



WASHINGTON COUNTY, ARKANSAS
County Courthouse

MEETING OF THE
WASHINGTON COUNTY QUORUM COURT
PERSONNEL COMMITTEE

Monday, April 9, 2018
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. Deputy Coroner (4.1 – 4.3)
5. Vet Tech/Patient Transport Coordinator – Animal Services (5.1 – 5.4)
6. Executive Assistant-Jury Administrator (6.1 – 6.3)
7. Other Business: Any other business to be discussed by the Committee will be brought up at this time
8. Public Comments
9. Adjournment

Roger Morris
COUNTY CORONER



Michael Watson
HR DIRECTOR

**WASHINGTON COUNTY, ARKANSAS
CORONER'S OFFICE**

9 April 2018

To: Personnel Committee

I have had a continuing problem with retaining staff to work in my department. Much of the issue has to do with the fact that I have historically offered only part-time positions in an effort to address the ad hoc nature of the work done in my department. Recently, after reviewing my 2018 budget, and in an effort to provide a more seamless service to the County, I would like to fund one full time position for my office. Due to the amount of money needed for the bigger budgeted offices I decided to see if I could make it through one more year, however this won't be feasible. The Washington County Coroner's Office does close to 2,500 calls per year and I have maintained the same number of personnel when I was doing 600. The part time employees have full-time jobs and the majority of our cases come in after midnight and will last anywhere between 4-6 hours. While I do appreciate people who have applied for my office, but after a few days it is just a revolving door. I could hire 15 part-time deputy coroners like Benton County and Sebastian County but to maintain in the budget, there isn't any way to train them properly. To ensure effectiveness for the citizens of Washington County and my office, I firmly believe it is time to move in this direction of hiring one full time employee.

After discussions with the HR office, it appears that the position would be at a Grade 17 (with a starting pay of \$16.92/hr or \$35,193.60/yr). I will be submitting an ordinance for the one positions to both *Budgets/Finance Committee* and the *Quorum Court* that will pro-rate the salaries from the Coroner Budget 2018 for the rest of the fiscal year.

Thank you for your consideration.

Sincerely,

RM **Roger Morris**
County Coroner
Washington County

2769 South Brink Drive • Fayetteville, Arkansas 72701
Telephone: (479) 444-1730 • Fax: (479) 444-1731
rmorris@co.washington.ar.us

Washington County is an Equal Employment Opportunity M/F/D/V

Washington County Deputy Coroner Job Description

Job Code: 17
Exempt: No
Department: Coroner
Reports To: Coroner
Location: Coroner's Facility
Date Prepared: February 13, 2018
Date Revised:

GENERAL DESCRIPTION OF POSITION

Responsible for the investigation of human death cases reported to the coroner under Arkansas law and rendering of rulings as to cause, manner, and time of death.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Receives and investigates reports of human deaths within the County as prescribed by law and policies.
2. Investigates death scenes by gathering of evidence, photographing the area and body, measuring and sketching scene and location of victim, and recording all details of scene, victim, and circumstances that would facilitate the identification of cause and nature of death.
3. Interviews witnesses, family members, acquaintances and friends of victim and investigative personnel to determine pertinent facts concerning the death.
4. Prepares and transports deceased bodies to appropriate agencies.
5. Examines physical changes such as lividity, temperature, and rigor mortis of deceased body to determine time and position at death.
6. Examines nature of any wounds to determine exact cause of death.
7. Draws body fluids such as blood, vitreous humor, and urine from victims for lab analysis and prepares reports for submission of samples to proper investigative agency.
8. Maintains written narrative reports on each case investigated and puts records into computer; submits reports with determination of nature of death to supervisor for review and completion of death certificates.
9. Attends autopsies and assists Medical Examiner as requested.
10. Answers questions from family members, insurance companies, investigative personnel, attorneys, funeral homes, etc., regarding death investigations.
11. Ensures County vehicle maintenance and maintenance of supply and equipment inventory.
12. May be required to issue subpoenas, swear witnesses or exercise the power of arrest as necessary during investigations.

13. Conducts classes for Law Enforcement Agencies, emergency personnel, and the general public concerning crime scene and evidence preservation, investigative methods and procedures, suicide prevention, criminal behavior, etc.

