



WASHINGTON COUNTY, ARKANSAS

County Courthouse

MEETING OF THE WASHINGTON COUNTY QUORUM COURT PERSONNEL COMMITTEE

Monday, October 8, 2018
5:30 P.M.

Washington County Quorum Court Room

Harvey Bowman
Robert Dennis
District #11-Vacant

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. Paralegal/Media Specialist (4.1 – 4.3)
5. Business Personal Deputy Assessor (5.1 – 5.3)
6. Executive Assistant – Jury Administrator (6.1 - 6.3)
7. Kennel Supervisor – Animal Services (7.1 – 7.3)
8. Chief Deputy Circuit Clerk (8.1 – 8.2)
9. GIS Technician (9.1 – 9.3)
10. Real Estate Supervisor (10.1 – 10.3)
11. Assessor's Certification Incentive Program (11.1)
12. Final Review of Handbook
13. Other Business: Any other business to be discussed by the Committee will be brought up at this time
14. Public Comments
15. Adjournment



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 • Brian Lamb • Kevin Metcalf • Sarah Ashley • Natalie Morrison • Sara Swearengin • Courtney Cassidy
John Snyder • Chloe Fackler • Darrington Parrish • Jonathan Dixon • Jera Houghtaling • Brent Bryant • Dylan Weisenfels • Whitney Doolittle

TO: Washington County Quorum Court Members
FR: Matt Durrett, 4th Judicial District Prosecuting Attorney
DA: September 21, 2018
RE: 2019 Budget Request

I am writing in support of our budget request for the 2019 calendar year. While I am certainly mindful of the budget issues, I am respectfully requesting what I consider to be a significant increase in our budget for next year.

We are requesting an additional \$50,000.00 for new computer equipment. We were notified by IT a few months back that we would need to replace 31 computers that they determined were outdated. Initially, there was an additional computer on the list, but it died earlier this year and was replaced. I have attached the list we received from IT, which breaks the cost estimate down to equipment and software.

I am also requesting additional personnel for next year. Our caseload continues to grow, with no signs of stopping. Unfortunately, I believe that this has become the norm, rather than a temporary trend. I originally thought that we would be requesting one additional paralegal/legal assistant. However, after sitting down with everyone and discussing what they are currently doing (as opposed to what we need them to do), I have decided to request three new legal assistants. I know that this is a fairly dramatic increase. However, I feel that it is necessary, given the current strains on our office, from increased caseload to changes in the system. E-filing, among other things, has generated a great deal of additional work for us.

Initially, the main function of our legal assistants was to help our prosecutors prepare for trial and to carry on their day-to-day functions. Now they have had to take on additional responsibilities that are necessary for the office, but don't help a specific prosecutor. For example, one assistant is responsible for processing all of the failures to appear that we have. This entails inputting the information into our system, preparing all of the paperwork and pleadings that go along with each case, and making sure that the warrants are issued. Given the fact that failures to appear account for roughly 15% of our caseload, this takes up the vast majority of her time.

Another assistant handles all of the bond forfeitures. Each time a defendant fails to appear, we must start proceedings to have that person's bond forfeited. This includes generating the necessary paperwork and pleadings, sending notification to bonding

companies, and arranging for publication of notice on those cases where a defendant was released on a signature bond (the address of the surety isn't always accurate). In addition to time, there is an additional cost incurred by our office to do this. After all of that is done, that particular assistant has to then keep track of all of the hearing dates for the bonding companies. This, too, takes up an incredible amount of time.

Whereas the assistants used to make calls to agencies to request reports, check on the status of evidence, or to request video footage, now prosecutors do that. I'm not indicating that this is something prosecutors cannot or shouldn't have to do; it just adds time to their already hectic days. Additionally, our assistants are no longer able to handle the requests to do interview transcripts. Rather, we have had to hire an outside individual to do most of these transcripts. These are just a few of the things that our assistants used to be able to do, but no longer can because of the massive increase in our caseload.

With an addition of legal assistants, our prosecutors would be able to get back to doing what they are supposed to be doing...being lawyers. I don't believe that e-filing and data entry is beneath a prosecutor, because it certainly is not. The problem is that filing cases adds about an hour's worth of time to each prosecutor's day. E-filing is an outstanding system, and for most lawyers, it simplifies their lives. It is not beneficial for those that deal in volume like we do. Each case we file takes approximately twenty minutes, from generating the paperwork on our end, to filing it in eFlex. As of today's date, we have filed over 2,900 cases this year, so you can see how that can add up timewise. In a more perfect world, we would have assistants do much of the filing, thus freeing up prosecutors to devote more of their time to their cases.

Currently, each of our legal assistants is assigned four prosecutors. They are responsible for handling work for those individuals. I would like to be able to cut that number in half. That would allow them to handle that load, while being able to spread their current additional work out among more people.

I realize that this is somewhat of an extraordinary request. By my estimate, I am asking for an additional \$175,000 for next year's budget. I am convinced that this is needed. I am happy to answer any questions that you might have about this request.

Thank you for your time and consideration of this matter.

ORDINANCE NO. 2018-_____

APPROPRIATION ORDINANCE

BE IT ORDAINED BY THE QUORUM COURT OF THE COUNTY OF WASHINGTON, STATE OF ARKANSAS, AN ORDINANCE TO BE ENTITLED:

AN ORDINANCE CREATING THREE PARALEGAL/MEDIA SPECIALIST POSITIONS IN THE PROSECUTING ATTORNEY BUDGET; AND APPROPRIATING THE AMOUNT OF \$125,448 FROM UNAPPROPRIATED RESERVES TO THE PROSECUTING ATTORNEY BUDGET FOR 2019.

WHEREAS, the Washington County Prosecuting Attorney desires to add three full time positions in his office for 2019.

NOW, THEREFORE, BE IT ORDAINED BY THE QUORUM COURT OF WASHINGTON COUNTY, ARKANSAS:

ARTICLE 1. There is hereby created three Paralegal positions, Grade 13 (Positions 0416018, 0416019, and 0416020) in the Prosecuting Attorney budget of the General Fund (1000 0416) for 2019.

