 12 hours of training annually to maintain the certification. The officer should have experience working with teenagers, judgment skills when handling complaints, and communication skills when meeting the public.. The officer cannot have a criminal record. This position requires a high level of problem solving and listening skills.

OTHER SKILLS and ABILITIES:

The officer shall possess good typing and computer skills; have knowledge of modern office practices, procedures, and equipment. The officer should have strong written and verbal communication skills; must possess the ability to establish a good rapport with individuals often under difficult or high-risk circumstances. Must have the ability to de-escalate volatile situations involving juveniles and their families. Self-motivation and the ability to positively motivate juveniles and their parents are essential. Must be fluent in English and Marshallese.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands and fingers, handle, or feel objects, and to talk or hear. The employee must occasionally sit and reach with hands and arms. Specific vision abilities required by this job include the ability to adjust focus, distance vision, depth perception, and peripheral vision.

This job carries a degree of threat; dangerous situations can occur at any time.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

WASHINGTON COUNTY
Job Evaluation

Juvenile
Officer

JOB TITLE: Juvenile Officer - Multilingual

Factor	Basis for Rating	Current Rating	Proposed Rating	Points
1	<u>Experience-General</u> : Minimum time to become familiar with requirements of the job.	7	7	74
2	<u>Experience</u> : Minimum time to become familiar with management requirements of the job.	0	0	0
3	<u>Education</u> : Preliminary formalized training or self-development expressed in terms of equivalent formal education.	5	5	70
4	<u>Initiative & Ingenuity</u> : Measure of ability to proceed alone, make decisions within authority, & ability to comprehend assignment.	6	6	50
5	<u>Mental Demand</u> : Measure of degree of concentration and sensory alertness.	4	5	70
6	<u>Analytical Ability/Problem Solving</u> : Opportunity to apply analytical ability and self-starting thinking.	6	6	100
7	<u>Responsibility for Work of Others - Supervision</u> : Appraises responsibility for work and direction of others.	0	0	0
8	<u>Responsibility for Funds, Equipment, Property, Etc.:</u> Personal responsibility and accountability for receipt, storage, issue, or use.	2	2	16
9	<u>Responsibility for Accuracy</u> : Opportunity for and probable effect of errors.	4	4	44
10	<u>Accountabilities</u> : Freedom to act, monetary impact, & impact on end results.	8	8	90
11	<u>Contacts with Public</u> : Responsibility for effective handling of contacts.	5	5	80
12	<u>Contacts with Employees</u> : Responsibility for effective handling of contacts.	5	5	49
13	<u>Machine Operations</u> :	4	4	38
14	<u>Working Conditions</u> :	4	4	26
15	<u>Physical Demand</u> :	2	2	8
		694		715
	Washington County Salary Grade Level	15		16

Signed: _____

Date: November 29, 2017

DBCompensation Job Valuing Summary

SCENARIO **Washington County**
August 2017
 POSITION **Juvenile Officer - Multilingual**
 JOB CODE: **16**

FACTOR	BASIS FOR JOB VALUING	DEGREE	VALUE
1	Experience-General: Minimum time to become familiar with requirements of the job.	7	74
2	Experience-Minimum time to become familiar with management requirements of the job.	0	
3	Education: Preliminary formalized training or self-development expressed in terms of equivalent formal education.	5	70
4	Initiative & Ingenuity: Measure of ability to proceed alone, make decisions within authority, and ability to comprehend assignment.	4A 4	6 50
		4B 4	
		4C 4	
5	Mental Demand: Measure of degree of concentration and sensory alertness.	5	70
6	Analytical Ability/Problem Solving: Opportunity to apply analytical ability and self-starting thinking.	6	100
7	Responsibility for Work of Others - Supervision: Appraises responsibility for work and direction of others.	0	
8	Responsibility for Funds, Equipment, Property, Etc.: Personal responsibility and accountability for receipt, storage, issue, or use.	2	16
9	Responsibility for Accuracy: Opportunity for and probable effect of errors.	4	44
10	Accountabilities: Freedom to act, monetary impact, and impact on end results.	10A 5	8 90
		10B 1	
		10C 3	
11	Contacts with Public: Responsibility for effective handling of contacts.	5	80
12	Contacts with Employees: Responsibility for effective handling of others.	5	49
13	Machine-Computer Operations	4	38
14	Working Conditions	4	26
15	Physical Demand	2	8
TOTAL VALUE			715

SIGNED: _____



STACEY A. ZIMMERMAN
CIRCUIT JUDGE

STATE OF ARKANSAS
CIRCUIT COURT
FOURTH JUDICIAL CIRCUIT
JUVENILE DIVISION
WASHINGTON & MADISON COUNTIES
885 CLYDESDALE DR.
FAYETTEVILLE, AR 72701
Tel. (479) 444-1739
FAX (479) 444-1749