14. Testifies in court regarding death scene investigations.

15. 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 3 years related experience and/or training, and 12 to 18 months related management experience, 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 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 or be able to immediately obtain a valid Arkansas Driver's License.

Must pass criminal and personal background investigation.

Must be able to complete training for certification by State Crime Laboratory for the removal of body fluids for toxicology testing.

Must to able to obtain diplomat American board of Medicolegal Death Investigator certification within two year of employment

Must obtain certification as law enforcement instructor by the Arkansas Commission on Law Enforcement Standards and Training within one year of employment.

Employment is contingent upon satisfactory completion of the following pre-employment requirements: criminal background check, drug screening, sexual offender check and physical examination by appropriate licensed agencies.

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

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

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 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.

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

Outside working environment, wherein there are disagreeable working conditions 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 frequently exposed to outdoor weather conditions; and .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, moderately physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which requires somewhat diversified physical demands of the employee.

While performing the functions of this job, the employee is frequently required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms, stoop, kneel, crouch, or crawl, talk or hear, taste or smell; occasionally required to sit, climb or balance. The employee must occasionally lift and/or move more than 100 pounds; frequently lift and/or move up to 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

REQUIRED SKILLS, KNOWLEDGE, AND ABILITIES:

Considerable knowledge of the principles, practices, and terminology of forensic medicine.

Comprehensive knowledge of criminal investigative techniques.

Considerable knowledge of interviewing techniques and methods.

Ability to prepare detailed written narrative reports.

Ability to maintain a detailed record keeping system.

Ability to tactfully and effectively communicate with and gather information from family and friends of victims, investigative personnel, attorneys, and the general public.

Ability to conduct duties in uncomfortable weather conditions including cold, heat, rain, etc.

Ability to remove fluid samples from deceased bodies.

Skill in the operation of a computer.

PHYSICAL REQUIREMENTS:

Ability to lift and carry loads up to 150 pounds with assistance.

Ability to climb ladders, trees, and other obstacles within crime scenes.

Visual acuity sufficient to observe details at death scene.

Manual dexterity necessary to sketch death scene, operate computer keyboard, and draw body fluids.

Ability to communicate orally, individually and to groups.

WORKING CONDITIONS:

Work is primarily performed in the field and may require performance of duties in uncomfortable weather conditions including cold, heat, rain, etc.

MINIMUM QUALIFICATIONS:

Completion of high school; completion of training in forensic medicinal methods and terminology; considerable experience with death scene investigation or any equivalent combination of experience and training which provides the required skills, knowledge, and abilities.

Must possess or be able to immediately obtain a valid Arkansas Driver's License.

Must have vision level of or correctable to 20/20.

Must be 21 years of age or older.

Must pass criminal and personal background investigation.

Must be able to complete training for certification by State Crime Laboratory for the removal of body fluids for toxicology testing.

Must obtain certification as law enforcement instructor by the Arkansas Commission on Law Enforcement Standards and Training within one year of employment.

Employment is contingent upon satisfactory completion of the following pre-employment requirements: criminal background check, drug screening, sexual offender check and physical examination by appropriate licensed agencies.

Must obtain Certification Diplomat American Board of Medicolegal Death Investigator within two year of employment

Subject to random drug testing.

DBCompensation Job Valuing Summary

SCENARIO **Washington County**
January 2018
 POSITION **Deputy Coroner**
 JOB CODE: **17**

FACTOR	BASIS FOR JOB VALUING	DEGREE	VALUE
1	Experience-General: Minimum time to become familiar with requirements of the job.	6	64
2	Experience-Minimum time to become familiar with management requirements of the job.	3	99
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.	5	70
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.	5	57
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	5	32
15	Physical Demand	5	24
TOTAL VALUE			773

SIGNED: _____

Joseph K. Wood
COUNTY JUDGE



WASHINGTON COUNTY, ARKANSAS
COUNTY COURTHOUSE

April 9, 2018

To JESAPersonnel Committees,

The Animal Shelter has been reorganized in an effort to gain better efficiencies in how it operates. To that end, the Director saw a need to combine similar or related roles whenever the opportunity presented itself.