ARTICLE 2. There is hereby appropriated the total amount of \$125,448 in the following Salary Line Items in the Prosecuting Attorney Budget for 2019 (for Positions 0416018, 0416019, and 0416020):

Salaries, Full-Time	(10000416-1001)	\$ 88,047
Social Security Matching	(10000416-1006)	6,738
Noncontributory Retirement	(10000416-1008)	13,491
Health Insurance	(10000416-1009)	16,776
Life Insurance	(10000416-1016)	396
TOTAL APPROPRIATION:		<u>\$ 125,448</u>

Joseph K. Wood, County Judge

Date

BECKY LEWALLEN, County Clerk

Sponsor: Bill Ussery
Date of Passage: October 18, 2018
Votes For: _____ Votes Against: _____
Abstention: _____ Absent: _____

WASHINGTON COUNTY
Job Description

JOB TITLE: Paralegal/Media Specialist

Exempt (Y/N):No	DEPARTMENT: Prosecuting Attorney
DATE PREPARED: October 2012	SUPERVISOR: Office Administrator

ACCOUNTABILITY OBJECTIVE:

The incumbent provides a variety of duties to assist attorneys to whom assigned according to established policies and procedures. Performs all paralegal duties with the department and observes confidentiality of all matters, with an emphasis on providing pertinent support through electronic media. Organizes and maintains case files, pleadings and other documents and attorney notebooks. Summarizes articles, reports, witness statements, etc. Ensures 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 County Policies.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

1. Follow the ethical requirements as set forth by the Rules of Professional Conduct of the State.
2. Reviews and analyzes cases in order to assist in preparation of cases for trial.
3. Prepares PowerPoint, and/or other electronic presentation media, for court. Is available to show Multi-Media presentation in the courtroom.
4. Transcribes previously recorded interviews, depositions, informant tapes, and any other evidence collected by this office as needed.
5. Drafts information, routine notices, affidavits, motions and other pleadings.
6. Establishes, organizes and maintains attorney trial notebooks, expert witness notebooks, document indexes and lists.
7. Locates and confers with expert witnesses and resource people. Arranges for expert witnesses.
8. Conducts research, and locates cases, depositions, opinions, reports, and information related to the matter.
9. Makes telephone calls for attorneys going to trial in polite and efficient manner.
10. Contacts and interviews parties, witnesses and experts, including the obtaining of written statements from witnesses.
11. Reviews and outlines statements, indexes and summarizes documents.
12. Utilizes computerized litigation techniques and software when applicable.
13. Assists in preparation of the cases for trial by drafting and preparing: Pre-trial Orders, Form Instructions to the Jury, Requested Voir Dire of Jurors, Conduct Jury Investigations, Prepares Witness and Exhibit Lists, Motions in Limine and Subpoena and contacts witnesses.
14. Follows up on all subpoenas for service and /or receipt of requested documents.
15. Assists in the trial of the case, including scheduling of witnesses – controls and tracks exhibits.
16. Communicates with defense attorneys for plea offers at request of the Deputy Prosecutors.
17. Performs assigned legal research tasks using all available resources, including electronic libraries.
18. Communicates with attorneys, legal enforcement officers, judges, and others in office.
19. Maintains constant communication with crime lab, members of the medical community and government officials to act as a liaison for the office.
20. Conducts all liaison activities in a professional manner to ensure maximum cooperation between and among the county and other agencies.
21. Ensures all activities are professionally and ethically performed in accordance with the law to

- protect the individual rights of all citizens in Washington County.
22. Treats all citizens of Washington County in a professional and ethical manner.
 23. Communicates with crime lab for coordinating witnesses and obtaining documents for court.
 24. Run ACIC/NCIC criminal histories for prosecutors for possible witnesses and/or defendants, as needed.
 25. Prepare files for arraignments when part-time clerk is not available.
 26. Prepare bond revocations at prosecutor's request, take to judge for signature, and disperse accordingly.
 27. Obtain certified convictions from various agencies from across the United States.
 28. Take all evidence, photographs, audio and interview recordings and compile PowerPoint presentations, video clips and any other media related tasks, with the goal of creating a successful courtroom presentation as seen by the judge, jury, attorneys and witnesses. Also, attend all trials where media is involved to promote efficiency when presenting media related exhibits.
 29. Edit audio and video recordings for use in court.
 30. Copy all media for all defense attorneys.
 31. Maintain and/or keep the Washington County Prosecuting Attorney's office website up to date.
 32. Maintain office email account and respond to all inquiries.
 33. Convert different types of media to format without equipment.
 34. Keep track of all equipment within the office, including laptops, digital audio recorders, video cameras, and digital cameras.

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. Five(5) years experience with three (3) or more legal years secretarial experience. Two (2) years experience with Microsoft Powerpoint and/or other similar multimedia programs. Knowledge of criminal judicial system. Knowledge of juvenile judicial system. Understanding of legal terminology.

OTHER SKILLS and ABILITIES:

The incumbent should possess accurate typing skills and dictaphone skills; have strong written and verbal communication skills; have understanding of legal terminology; knowledge of modern office practices, produces and equipment; Ability to establish good rapport with individuals, often under difficult circumstances. Should possess computer skills (Microsoft Powerpoint; Microsoft Office 97; Windows 98; Corel) and have knowledge of general office machines such as calculator, copier, FAX, printer, dictaphone, 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, bend, and stoop; use hands to feel, handle objects and to talk or hear. The employee must occasionally reach with hands and arms; stand and walk.

Specific vision abilities required by this job include 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 noise level in the work environment is usually moderate.

ORDINANCE NO. 2018-_____

BE IT ORDAINED BY THE QUORUM COURT OF THE COUNTY OF WASHINGTON, STATE OF ARKANSAS, AN ORDINANCE TO BE ENTITLED:

AN ORDINANCE CHANGING THE TITLE OF COMMERCIAL/PERSONAL PROPERTY DEPUTY ASSESSOR TO BUSINESS/PERSONAL PROPERTY DEPUTY ASSESSOR IN THE ASSESSOR'S OFFICE FOR 2019.

WHEREAS, the Washington County Assessor desires to change the title of five full-time positions.

NOW, THEREFORE, BE IT RESOLVED BY THE QUORUM COURT OF WASHINGTON COUNTY, ARKANSAS:

ARTICLE 1. The title of the personnel positions of Commercial/Personal Property Deputy Assessor, Grade 11 (Positions 0105042, 0105043, 0105044, 0105045, and 0105046) in the Assessor Budget of the General Fund (1000 0105) is hereby changed to Business/Personal Property Deputy Assessor, Grade 13 (Positions 0105042, 0105043, 0105044, 0105045, and 0105046) for 2019.