DELIA FOSTER
Trial Court Administrator
dfoster@co.washington.ar.us

RICHARD FOURT
Official Court Reporter
rfourt@co.washington.ar.us

December 5, 2017

Re: Request to hire the Administrative Assistant

Dear Justices:

We have a vacancy for the Administrative Assistant position in juvenile court. The starting pay for the position is \$12.68 per hour. The previous employee rate of pay was \$15.29 per hour. I am requesting the quorum court to approve hiring an applicant at \$14.68 per hour for the following reasons:

1. The applicant is already trained in juvenile court procedures, confidentiality, court orders and juvenile court cases;
2. The applicant has a college degree in business administration; and,
3. This position is like an air traffic controller. The Administrative Assistant coordinates contact between the juveniles and families who come through the juvenile court lobby and the sixteen juvenile probation, intake and diversion officers. For the month of November 2017, there were 1,463 people who came through our lobby Monday through Friday (this does not include visitors of kids in JDC-visiting hours are only on the weekend). Our lobby has extremely high traffic, probably the highest volume of any court lobby.

We do not want to lose the opportunity to hire such a skilled, qualified and proven applicant. Thank you for your consideration.

Sincerely,

Stacey Zimmerman
Circuit Judge

WASHINGTON COUNTY

Job Description

JOB TITLE: Administrative Assistant-Juvenile Court

Exempt (Y/N): No

DATE PREPARED: August 2013

DEPARTMENT: Juvenile Division

SUPERVISOR: Director of Juvenile Court
Services and Circuit Court III Judge

SUMMARY:

The incumbent provides administrative assistance and secretarial duties for the Director and others designated by the Director for the department. He/she ensures that all office functions are performed efficiently and in a professional and timely manner to maintain office continuity. This position assists office staff, attorneys, Judge, and the general public with numerous tasks. The incumbent is essentially the “gatekeeper” for the office. The Administrative Assistant initiates and installs new ideas for efficient operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Greet individuals entering the office, provide information, or direct them to the appropriate individual within the office.
2. Answer telephones, direct phone calls to appropriate person or department, or take messages in a polite and efficient manner.
3. Resolve problems and deal with the public in a professional manner.
4. Perform general office duties which include word processing, data entry, photocopying, filing, prepare and send mailings/correspondence, open/distribute mail, fax documents. Basic computer skills in MS Word, Excel, Access and Outlook required.
5. Maintain office files in an accurate and efficient manner.
6. Maintain office equipment in working condition. Call for service and/or repair as required. Maintain adequate supplies for facility offices. Reorder supplies as necessary.
7. Receive, review, and follow-up on reports/printouts, etc.
8. Provide assistance to office staff and perform miscellaneous duties as assigned by supervisor.
9. Teach new employees proper time card procedure and assist Director with payroll.

10. Maintain adequate supplies for the office. Reorder as necessary.
11. Conduct all liaison activities in a professional manner to ensure maximum cooperation among County and other agencies.
12. Ensure that all duties assigned are performed according to office policy and procedures.
13. Verify invoices and forward to comptroller such as visa card purchases, submission of purchase order requests, and other expenditures incurred by the facility in a timely manner.
14. Assist Director with organizing and balancing the department's budget.
15. Testify in court on occasion about conversations with the public or results of Lab work on drug tests.
16. Supervise special projects assigned by the Judge and/or Director.
17. Type court orders and various other legal documents.
18. Make occasional trips to the Circuit Clerks office to have legal documents file marked.
19. Notarize numerous court documents.
20. Make trips to various locations to pick up supplies.
21. Assist Trial Court Assistant with various tasks and perform his/her duties in their absence.
22. Perform other related duties as required or assigned.
23. Regular attendance is mandatory for this position.
24. Learn the office Rite Track Database to be able to navigate and import forms or print forms from various records.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUACTION and/or EXPERIENCE:

A minimum of high school diploma general education degree (GED) is required with someclerical/secretarial schooling and/or word processing training; and 2 years previous legal office experience preferred.

OTHER SKILLS and ABILITIES:

The incumbent must possess excellent communication skills, as frequent contact is required with the public and others. The employee must possess good organizational skills and be able to work with numerous interruptions. He/she must also have knowledge of modern office equipment such as copiers, FAX, calculators, etc.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk, hear, and use hands to finger, handle, or feel objects. The employee must frequently walk, reach with hands and arms, and kneel or crouch. The employee must occasionally lift and/or move up to 25 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.