One of the more obvious was in the maintenance and transport of clients. Additionally, much of the basic lab work and surgical procedures that has to occur was combined under one position. The incumbent that would fulfill this role would combine extensive experience in all of these roles as well as assist with the day-to-day running of the Animal Shelter.

I respectfully submit this request for consideration by both the JESAP and the Personnel Committee in having this position re-rated to properly reflect the increased responsibilities that fall within this new position.

Respectfully,

Joseph K. Wood
County Judge
Washington County

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Washington County is an Equal Employment Opportunity Employer M/F/D/V

WASHINGTON COUNTY
Job Description

JOB TITLE: Vet Technician/Patient Transport Coordinator- Animal Services

Exempt (Y/N): Yes

DEPARTMENT: County Judge – Animal Services

DATE PREPARED: March 2018

SUPERVISOR: Animal Shelter Director

GENERAL DESCRIPTION OF POSITION:

This position supervises the cleaning of the shelter; the care and treatment of incoming animals under the direction of the contracted Veterinarians and Shelter Director. This position also performs basic lab work, including urinalysis and blood tests, skin scrapes, Trichograms, DTM cultures, and blood smears; performs tests such as for Heartworm Disease, Feline Leukemia/FIV, Parvovirus, and intestinal parasites. Coordinates surgical procedures; transports animals to appointments, and operates all medical related equipment; such as anesthesia machines, BioSonic, Autoclave, and ECG monitors.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Assist kennel staff with day to day duties relating to the shelter animals including treatment of incoming animals.
2. Oversee and perform euthanasia and track the use of controlled substances. Maintain federal drug records and keep inventory of federal drugs in order to meet DEA requirements.
3. Assist during patient examinations and surgical procedures by restraining animals when necessary, stocking examination area and surgery rooms with supplies, sterilizing tools and ensuring that equipment is in working order.
4. Perform an initial evaluation of the animal's condition, clean and wrap wounds, check vital statistics, collect samples and administer medication.
5. This position will be responsible for calculating sedative and anesthesia drugs and administering these drugs under the supervision of the Contracted Veterinarian. DEA log books must be maintained for all controlled drugs used for surgical procedures.
6. Supervise the treatment of ill and injured animals, perform skins scrapes, diagnostic testing, test for ear mites & yeast.
7. Supports operations by assembling required supplies and instruments; setting-up surgery table instruments; restraining animals; completing local/regional anesthesia; operating and monitoring anesthetic machines; hooking-up ECG monitors; preparing surgical site; placing catheters; obtaining blood gases; cleaning-up post-surgical site; maintaining sterile conditions; obtaining and verifying medications.

8. Oversee disease testing of shelter animals and train kennel supervisors to properly conduct the tests.
9. Supervise the maintenance of animal records; updating records when necessary.
10. Assist Contracted Veterinarians and Director in updating the Shelter manual as needed.
11. Perform and assist with performing behavior assessments on animals moving to the adoption areas and those scheduled for transport.
12. Maintain inventory of clinic supplies and inform Director of needed items before the supply is depleted.
13. Do daily check of animals, with assistance of kennel supervisors and kennel attendants, to note any sign of illness or distress.
14. Oversee preparation of adopted, transported or reclaimed animals to leave the shelter.
15. Schedule all surgical procedures, health checks, as well as animal examinations with Contracted Veterinary facilities to be performed. Communicate with Contracted Veterinarians concerning any necessary treatment of shelter animals and carryout Veterinarian's recommendations for treatment.
16. 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. An individual must be detail-oriented and well-organized so that they may document abnormalities in incoming animals, carry out instructions, document patient statistics and update records. It's also essential that an individual enjoy working with animals and have the ability to comfort, handle and restrain large and small dogs and cats.

EDUCATION AND EXPERIENCE:

High school, plus Certified Veterinary Technician training and/or on the job education in the Veterinary Technician field; e.g. data processing, equipment operation, etc, plus 2 years related experience and/or training, or equivalent combination of education and experience.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT:

Budget Responsibility:	\$60,000.
Equipment & Property:	\$200,000.

SUPERVISORY RESPONSIBILITIES:

Supervises non-supervisory employee(s)/inmate labor and volunteers. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training employees; planning, assigning and directing work; appraising performance, addressing complaints and resolving problems.