Joseph K. Wood, County Judge

Date

BECKY LEWALLEN, County Clerk

Sponsor: _____ Lisa Ecke
Date of Passage: _____ October 18, 2018
Votes For: _____ Votes Against: _____
Abstention: _____ Absent: _____

WASHINGTON COUNTY
Job Evaluation

Commercial Personal
Property Assessor

JOB TITLE: Business Personal Deputy Assessor

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.	4	4	45
4	<u>Initiative & Ingenuity</u> : Measure of ability to proceed alone, make decisions within authority, & ability to comprehend assignment.	4	4	29
5	<u>Mental Demand</u> : Measure of degree of concentration and sensory alertness.	3	3	28
6	<u>Analytical Ability/Problem Solving</u> : Opportunity to apply analytical ability and self-starting thinking.	4	4	46
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.	5	6	80
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	7	70
11	<u>Contacts with Public</u> : Responsibility for effective handling of contacts.	4	4	57
12	<u>Contacts with Employees</u> : Responsibility for effective handling of contacts.	3	3	28
13	<u>Machine Operations</u> :	4	5	76
14	<u>Working Conditions</u> :	2	2	12
15	<u>Physical Demand</u> :	2	3	13
		507		582
	Washington County Salary Grade Level	11		13

Signed: _____

Date: September 14, 2018

Washington County Business Personal Deputy Assessor Job Description

Job Code: 13
Exempt: No
Department: Assessor's Office
Reports To: Business Personal Property Manager
Location: Assessor's Office
Date Prepared: September 14, 2018
Date Revised:

GENERAL DESCRIPTION OF POSITION

The Business Personal Property Deputy Assessor is responsible to ensure that all business property is assessed properly within Washington County. Employee is required to be competent in all functions of the Assessor's office concerning business and personal property appraisals. Must be able to represent and interpret all corresponding policies and procedures to ensure that all business property functions are performed efficiently and in a professional and timely manner. Must audit all types of business assessments, appraise county owned business property and participate in the operations of the office by assisting in all duties as needed. All assessments must be accurate in accordance with county policies and state laws to provide the records base for the County Collector for the appropriate amount of tax collection for the operation of the county, schools and cities. Complete and/or assist business owners or agents with assessments of the business furniture, fixtures, machinery, equipment, vehicles and inventory every year. This assistance may be in the office or on-site at the place of business, and may consist of explaining the assessment process as well as the discovery of new businesses. Aircraft and leased vehicles are also the responsibility of the business personal property department. The purpose of the position is to serve the public in a competent and respectful manner, provide convenient assessing, answer business questions/problems, and to ensure that each taxpayer is correctly assessed and entered into the business property database. The Business Personal Property department is responsible for assisting with accurately assessing \$1.5 billion in business property annually.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Assess taxpayer's needs and determine proper assessment procedures, proper school district and previous assessing status.
2. Complete business personal property assessment forms using the Arkansas Assessment Coordination Department manuals and commercial personal property depreciation schedules. Use the Assessor's search engine to research ownership of vehicles. Vehicles and heavy equipment that do not automatically depreciate must be adjusted using proper procedures at their disposal in accordance with State laws.
3. Ensure that all business personal property assessments made are accurate for the accounting of taxable business personal property each year.
4. Update assessment records and ensure that proper changes are entered into the database; such as business name changes, address changes as well as furniture, fixtures and equipment, including inventory updates and/or deletions.

5. Provide assistance to the public in person, via telephone, email, on-line, fax, or on-site by providing information concerning assessed values or an explanation of the appraisal process.
6. Perform on-site inspections of property to determine exactly what needs to be assessed; answer questions, and explain the depreciation schedule used to arrive at an assessed value. Take measurements of suites, strip mall businesses, or any business with apportioned spaces not using the entire building in order to have accurate measurements for assessed by the square foot method if assessment is not turned in by business.
7. Perform research on previous assessments to provide continuity of account number, assuring correct identification of taxpayer for the Collector. Gather sufficient assessment information for verification of payment of taxes for the Collector in more than one county.
8. Provide assistance to newly established businesses, business professionals (such as CPA's and attorneys), out-of-state businesses, lease companies, or an unfamiliar proprietor with an accurate explanation of the assessment process.
9. Obtain information for "request for field check" forms; including accurate directions for locations of new businesses to be added or "out-of-businesses" to be removed from the tax rolls.
10. Complete revised business personal property assessments with additional and/or deletions of furniture, fixtures, equipment and inventory. Apply late penalty, if applicable.
11. Ensure that all business personal property assessments are accurate in accordance with state law, using standard appraisal principles, in order to provide the records base for the County Collector to collect the appropriate amount of tax for the operation of county, schools and cities.
12. After completion of all received current year renditions, the business personal property deputy must check all previous existing assessments and contact the establishments to inquire why the rendition has not been received.
13. Conduct all liaison activities in a professional manner to ensure maximum cooperation between other county offices internal co-workers, State Revenue department, Arkansas Assessment Coordination Department and the Public Service Commission.
14. Ensure that all activities are performed professionally and ethically in accordance with the law to protect the individual rights of all citizens in Washington County. Complete required education or training whenever opportunities arise or are required, unless exempted by Elected Official.
15. Physically canvas county routinely to insure all businesses are assessed by address and account number. Find and make sure all aircraft housed in Washington County are assessed annually.
16. Ensure that all leased vehicles are assessed so that lessees may get registrations and license tags. The Business Personal Property Deputy acquires proper documentation and assigns the correct tax districts based on garaging address.
17. Do special or research projects as assigned by the Assessor, Chief Deputy Assessor of Personal Property or Business Personal Property Manager.
18. Be familiar with and able to use the Real Estate database to identify tax districts, owners, contacts, and any items that could be double assessed with the real estate records (i.e. signs, freezers, coolers, lock boxes, ATM's, gas pumps, tanks, canopies, etc.).

19. Be familiar with and able to use online mapping software for field checks and the annual new business canvas.
20. Do online and directory research along with field checks to establish if a business was operational or relocated as off the May 31 deadline.
21. Desk audit and enter self-reported assessments. If there is no contact, then discover if still in business or relocated and try to get tax payer to provide yearly assessment by phone, email or letter. If no response and business is still operational Business Personal Property Deputy will assess the business by square foot, force, or comparable method.
22. Make comparisons of like businesses. If the business is outside normal ranges for their square footage and asset reporting, contact by letter requesting a revision of the assessment.
23. Defend business assessments at Equalization Board, County and Circuit Court hearings and give testimony at trials if necessary. Make adjustments to assessed values according to the determinations from these hearings.
24. Ensure that all information requested by the Arkansas Assessment Coordination Department, taxpayers, tax consultants, and others is available in a timely manner.
25. Must be knowledgeable of all legislative amendments and state regulations affecting the valuation of business property.
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

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.