OFFICE OF THE PROSECUTING ATTORNEY

MATT DURRETT

District Prosecutor

FOURTH JUDICIAL DISTRICT
WASHINGTON AND MADISON COUNTIES

DEPUTY PROSECUTORS:

Mieka Hatcher • Terra Stephenson • Charles M. Duell • Chreea S. Booher • David G. Bercaw • Brian Lamb • Kevin Metcalf • Shane Kerr
Sarah Ashley • Natalie Morrison • Sara Swearengin • Courtney Cassidy • John Snyder • Chloe Fackler • Darrington Parrish • Joel Cape

December 5, 2017

Dear JESAP committee:

I am writing to recommend Suanny Lopez for the position, Bilingual Victim Assistance Coordinator, at her current pay rate. Suanny has been employed by our office for over 6 years as the Bilingual Paralegal. During her time in that role, she has assumed the duties of a Victim Assistance Coordinator. She currently has her own caseload of victims. Considering Suanny's experience with victims and her education in criminal justice, she could easily slide into the role of Bilingual Victim Assistance Coordinator, without any further training.

Please feel free to contact me if you have any questions.

Respectfully,

Matt Durrett
Prosecuting Attorney

Washington County Victim Assistance Coordinator - Non-Violent Cases Job Description

Job Code: 13
Exempt: No
Department: Prosecuting Attorney
Reports To: Victim Assistance Program Director
Location: Prosecuting Attorney's Office
Date Prepared: September 29, 2017
Date Revised:

GENERAL DESCRIPTION OF POSITION

To ensure the Program meets the expectations of local prosecutors, judges and victims while abiding by state victim assistance guidelines as designed by the Prosecutor Coordinator's Office. To maintain community awareness of the Program and coordinate with local agencies to ensure the Program is providing coordinated, but not duplicate, services.

To provide victims of non-violent crime and Spanish-speaking crime victims the information and support needed to ensure positive experiences with the criminal justice system, to assist prosecutors toward successful resolution of criminal cases, and to enhance community response to victimization.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Fulfill the Prosecutor's obligation to notify victims of court dates, motions, prosecutor meetings, bond hearings, plea offers, dispositions and offender status.
2. Educate victims on the process for pursuing criminal charges and what to expect once a complaint/arrest has been made. Remain available to victims and their families for crisis intervention and support.
3. Use skills to encourage and empower victims, to provide a safe place for victims to express frustration and anger, and to de-escalate volatile people and situations.
4. Coordinate with law enforcement to locate unresponsive or uncooperative victims and witnesses through police reports, schools, employment, and visits to homes or relatives' homes if necessary.
5. Maintain current knowledge of Arkansas law related to violent crimes and protective orders. Be able to explain laws, statutes of limitation, and penalty ranges. Explain prosecution/defense negotiations to victims for their input and relay their responses to prosecutors to assist in the determination to settle cases or go to trial.
6. Coordinate Victim Impact Statements/Testimony ensuring that statements meet the statutory requirements and that judges, prosecutors and defense attorneys are provided copies for review.
7. Escort victims to hearings/trials in order to provide support, answer questions and explain proceedings. Assure that victims are protected during trials and ready for testimony at the appointed time.
8. Coordinate return of evidence/property to victims ensuring the criminal case is complete and providing documentation to the appropriate law enforcement agency.

9. Refer victims to community agencies for emergency assistance. Maintain communication with and understanding of local resources in order to enhance victim services. Intercede with landlords, employers, and caregivers to increase victims' ability to participate with prosecution. Provide attendance letters for school and employers when requested.
10. Assist victims in filing applications for Crime Victims Reparations (financial assistance for medical, mental health treatment). Maintain contact with representatives of the Attorney General's Office regarding filed applications.
11. Provide appropriate referral to protective order petitioners being sensitive to type of abuse alleged and the circumstances surrounding the need for safety and protection. Provide referrals for alternatives when eligibility criteria are not met.
12. Fulfill requirements of mandated reporter statutes making reports to the Child Abuse and Neglect Hotline when warranted. Follow up with law enforcement when reports should be made and encourage alleged victims' parents to make reports when abuse is suspected.
13. Educate victims on the VINE system and provide them the means to keep up with offender status in the Department of Corrections. Submit written requests for notification on behalf of victims. Coordinate with the Department of Corrections to ensure that web site information is accurate and that victim information is up-to-date.
14. Represent the Prosecutor's Office through letters or attendance at Victim Impact Hearings with the Parole Board in Little Rock upon victim request.
15. Perform all liaison duties in a professional manner to ensure maximum cooperation with the County and other agencies.
16. Represent Prosecutor's Office on special groups or task forces related to victims, specifically victims within the County's Spanish-speaking population.
17. Maintain written records as needed to document victim input, services provided and communication with prosecutors, law enforcement and other agencies.
18. Maintain understanding Arkansas Crime Victim Rights Law, which crimes are addressed under the law, and which services are mandated by law.
19. Review probable cause reports to collect victim information and to assist in gathering information that may be needed for a filing decision, i.e. restitution information, medical records, 911 recordings, pictures, and feedback from officers, probation, Department of Human Services, etc.
20. Ensure that all activities are professionally and ethically performed in accordance with the law to protect the individual rights of citizens in Washington County.
21. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

Broad knowledge of such fields as accounting, marketing, business administration, finance, etc. Equivalent to a four year college degree, plus 2 years related experience and/or training, or equivalent combination of education and experience.