COMMUNICATION SKILLS:

Must have excellent communication skills, so that interaction with pet owners, general public and coworkers is accurate and professional. Must have an understanding of animal behavior and strong clinical skills in order to properly evaluate an animal's condition and provide necessary treatment.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as 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.

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, either of which would affect the work operations of small organizational component and the organization's clientele.

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.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS:

Regular use of complex machines and equipment (desktop/laptop computer, software, Oxygen Generators, Anesthesia machine, BioSonic, Autoclave, and ECG Monitor. and other equipment, etc.)

ACCURACY:

Accuracy in medical records, drug logs and surgical calculations is a must. 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.

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.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS:

Arkansas Certified Veterinary Technician and Euthanasia Technician.

SOFTWARE SKILLS REQUIRED:

Basic: Alphanumeric Data Entry, Contact Management, Spreadsheet, Word Processing/Typing.

ADDITIONAL INFORMATION:

Not indicated.

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.

While performing the functions of this job, the employee is regularly required to stand, walk, use hands to finger, handle, or feel; and frequently required to reach with hands and arms, talk or hear; occasionally required to sit, climb or balance, stoop, kneel, crouch, or crawl, taste or smell. The employee must occasionally lift and/or move more than 100 pounds; frequently lift and/or move up to 100 pounds; regularly 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.

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 occasionally exposed to outdoor weather conditions. The noise level in the work environment is usually loud.

*WASHINGTON COUNTY
Job Description for Vet Technician-Animal Services
Printed 03/2018*

WASHINGTON COUNTY
Job Evaluation

JOB TITLE: Vet Tech/Pt. Transport Coordinator		Vet Technician		
Factor	Basis for Rating	Current Rating	Proposed Rating	Points
1	<u>Experience-General:</u> Minimum time to become familiar with requirements of the job.	5	5	54
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.	4	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.	4	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.	2	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.	6	7	70
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.	4	4	38
13	<u>Machine Operations:</u>	4	4	38
14	<u>Working Conditions:</u>	3	3	18
15	<u>Physical Demand:</u>	5	5	24
		557		623
	Washington County Salary Grade Level	12		14

Signed: _____

Date: March 14, 2018

DBCompensation Job Valuing Summary

SCENARIO **Washington County**
January 2018

POSITION **Vet Tech/Pt. Transport Coord. - Animal Services**

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.	4		44	
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	5		24	
TOTAL VALUE				623	

SIGNED: _____

Washington County

Executive Assistant-Jury Administrator

Job Description

Job Code: 19
Exempt: No
Department: Circuit Clerk
Reports To: Circuit Clerk
Location: Circuit Clerk's Office
Date Prepared: April 03, 2018
Date Revised:

GENERAL DESCRIPTION OF POSITION

Under the direction of the Circuit Clerk, the Executive Assistant/Jury Administrator performs executive level administrative and secretarial duties for the Circuit Clerk and others designated by the Circuit Clerk. This position works closely with the Circuit Clerk and coordinates with other county personnel, in addition with state, federal, municipal agencies, other counties, as well as vendors and the general public. This position has considerable contact with the courts, attorneys, the public and other county offices and officials. This position ensures that all purchasing requirements are met and that all budgetary items are properly recorded. This position is responsible for administering all jury activities, and must appear in Circuit Court in representation of the Clerk. This position must be filled by a person capable of learning specialized clerical skills, providing accurate service in a timely manner. They must also exhibit good public relations, as they will work directly with the six (6) Circuit Judges, judge's staff, attorneys, and a cross section of the citizens of Washington County. This person will be overseeing the deputy court clerks in assigning jury panels. This position must know rules, laws, policies and procedures of the Circuit Court and State of Arkansas that govern this position. Along with the Clerk they are responsible for many different aspects of the jury process. The Administrator will directly and indirectly work with approximately 5000 citizens annually. This position will also be responsible for but not limited to \$150,000.00 and the disbursement of these funds to various vendors and the direct payroll of jurors. This position is subject to audit annually, by the State Legislative Audit. This position would be reporting as required by law all financial reports to the Arkansas Administrative Office of the Courts. The Executive Assistant/Jury Administrator would work closely with the Circuit Clerk, reporting and keeping the Circuit Clerk informed of all jury trials and all highly sensitive court matters. The Executive Assistant/Jury Administrator must represent the Circuit Clerk in a favorable government image at all times.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Perform executive level secretarial/administrative duties for the Circuit Clerk and others designated by the Circuit Clerk; including but not limited to; typing, answering and disseminating of telephone calls, personal visits, answering/distributing of correspondence. Must maintain confidentiality for sensitive information as directed by the Circuit Clerk or by County policies. Successfully completes administrative projects that can affect the Circuit Clerk's reputation and professional relationships, with a proactive, hands on approach, to include drafting letters, exercising diplomacy and good communications skills in receiving visitors and incoming calls. Responsible for taking care of key reputational tasks on behalf of the Circuit Clerk.