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

The incumbent must achieve a Level IV certification in Administration or Appraisal through the Arkansas Assessment Coordination Department within two years; and a minimum of one (1) year assessment experience is preferred.

SOFTWARE SKILLS REQUIRED

Intermediate: Database, Other

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

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under general supervision where standard practice enables the employee to proceed alone on routine work, referring all questionable 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

Moderate mental demand. Operations requiring almost continuous attention, but work is sufficiently repetitive that a habit cycle is formed; operations requiring intermittent directed thinking to determine or select materials, equipment or operations where variable sequences may be selected by the employee.

ANALYTICAL ABILITY / PROBLEM SOLVING

Moderately structured. Fairly broad activities using moderately structured procedures with only generally guided supervision. Interpolation of learned things in somewhat varied situations.

RESPONSIBILITY FOR WORK OF OTHERS

Responsibility for work of others: Not indicated.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Regularly responsible for funds, building premises, inventory, or other property owned, controlled, or leased by the organization and, in addition, may have temporary custody and responsibility of patron property, which through carelessness, error, loss, theft, misappropriation, or similar action would result in very important monetary losses to the organization. The total value for the above would range from \$1,000,000 to \$10,000,000.

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

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, either within the office or in the field. May also involve occasional self-initiated contacts to patrons. Lack of tact and judgment may result in a limited type of problem for the organization.

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

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.

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 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, talk or hear; occasionally required to use hands to finger, handle, or feel, 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; distance vision; color vision; and ability to adjust focus.

ADDITIONAL INFORMATION

QUALIFICATION REQUIREMENTS:

Must have basic knowledge of accounting principles and the ability to understand and draw conclusions from financial statements to assist in the business appraisal process.

OTHER SKILLS and ABILITIES:

This position has considerable public contact, including by telephone, email, in office and through canvassing for newly discovered business personal property. The incumbent should possess good communications skills, good human relations skills, decision-making skills, and have the ability to work cooperatively with the public. The incumbent should possess knowledge of modern office equipment, general computer skills and Microsoft Office. Must be able to organize and work with limited supervision.

Must maintain a good driving record.

ORDINANCE NO. 2018-_____

BE IT ORDAINED BY THE QUORUM COURT OF THE COUNTY OF WASHINGTON, STATE OF ARKANSAS, AN ORDINANCE TO BE ENTITLED:

AN ORDINANCE CHANGING THE TITLE OF DEPUTY CIRCUIT CLERK II IN THE CIRCUIT CLERK BUDGET TO EXECUTIVE ASSISTANT/JURY ADMINISTRATOR FOR THE CIRCUIT CLERK BUDGET FOR 2019.

WHEREAS, the Washington County Circuit Clerk desires to change the title of the Deputy Circuit Clerk II position to Executive Assistant/Jury Administrator for 2019.

NOW, THEREFORE, BE IT RESOLVED BY THE QUORUM COURT OF WASHINGTON COUNTY, ARKANSAS:

ARTICLE 1. The title of the personnel position of Deputy Circuit Clerk II, Grade 13 (Position 0102005) in the Circuit Clerk’s Budget of the General Fund (1000 0102) is hereby changed to Executive Assistant/Jury Administrator, Grade 19 Position (0102005) for 2019.

Joseph K. Wood, County Judge

Date

BECKY LEWALLEN, County Clerk

Sponsor: _____ Lisa Ecke
Date of Passage: _____ October 18, 2018
Votes For: _____ Votes Against: _____
Abstention: _____ Absent: _____

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 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.



801 West Clydesdale Fayetteville, AR. 72701

October 3, 2018

Dear Personnel Committee Members:

I am requesting my Part-Time Kennel Supervisor Position be moved to Full-Time in 2019. I've experienced some staffing issues, with vacancies and vacations, and I've had the need to work my Part-Time position enough hours to qualify them for benefits. If benefits are being paid anyway, I'd like the flexibility of having the position full time so I can work the Kennel Supervisor to allow for the greatest benefit to the shelter.

Thank you for your consideration.

Sincerely,

Angela Ledgerwood
Director
Washington County Animal Shelter

ORDINANCE NO. 2018-_____

**BE IT ORDAINED BY THE QUORUM COURT
OF THE COUNTY OF WASHINGTON,
STATE OF ARKANSAS, AN ORDINANCE
TO BE ENTITLED:**

**AN ORDINANCE CREATING THE POSITION
OF KENNEL SUPERVISOR IN THE ANIMAL
SHELTER BUDGET FOR 2019.**

WHEREAS, the Washington County Animal Shelter desires to create the full time position of Kennel Supervisor for 2019.

**NOW, THEREFORE, BE IT RESOLVED BY THE QUORUM
COURT OF WASHINGTON COUNTY, ARKANSAS:**

ARTICLE 1. There is hereby created one position of Kennel Supervisor, Grade 14 (Positions 0308010) in the Animal Shelter Budget of the General Fund (1000 0308) for 2019.