COMMUNICATION SKILLS

Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.

CRITICAL THINKING SKILLS

Ability to solve practical problems and deal with a variety of known variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, or diagram formats.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Intermediate: Database

Basic: Alphanumeric Data Entry, Spreadsheet, Word Processing/Typing

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under direction where a definite objective is set up and the employee plans and arranges own work, referring only unusual cases to supervisor.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work; may also occasionally assist in the planning of work assignments performed by others within a limited area of operation.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance; the latter of which would affect the work operations of other employees and/or clientele to a moderate degree.

MENTAL DEMAND

Close mental demand. Operations requiring close and continuous attention for control of operations. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

ANALYTICAL ABILITY / PROBLEM SOLVING

Directed. Supervisory and/or professional skills using structured practices or policies and directed as to execution and review. Interpolation of learned things in moderately varied situations where reasoning and decision-making are essential.

RESPONSIBILITY FOR WORK OF OTHERS

Responsibility for work of others: Not indicated.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Occasionally responsible for organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from \$5,000 to \$150,000.

ACCURACY

Probable errors of internal and external scope would have a moderate effect on the operational efficiency of the organizational component concerned. Errors might possibly go undetected for a considerable period of time, thereby creating an inaccurate picture of an existing situation. Could cause further errors, losses, or embarrassment to the organization. The possibility for error is always present due to requirements of the job.

ACCOUNTABILITY

FREEDOM TO ACT

Directed. Freedom to complete duties as defined by wide-ranging policies and precedents with mid to upper-level managerial oversight.

ANNUAL MONETARY IMPACT

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

None. Job does not create any dollar monetary impact for the organization.

IMPACT ON END RESULTS

Moderate impact. Job has a definite impact on the organization's end results. Participates with others in taking action for a department and/or total organization.

PUBLIC CONTACT

Regular contacts with patrons where the contacts are initiated by the employee. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted. Contacts of considerable importance and of such nature, that failure to exercise proper judgment may result in important tangible or intangible losses to the organization.

EMPLOYEE CONTACT

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, driver's license/cdl, etc.)

WORKING CONDITIONS

Somewhat disagreeable working conditions. Continuously exposed to one or two elements such as noise, intermittent standing, walking; and occasional pushing, carrying, or lifting.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Moderate diversity, low physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which are not as varied as those positions with high-level diversity and decision-making.

While performing the functions of this job, the employee is regularly required to sit, talk or hear; frequently required to use hands to finger, handle, or feel; and occasionally required to stand, walk, reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision; and color vision.

ADDITIONAL INFORMATION

Qualifications:

Bachelor of Arts Degree in Social Work or related field is preferred.
Experience in direct service with victims is preferred.
Bilingual skills are required.

In lieu of a degree, completion of the Arkansas Crime Victims Assistance Academy and the New Victim Assistance Coordinator training through the Prosecutor Coordinator's Office will be required.

DBCompensation Job Valuing Summary

SCENARIO **Washington County
August 2017**

POSITION **Victim Assistance Coordinator - Non-Violent Cases**

FACTOR	BASIS FOR JOB VALUING	DEGREE	VALUE
1	Experience-General: Minimum time to become familiar with requirements of the job.	5	54
2	Experience-Minimum time to become familiar with management requirements of the job.	0	
3	Education: Preliminary formalized training or self-development expressed in terms of equivalent formal education.	5	70
4	Initiative & Ingenuity: Measure of ability to proceed alone, make decisions within authority, and ability to comprehend assignment.	4A 4	5 36
		4B 3	
		4C 3	
5	Mental Demand: Measure of degree of concentration and sensory alertness.	4	49
6	Analytical Ability/Problem Solving: Opportunity to apply analytical ability and self-starting thinking.	5	70
7	Responsibility for Work of Others - Supervision: Appraises responsibility for work and direction of others.	0	
8	Responsibility for Funds, Equipment, Property, Etc.: Personal responsibility and accountability for receipt, storage, issue, or use.	4	32
9	Responsibility for Accuracy: Opportunity for and probable effect of errors.	3	32
10	Accountabilities: Freedom to act, monetary impact, and impact on end results.	10A 5	7 70
		10B 0	
		10C 3	
11	Contacts with Public: Responsibility for effective handling of contacts.	5	80
12	Contacts with Employees: Responsibility for effective handling of others.	4	38
13	Machine-Computer Operations	4	38
14	Working Conditions	3	18
15	Physical Demand	2	8
TOTAL VALUE			595

SIGNED: _____