2. Develops and prepares presentations and reports. Composes important and confidential correspondence and documents requiring a broad knowledge of department operations, policies, procedures, and regulations. Manages information flow. Brings to the Circuit Clerk's attention matters for which they need to be informed and require immediate attention. Exercise sound judgement and

discretion in handling confidential or sensitive information as directed by the Circuit Clerk or Chief Deputy Clerk.

3. Heavy calendar management: set appointments, prioritize and juggle appointments in the moment. Must be able to independently identify and resolve issues with the Circuit Clerk's calendar and schedule. Able to proactively anticipate sequencing of meetings. Schedules and coordinates on-site and off-site meetings and conferences. Coordinates and makes travel arrangements and processes expense reports.

4. Conduct all liaison activities in a professional manner to ensure a positive image of the Circuit Clerk's Office and maximum cooperation between and among the County, the public, and other agencies. Use of discretion when deciding how and when to share information.

5. Check incoming mail and determine which requires the attention of the Circuit Clerk. Handle mail requiring personal calls or correspondence, interaction with elected officials, key community leaders and other influential persons that have business with the Circuit Clerk.

6. Maintains a Master Jury list by digital format and hard copy for each of the four three-month sessions. This requires a randomly computerized down load of the Voter Registration files from the Secretary of State in Little Rock.

7. Works from the appropriate Master list for the upcoming session in the preparation and printing of all 2000+ jury summons, questionnaires, envelopes, and printing of the mailing labels to be sent to the Sheriff for service upon each individual citizen summoned for jury duty. Also maintains the current session of jurors simultaneously until the end of their session.

8. Processes and keeps for official record all jurors' questionnaires. This requires data entry of their place of employment, along with personal contact information. Responsible for the protection of jurors' addresses and telephone information by keeping it confidential along with the scanning of all returned questionnaires.

9. Receives direction from the Circuit Judges when needing a jury to report. Obtains necessary information as to when and where to appear and how many jurors' are needed for the trial. Generates a petit panel of jurors from the master session of qualified jurors. This process is by random selection of a computerized program specifically designed for the jury process.

10. Oversees deputy court clerks in assigning jurors to be summoned for a specific trial. This is a summons performed by telephone contact by the deputies and all information is annotated such as how contact was made by either direct or message left. These call sheets are then kept as permanent record and added to the trial information.

11. Makes a master attendance list and pulls original questionnaires in coordination with list. Then makes copies as requested of this list for the judges' staff, court reporter, bailiff, and counsel/attorneys. Also, makes copies of or e-mails the non-confidential information for the attorneys involved in the case. Keeps for court records the signed oath from the attorneys stating that they will not share the information with outside parties. Receives notification from the Judge or his/her staff as to any excused jurors from a particular case.

12. Prepares all necessary court documents, such as trial coversheets, juror worksheets, seating charts, bailiff oath, and ensures that the court file is up to date with the most recently filed documents.

13. Involve with multiple trial requests for the same day, as all of the Circuit Judges schedules include jury trials. There are six courtrooms equipped to have this sort of trial. If more than one jury trial is scheduled for the same day, the Jury Administrator would meet directly with the Circuit Clerk to evaluate the special needs of each trial and assign trained staff accordingly. Perform data entry for (6) courts. The day of the trial he/she must be in the courtroom to set up a lap top computer and printer so that the jury program is ready to proceed upon entry of the Judge. Immediately before the trial the Administrator will take attendance of all present jurors and enter them into the jury program.