Joseph K. Wood, County Judge

Date

BECKY LEWALLEN, County Clerk

Sponsor: _____ Lisa Ecke

Date of Passage: _____ October 18, 2018

Votes For: _____ Votes Against: _____

Abstention: _____ Absent: _____

WASHINGTON COUNTY
Job Description

JOB TITLE: Kennel Supervisor–Animal Services

Exempt (Y/N): No

DEPARTMENT: County Judge–Animal Services

DATE PREPARED: April 2013

SUPERVISOR: Shelter Director

GENERAL DESCRIPTION OF POSITION

This position supervises the cleaning of the shelter by shelter attendants; provides care and treatment of incoming animals as directed by the Vet Tech. Under the supervision of the Vet Tech performs tests for Heartworm Disease, Parvovirus, Feline leukemia, and Intestinal Parasites.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Train and supervise Kennel Attendants in shelter cleaning and day to day duties.
2. Provide, under the supervision of the Vet Tech, care and treatment of incoming animals. Train Kennel Attendants to assist in this care.
3. Assist in providing humane euthanasia for shelter animals and maintain inventory of use of federally controlled drugs to meet DEA requirements.
4. Assist in care and treatment of ill and injured animals.
5. Perform behavior assessments on animals being placed in the adoption area.
6. Assist citizens who visit the shelter to adopt an animal, reclaim their own animal, or search for a lost animal.
7. Help the office staff at the surrender counter so that animals are handled properly and moved to holding area efficiently and humanely.
8. Maintain kennel records.
9. Supervise the preparation of adopted animals to leave the shelter, insuring that the animal is clean, properly vaccinated and wormed, and micro chipped. Assure that any medicine and doctor instructions are ready to be given to the client. And Present the animal to the adopter.
10. Supervise food preparation and distribution. With the help of the attendants, notify the Vet Tech of any animal that is not eating or consuming water or is showing any sign of illness.
11. Supervise attendants in cleaning food and water bowls and litter boxes and in stocking the food prep area.
12. 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, plus specialized schooling and/or on the job education in a specific skill area; e.g. data processing, clerical/administrative, equipment operation, etc, plus 2 years related experience and/or training, and 1 to 6 months related management experience, or equivalent combination of education and experience.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

None.

SUPERVISORY RESPONSIBILITIES

Supervises 4 non-supervisory employee(s). Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

COMMUNICATION SKILLS

Ability to effectively communicate information and respond to questions in person-to- person and small group situations 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 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; 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.

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, etc.)

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.

PUBLIC CONTACT

Regular contacts with patrons, either within the office or in the field. May also involve occasional self-initiated contacts to patrons. Lack of tact and judgment may result in a limited type of problem for 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

Not indicated.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

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, use hands to finger, handle, or feel; and frequently required to walk, 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. 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



WASHINGTON COUNTY CIRCUIT CLERK'S OFFICE
 WASHINGTON COUNTY COURTHOUSE
 280 NORTH COLLEGE AVE SUITE 302
 FAYETTEVILLE, ARKANSAS 72701
 PHONE (479) 444-1538
 FAX (479) 4441537

Kyle Sylvester
Circuit Clerk

September 19th, 2018

Dear JESAP Committee Members,

This letter is a request to advance Laura Neal to the mid-point of her pay grade. Laura is the Chief Deputy Circuit Clerk in the Circuit Clerk's Office.

This position is a Grade 21 and starting pay is \$21.51/hour.

As Laura has a bachelor's degree in Organizational Management and an associate's degree in Paralegal Studies, coupled with 15 years of experience in the Circuit Clerk's Office, her credentials exceed the minimum requirements for this job, I would like to request that her pay be raised to the midpoint of the range which is \$23.90/hour.

Laura was chosen to replace long time Chief Deputy Anita Phillips in June of 2018. Laura has been in leadership in the Circuit Clerk's Office for the last six years and is a crucial asset in the operations of the office. Her leadership skills and knowledge of the day to day processes, along with her dedication and involvement in personnel management, yearly audit, bookkeeping, and task assignments warrant this request. This adjustment in pay will not require any additional funding to the 2018 personal services budget.

Please contact me with any questions you may have, ksylvester@co.washington.ar.us or (479) 444-1539.

Sincerely,

Kyle Sylvester
 Washington County Circuit Clerk

**Washington County
Job Description**

JOB TITLE: Chief Deputy Circuit Clerk

Exempt: (Y/N):

DEPARTMENT: Circuit Clerk

DATE REVISED: September 2011

SUPERVISOR: Circuit Clerk

SUMMARY:

Under the direction of the Circuit Clerk, the Chief Deputy Circuit Clerk is responsible for the general operation of the Circuit Clerk's Office in an efficient and responsible manner, to provide assistance to the Circuit Clerk, and serve as Circuit Clerk in their absence. The Incumbent assists in the training, supervision and record keeping of the employees within the Circuit Clerk's office. Because of the nature and diversity of the work, on-the-job training is provided at times to individual employees to attain proficiency, requiring close supervision by the incumbent. In addition, the incumbent manages the flow of 30-250 public contacts, other agencies, and county offices per day, via phone or in person. Responsibilities include interviewing, hiring and training employees; assigning and directing work; appraising performance, rewarding and disciplining employees, addressing complaints and resolving problems.

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

1. Ensure that all parties contacting the Circuit Clerk's Office are given prompt, efficient, and accurate service concerning the specific aspects of their inquiry.
2. Receive, open, organize, distribute mail and process mail and returns mails. Organize the mail and daily operation of the office to ensure that the work is effectively and efficiently performed. Ensure return mail is out of the office.
3. Process bonds, executions on tax liens, and the issuance of summons, subpoenas, writs and executions.
4. File lawsuits and pleadings according to procedure.
5. Serve as Circuit Clerk during the incumbent's absence.
6. Set up new juvenile, criminal, and civil file-folders and pleadings.
7. Proof computer entries on new cases, judgments, land records and liens.
8. Assist in the supervising and training of Circuit Clerks Office staff so that proper procedures are followed, work is accurately performed, and customers are given efficient and friendly service.
9. Assist abstractors and attorneys in learning the proper procedures used in the Washington County Circuit Clerk's office.
10. Prepare and bill the State of Arkansas and IRS for liens filed.
11. Prepare and bill abstract, lawyers, realtors, surveyors, bankers and others for copies made and for monthly internet services for 180 customers plus 6 customers receiving downloaded files from zip drive. This generates approximately \$88,000.00 + per year. She posts all payments. She must maintain access to index and court cases to City, State and Federal agencies. (46 non-paying users)
12. Maintain and distribute office supplies in an efficient manner so as to minimize cost while efficiently performing work.

13. Answer main telephone line.
14. Deal with staff and others in a profession manner.
15. Maintain necessary personnel and payroll data. Total and calculate time cards for 18 full time employees and 2 part time employees. Submit reports to the Human Resources for payroll purposes. When interviewing prospective employees, the incumbent tells them information regarding insurance, vacation, sick time and retirement.
16. Maintain vacation time and sick time of each employee.
17. Maintain an accurate schedule of the actions of all employees in the department, documenting work performance of the employees.
18. Interaction with the public and various agencies. Must resolve problems and deal with customers in a professional manner.
19. Assist Circuit Clerk with matters involving County policies. Traveling out of town with the circuit clerk to various advisory meetings.
20. Assist Circuit Clerk with Judicial Partition Proceeding sales.
21. Maintain security of the Juvenile files under lock and key. Ensure that all juvenile records are maintained in a confidential manner and information relating to a juvenile is not released except to authorized personnel.
22. Maintain office equipment and adequate supplies for the office. Call for service and/or repair and reorder supplies when necessary.

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.

1. EXPERIENCE-GENERAL:

High school diploma with emphasis in office management. Good organizational skills are necessary for this position. In the absence of the Circuit clerk, the incumbent acts as the supervisor of the Circuit Clerk's office. Supervising 18 + deputy clerks and two part timers in the Circuit Clerk's Office and carries out supervisory responsibilities in accordance with the county's policies and applicable laws.

2. EXPERIENCE-MANAGEMENT:

Directly supervises all employees within the Circuit Clerk Department. Carries out supervisory responsibilities in accordance with the County policies and applicable laws. Responsibilities include interviewing, assisting in hiring, terminating and training employees; planning, assigning, and directing work; appraising performance, rewarding and disciplining employees, addressing complaints and resolving problems.

3. EDUCATION:

The incumbent must have a minimum of high school diploma or general education degree (GED) with emphasis in office management. Four (4) years experience in the court system along with knowledge of real

estate is essential for the performance of duties. This individual must have current knowledge of all Arkansas Court laws pertaining to Circuit Court and extensive knowledge of court procedures. Excellent written and verbal communication skills are needed as well as understanding of legal terminology and judicial proceedings.

4. INITIATIVE & INGENUITY:

In this seniority position, the incumbent must be able to proceed alone and make quick and accurate judgments without seeking authority from a superior. They must be resourceful and creative in decision-making. Must be able to organize work in an efficient manner and have the ability to train others in a patient, diligent manner,

5. MENTAL DEMAND:

Problem solving skills are crucial to this position. The individual must be able to use his/her own judgment to determine matters.

6. ANALYTICAL ABILITY/PROBLEM SOLVING:

With the many facets of this position, problem-solving skills are crucial. The incumbent must have good reasoning and logic to communicate with employees and the public. This individual must have good communication skills along with a friendly, yet professional and informative manner. Must be responsible and have the ability to make mid management decisions with little or no review of top management. In real estate areas an investigative mind is mandatory.

7. RESPONSIBILITY FOR WORK OF OTHERS:

The incumbent is responsible for overseeing the daily work of all circuit clerk deputies along with her daily duties. This individual must watch over the work of 18 full time employees and two part timers. The incumbent carries out supervisory responsibilities in accordance with the County's policies and applicable laws.

8. RESPONSIBILITY FOR FUNDS:

The incumbent has the responsibility of billing Internet users. There is approximately \$88,000.00 dollars collected on a yearly basis.

9. RESPONSIBILITY FOR ACCURACY:

In this position the individual must be accurate in all areas they perform. With duties such as proofing all case files entered into the computer, billing internet users and answering questions to the public.

10. ACCOUNTABILITIES:

In the training and direct supervision of all Deputy Circuit Clerks, the incumbent must be accountable for the knowledge she instills in the clerks. This incumbent is accountable for the operation of the circuit clerk's office.

11. CONTACTS WITH PUBLIC:

This incumbent has contact with the public constantly. In this capacity, their daily job as as clerk or by way of telephone, it is mandatory to be courteous, understanding and helpful. They must have the ability to effectively communicate information and respond to questions in person- to- person and small group situations with customer, clients, and general public.

12: CONTACTS WITH EMPLOYEES:

At all times the incumbent must have the ability to stimulate the employees while keeping a good rapport within the office. They must keep an even balance between being supervisor and fellow employee.

13. MACHINE-COMPUTER OPERATIONS:

The incumbent should possess good typing, strong computer skills. The incumbent must have working knowledge of general office machines such as computer, copiers, Fax, printer, etc.

14. WORKING CONDITIONS:

The work environment characteristics described 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

15. PHYSICAL DEMAND:

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 must sit for long periods of time; occasionally stand and walk; use hands to finger, handle, or feel objects and to talk or hear. Also, the employee must occasionally reach with hands and arms.

Specific vision abilities required by this job include close vision and abilities to interpret small numbers and letters on reduce copies.

The employee must occasionally be required to lift up to 10 pounds.



RUSSELL HILL
Washington County Assessor

280 North College, Suite 250
Fayetteville, Arkansas 72701

This letter is to respectfully request pay increases for Charley Jenkins and Dawn Coble pursuant to the grade increases approved for their positions. The GIS Tech position was rerated from grade 14 to grade 15. The requested increases are merited by the skill, training and responsibilities required for this position. These employees have been in service with the county for 8 years and 7 ½ years respectively. They both have Level IV appraisal certifications through the State of Arkansas and Cadastral Mapping Designations (CMS) through the International Association of Assessing Officers. Each employee is trained to perform their duties with specialized mapping software and use assessment expertise in regards to property valuation. The increases requested do not exceed the maximum (\$20.57) in the salary policy ranges for grade level 15.

Charley Jenkins is currently at \$17.35 per hour. A request is submitted for a 3% increase to adjust the hourly rate to \$17.87 per hour.

Dawn Coble is currently at \$16.55 per hour. A request is submitted for Dawn's hourly rate to match Charley Jenkins'. Both positions perform the same duties and responsibilities, and their qualifications and years of service are comparable.

The job descriptions for these positions listing the responsibilities and qualifications are attached.

Russell Hill
9/21/18

WASHINGTON COUNTY
Job Evaluation

JOB TITLE: GIS 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.	4	5	70
4	<u>Initiative & Ingenuity:</u> Measure of ability to proceed alone, make decisions within authority, & ability to comprehend assignment.	4	4	29
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.	5	5	57
10	<u>Accountabilities:</u> Freedom to act, monetary impact, & impact on end results.	7	7	70
11	<u>Contacts with Public:</u> Responsibility for effective handling of contacts.	4	4	57
12	<u>Contacts with Employees:</u> Responsibility for effective handling of contacts.	3	3	28
13	<u>Machine Operations:</u>	6	6	120
14	<u>Working Conditions:</u>	2	2	12
15	<u>Physical Demand:</u>	2	2	8
		631		656
	<u>Washington County Salary Grade Level</u>	14		15

Signed: _____

Date: August 1, 2018

Washington County

GIS Technician

Job Description

Job Code: 15
Exempt: No
Department: Assessor
Reports To: Chief Deputy Real Estate
Location: County Main Building
Date Prepared: August 01, 2018
Date Revised:

GENERAL DESCRIPTION OF POSITION

Under the direction of the Chief Deputy of Real Estate, this person is required to update real estate cadastral maps and assessment records, including value updates due to parcel splits, combinations and annexations. The incumbent is responsible for maintaining accurate real estate records in excess of \$14.7 billion in appraised property value throughout the County. The incumbent is directly responsible for drafting duties, using GIS digital mapping software for existing parcels boundaries and established subdivisions; maintaining up-to-date files of subdivisions, tract splits, and other information as requested by the Assessor's Office. This includes processing an average of 24 new subdivisions annually, resulting in an average of 600 new residential or commercial subdivision lots and over 500 parcel splits annually. The incumbent must understand database management and be able to access GIS data from the server and upload data to an FTP site to provide current data to internal and external users. The incumbent serves as the point of contact for external mapping and GIS software providers. The incumbent accepts delivery of aerial imagery data and creates a raster catalog and dataset. This dataset displays the maps seen on the web site by the public, is shared with other jurisdictions and entities, and is loaded into the mapping software used internally in the assessor's office and other county departments. This position requires the incumbent to work with minimal supervision and be self-managing. The incumbent is also responsible for any special projects to improve the quality and availability of assessment and GIS data; while providing immediate attention to customer driven inquiries. This position assists with new construction canvassing as well as new business personal property discovery by creating necessary mapping tools in hard copy and digital format, as well as assisting with appraisal field work. These duties require a high level of mental demand and an in depth understanding of mass appraisal practices and procedures. All functions should be performed efficiently and in an accurate, timely, and professional manner.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Must have the ability to read and interpret legal descriptions, maps, plats, and aerial photographs; analyze surveys and other GIS-related source information.
2. Know the principles and practices of cartography and automated mapping, map projections & coordinate systems, map projections & coordinate geometry.
3. Map written legal descriptions on parcel maps and draw new parcel boundaries on maps to maintain map accuracy.
4. Digitally map parcel splits as well as adjusting problem parcels using GIS software.
5. Must perform data input, data analysis, and understand and adjust digital data to determine graphical representation of parcel boundaries for map production.

6. Must use appropriate quality control practices to maintain the integrity of the cadastral map regarding surrounding parcels when making adjustments and corrections to a particular parcel. Develop and print digital maps and other appropriate reference material for appraisers doing field checks.
7. Use ESRI's ArcGIS software to develop and print maps for customers and interoffice use.
8. Must have the ability to enter ownership changes and record documentation for changes in vesting in the assessment record using the CAMA program, including the ability to process deeds resulting in parcel splits and digitally map new parcels as well as adjusting adjoining problem parcels using GIS software.
9. Update ownership changes and parcel splits both for previous years using the necessary corrective documents.
10. Assist the public in person and over the telephone in all aspects of the assessment process.
11. As necessary, contact abstractors, attorneys, and property owners to clarify deed information for proper assessment.
12. Assist deputy assessors in all areas concerning real estate and personal property assessments as needed and serve as back up on telephones.
13. Perform all liaison activities in a professional manner to insure maximum cooperation between and among County and other agencies.
14. Ensure that all activities are professionally and ethically performed in accordance with the law to protect the individual rights of all citizens of Washington County.
15. Must be able to work independently concerning daily tasks and on-going projects with minimum supervision.
16. Must be familiar with research practices including the ability to research electronic indexes and hard copy archival files at the city, county, state and federal level to retrieve documents that relate to parcel description and correct vesting.
17. Must perform extensive research to resolve irregularities, and identify errors in deeds, as well as contacting appropriate entities (lawyers, title companies, banks and other financial institutions) to make them aware of the mistake and the need for correction of the deed for the assessment records.
18. Maintain the integrity of the GIS database.
19. Must create a raster catalogue and dataset of new aerial imagery.
20. Develop policies, procedures, and standards relating to GIS system maintenance, operations, and services.
21. Must be able to develop, generate and interpret reports for internal and external customers using ArcGIS software as well Excel, Access and other report writing software.

22. Provide technical assistance to GIS users in support of project developments and utilization of GIS data.
23. Maintain GIS data to be accessible on the county website and report progress where GIS is concerned.
24. Attend and participate in staff meetings and related activities.
25. Troubleshoot and solve GIS and assessment problems.
 - Train new staff members regarding legal descriptions and mapping.
 - Supervise, assign, and coordinate GIS intern projects based on interns' schedules and abilities; determine which projects have higher priority, and ensure those are completed first.
 - Drive a county vehicle to training venues as well as off-site meetings.
 - Serves as lead for special GIS projects and provides status updates as needed.
 - Develops and implements map services for internet and intranet applications (ArcGIS for Server and/or ArcReader).
 - Obtain user name and passwords to the County's FTP Site from the IT department to various entities requesting access.
 - Update the FTP Site with various GIS and other database information.
 - Assist IT with troubleshooting and problem solving online mapping system issues and ArcReader issues.
 - Attend workshops, conferences, training seminars and classes to increase professional knowledge.
 - Must be proficient with applications such as: Excel, Access, Microsoft Word as well as ArcGIS mapping programs.
 - Ability to read and use digital maps and plats, to locate the physical site of any parcel using portable or handheld computer devices.

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 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 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

Advanced: Database

Intermediate: Spreadsheet

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

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under general supervision where standard practice enables the employee to proceed alone on routine work, referring all questionable 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 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.

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, either within the office or in the field. May also involve occasional self-initiated contacts to patrons. Lack of tact and judgment may result in a limited type of problem for the organization.

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

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; frequently required to reach with hands and arms, talk or hear; and occasionally required to stand, walk. 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

Employees must travel to different sites and locations.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and must be able to work with minimal supervision. The work performed requires judgment in the application of established guidelines to specific situations, with instruction or assistance from a supervisor on problems or unusual cases. This position requires being self-disciplined, motivated; and capable of exercising good judgment when making necessary decisions. Accuracy is a very important factor in this position. 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:

Bachelor's or Associate degree in geographic information systems or geography and two years of experience working with geographic information systems is preferred, as well as a State of Arkansas certification in Assessment Administration or Appraisal and an International Association of Assessor's Office professional designation in cadastral mapping. Other combinations of experience and education may be substituted.

Language/Communication Skills:

Must possess excellent interpersonal skills in order to establish and maintain good working relationships with co-workers, other County employees, developers, realtors, surveyors, engineers, title companies, general public, and other officials.

Reasoning Ability:

Must have the ability to interpret and analyze technical and statistical information. Analytical ability skills are necessary in order to analyze data to make appropriate recommendations. Possess the ability to read and comprehend specifications, legal descriptions and boundary maps of real property, maps, and development plans and plats.