14. He/she will check in with the Judge to make sure of any special procedures that need to be known. He/she will give the Judge information on any absentees, so that the Judge can proceed in holding them accountable.

15. Upon entry of the Circuit Judge the Administrator will swear the panel under oath to answer all questions asked by the Court. During the course of the jury selection process he/she will keep track of the Judge's excusal for cause and the attorneys' strikes of jurors so that the pool remaining is only the qualified jurors for this particular time. He/she will track the activity of all trials so that each juror's attendance is properly entered into the jury program. This requires daily contact with the courts to ensure proper pay for the juror's attendance.

16. At the Circuit Judge's direction, he/she will randomly pull, with the aid of the jury program, a specific amount of jurors to be seated in the jury box for the selection of the final jurors. This process is handled differently depending upon it being a civil or criminal matter. It would be the Administrators responsibility to know the proper procedures according to the trial being held before the court. Once a jury has been selected he/she, at the direction of the Circuit Judge, will swear the jurors under oath for this specific trial.

17. Where certain trials require special questionnaires, special voir dire or any type of special instructions the Administrator will work directly with the Circuit Clerk and the Circuit Judge presiding over the matter. These types of trials usually will require the Administrator to be in court for an extended number of days and could result in longer worked hours within the days.

18. He/she will prepare the quarterly expense reports, detailing all expenses involved with each trial so that the county can be reimbursed for some of the expenses. This report is then submitted to the Administrative Office of the Courts for the reimbursement process.

19. He/she will be the direct contact person for the jurors who wish to be deferred to another session of service or request of those who need to be totally excused for medical reasons. He/she will then continue to be the contact person for the remaining 400 to 700 qualified jurors' term of service to maintain their request for leave, address changes, employer verification forms, telephone number updates and any general questions they may have during their term of service.

20. At the end of the Session he/she will verify attendance and service for all trials. Make sure the appropriate attendance was recorded according to their service, such as attended not-selected \$15.00 or selected \$50.00 per day. He/she will then run a payroll report to retain for the court records.

21. He/she will print the jury payroll for the three month session and send to the Comptroller for checks to be issued. Then he/she will process the mailing of these checks. Any returned checks he/she will either call for address verification or try to locate the individual. He/she would be required to run the payroll process for each of the four, three-month sessions.

22. Keep currently informed of all laws and maintain records governing and dealing with circuit court jury procedures and official oaths. When and if time allows, he/she will assist in the various court

departments of the Circuit Clerk's Office which would require the ability to identify, inspect and interpret incoming legal documents for compliance with Arkansas Statutes and local Court Rules. Determine guidelines or policies appropriate in carrying out operations and making decisions to execute office functions and comply with State Statutes. This position must maintain a high level of accuracy with minimum number of errors. He/she confers with Circuit Clerk concerning jury management activities and programs, as needed.

23. Provide assistance to the public in filing of lawsuits, answering questions, etc. either on the telephone or in person. Provide assistance to attorneys, to include filing new lawsuits, filing of re-opens, issue summons, various types of writs, warrants, subpoenas, petitions to seal, and file pleadings as they are received and make certified copies. Prepare Certifications of Authentication for out of State courts as well as issue and prepare out of State subpoenas.

24. Open and set up new criminal, civil, and domestic relations file folders and instruments, file-stamp mark each instrument and abstract the information for docket sheets, assign petitions and orders, index new cases and pleadings and enter the data on the record. Certifying all criminal records. Receive funds for process and report at end of day for deposit.

25. Keep pleadings in numerical order and court order for the purpose of filing in correct court files. Proof read all computer entries ensuring accurate entry. Make corrections as necessary. Filing pleadings into case files for 6 divisions of case files. Insure that all juvenile records are maintained in a "confidential" manner and information relating to a juvenile is not released except to authorized persons. File process server packets, send to judge for signature, docket and scan, and certify on return from judge. File, sign, and seal Appeal transcripts for court reporter to be sent to Supreme Court. Index and check out appeals to individuals. Maintain and destroy at proper times. File for all courts to include separating court work, docketing pleadings and indexing by year and case number, preparing summons on request, and process all incoming mail including any and all transfers and inmate filings.

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 2 years related management experience, 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

Not indicated.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Intermediate: Contact Management, Database, Spreadsheet

Basic: 10-Key, Accounting, Alphanumeric Data Entry, 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

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

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 small group (3-7) of employees, usually of lower classifications. Assigns and checks work; assists and instructs as required and performs same work as those supervised, or closely related work, a portion of the time. Content of the work supervised is of non-technical nature, but presents numerous situations to which policies and precedents must be interpreted and applied.

Supervises the following departments: Indirectly supervises (5) Deputy Clerks who are assigned a specific circuit. Responsibilities include employee training, assigning and directing work. Works in conjunction with the supervisor on the employee job performance evaluations as to the jury aspects of their job. Along with the Clerk, accountable for all budgeted money and banking responsibilities of the jury functions. Train new employees for work at the Court Desk.

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

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

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, use hands to finger, handle, or feel, reach with hands and arms, talk or hear; occasionally required to stand, walk. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision; distance vision; and ability to adjust focus.

ADDITIONAL INFORMATION

EDUCATION and/or EXPERIENCE:

High School diploma or GED. Five (5) years of experience in the Circuit Clerk's Office or equivalent business environment is also required for this position and two (2) years of management related experience.

OTHER SKILLS and ABILITIES:

Excellent communication and public speaking skills.

Problem solving and analytical ability.

Good computer and bookkeeping knowledge.

Ability to make independent decisions in accordance with state and federal laws.

Ability to prioritize and organize work in order to meet numerous deadlines.

Ability to maintain public relations in an effective, tactful and courteous manner.

Ability to train support staff in the requirement of Jury Services.

Ability to provide information correctly and concisely, both orally and in writing.

Must maintain confidentiality at all times.

WORKING RELATIONSHIPS:

Requires contact within the office and with the Circuit Judges and their staff, Prosecuting and private Attorneys, County Sheriff's staff, vendors, jurors, and the general public. Requires contact with other County Offices, Arkansas Judicial Department, and the local media. Must have an excellent working relationship with the Circuit Clerk as this position is a direct reflection of the Clerk.

PHYSICAL DEMANDS:

The employee must occasionally lift and/or move up to 50 pounds. They will occasionally be required to climb up and down ladders to retrieve records and files while performing the duties of this job, the employee is regularly required to sit, reach with hands and arms, use hands to handle or feel objects/controls and talk and hear. The employee is occasionally required to stand and walk or climb stairs. Specific vision abilities required by this position include close and distance vision and the ability to adjust focus.

WORK ENVIRONMENT:

The noise level in the typical 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.

This is an office of public records with high accessibility and use by general public. Typical day could involve a large amount of telephone calls and visitors to the work area. The noise level in the typical work environment is moderate.

DBCompensation Job Valuing Summary

SCENARIO **Washington County**
April 2018
 POSITION **Executive Assistant-Jury Administrator**
 JOB CODE: **19**

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.	5	165	
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	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.	5	70	
7	Responsibility for Work of Others - Supervision: Appraises responsibility for work and direction of others.	2	33	
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.	5	57	
10	Accountabilities: Freedom to act, monetary impact, and impact on end results.	10A 6	9	110
		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	2	12	
15	Physical Demand	2	8	
TOTAL VALUE			911	

SIGNED: _____

WASHINGTON COUNTY
Job Evaluation

JOB TITLE: Executive Assistant/Jury Administrator		Jury Administrator		
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	8	89
2	<u>Experience:</u> Minimum time to become familiar with management requirements of the job.	3	5	165
3	<u>Education:</u> Preliminary formalized training or self-development expressed in terms of equivalent formal education.	3	3	32
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.	5	5	70
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.	2	2	33
8	<u>Responsibility for Funds, Equipment, Property, Etc.:</u> Personal responsibility and accountability for receipt, storage, issue, or use.	2	5	48
9	<u>Responsibility for Accuracy:</u> Opportunity for and probable effect of errors.	4	5	57
10	<u>Accountabilities:</u> Freedom to act, monetary impact, & impact on end results.	7	9	110
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.	4	5	49
13	<u>Machine Operations:</u>	4	4	38
14	<u>Working Conditions:</u>	2	2	12
15	<u>Physical Demand:</u>	2	2	8
		765		911
	<u>Washington County Salary Grade Level</u>	17		19

Signed: _____

Date: April 3, 2018