Office Equipment & Computer Software:

Machine skills include computer and Internet, calculator, FAX machine, copy machine, and typing skills. Computer programs and software utilized include: Computer Assisted Mass Appraisal software; ESRI's ArcGIS software; and Microsoft Office Products to include Word, PowerPoint, Excel, and Access; Deed Plotter mapping software; Adobe Reader; and overall basic computer knowledge.



RUSSELL HILL
Washington County Assessor

280 North College, Suite 250
Fayetteville, Arkansas 72701

This letter is to respectfully request pay increase for Jessica Crossley pursuant to the grade increase approved for her position. The Real Estate Supervisor position was rerated from grade 18 to grade 19. The requested increase is merited by the skill, training and responsibilities required for this position. This employee has been in service with the county for 11 years. She has Level IV appraisal certification through the State of Arkansas and administers the Amendment 79 Homestead Credit applications. Jessica is proficient with specialized software aiding the assessment function noted above. The increase requested does not exceed the maximum (\$25.33) in the salary policy ranges for grade level 19.

Jessica Crossley is currently at \$21.16 per hour. A request is submitted for a 3% increase to adjust the hourly rate to \$21.80 per hour.

The job description for this position listing the responsibilities and qualifications is attached.

Valuing Washington County and You,

Assessor Russell Hill

WASHINGTON COUNTY
Job Evaluation

JOB TITLE: Real Estate Supervisor

Factor	Basis for Rating	Current Rating	Proposed Rating	Points
1	<u>Experience-General</u> : Minimum time to become familiar with requirements of the job.	6	6	64
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.	5	5	70
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.	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.	5	6	80
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.	8	8	90
11	<u>Contacts with Public</u> : Responsibility for effective handling of contacts.	4	4	57
12	<u>Contacts with Employees</u> : Responsibility for effective handling of contacts.	3	4	38
13	<u>Machine Operations</u> :	5	5	76
14	<u>Working Conditions</u> :	2	3	18
15	<u>Physical Demand</u> :	2	2	8
		805		932
	Washington County Salary Grade Level	18		19

Signed: _____

Date: August 1, 2018

Washington County Real Estate Supervisor Job Description

Job Code: 19
Exempt: Yes
Department: Assessor
Reports To: Chief Deputy of Real Estate
Location: County Main Building
Date Prepared: August 01, 2018
Date Revised:

GENERAL DESCRIPTION OF POSITION

The Real Estate Supervisor is responsible for ensuring all real estate records are properly updated within Washington County and to administer the Amendment 79 Homestead Credit as prescribed by state law. The incumbent manages and provides direct supervision for 6 staff members including both Real Estate Deputy I and Real Estate Deputy II positions. This includes scheduling to ensure the department is properly staffed and giving yearly performance evaluations and counseling employees on policies and procedures. The real estate supervisor ensures all real estate department functions are performed efficiently and in a professional and timely manner. All assessments must be accurate in accordance with state law to provide the records base for the County Collector to collect the appropriate amount of tax for the operation of schools, city, and county organizations. The incumbent also ensures all Amendment 79 Homestead applications are verified and processed according to current law and is directly responsible for \$14.3 million dollars in homestead credits applied to qualifying tax bills. The incumbent must be aware of all legislation affecting the Amendment 79 Homestead Credit Act and adapt changes in application and procedures accordingly. This position is responsible for maintaining accurate real estate records in excess of \$14.7 billion in appraised property value throughout the county. The incumbent is responsible for quality control procedures of real estate data, which includes running various edit reports using various reports writing software to ensure all real estate records are accurate. Additionally the incumbent reviews legislative audits on Amendment 79 homestead credits to maintain accuracy. The incumbent must be able to prepare the Assessor's yearly final abstract of values for county purposes and provide this information to various external entities. The incumbent must ensure each situation is handled according to County and State policies with tact and diplomacy. The incumbent is required to be available after normal business hours if the need arises.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provide management and supervision to the staff in the Real Estate Department, including Deputy I and Deputy II positions. Assign daily work and provide scheduling to maintain office continuity and ensure that all work is completed in a timely fashion.
2. Verify all name changes done in the office from deeds and other instruments received from the Circuit Clerk's Office.
3. Ensure all changes in assessments are entered on records correctly to allow for proper accountability.
4. Ensure that all changes are properly posted and available to the Collector's Office in an efficient and timely manner.

5. Assist customer's inquiries regarding value, Amendment 79 status, and with locating properties by legal description using GIS maps and software.
6. Download all deeds and other instruments daily from the Circuit Clerk's Office pertinent to assessment records.
7. Explain the Amendment 79 Homestead benefits and limitations to taxpayers in person, by phone and written communication.
8. Participate in statewide forums discussing Amendment 79 issues with others including legislative inquiries.
9. Mail Homestead applications in a timely manner to all new owners per deed changes and notify taxpayers that will be eligible for the Fixed Benefits based on year of birth.
10. Make determination of eligibility for Homestead credit according to state law before facilitating the data entry and application of limitations for the current and future year.
11. Notify taxpayers by phone, e-mail or in writing when additional information is needed to process the Homestead exemption.
12. Remove Homestead exemptions when necessary on past, current, and future years including adjusting benefits based on the deceased persons list from the Arkansas State Health Department.
13. Assist and work with other counties and states to ensure Homestead credit is not claimed in more than one jurisdiction.
14. Supervise personnel assigned to verification of eligibility, determinations of change in status and general administration of the Amendment 79 Homestead credit.
15. Assist and work with the Collector and County Attorney when necessary in the levying of fines for taxpayers who are claiming a disallowed Homestead exemption.
16. Create and check edit reports periodically and timely to make sure taxable values on land and buildings are adjusting correctly according to Amendment 79 limitations from one year to the next by percentage or dollar amount.
17. Assist internal and external customers in retrieving all assessment records from the Assessor's database for assessment applications and research.
18. Process change slips for corrections and adjustments due to Amendment 79 limitations for the Collector's Office for correct billing, as necessary; also provides a monthly report to the collector describing all tax roll changes.
19. Assist in other areas of the office, when needed. This includes but is not limited to making appropriate ownership and valuation changes on real estate records as necessary, and canvassing for newly discovered properties.
20. Provide assistance and resolve problems for other staff members.
21. Conduct all liaison activities in a professional manner to ensure maximum cooperation between and among County offices and other agencies.

22. Ensure that all activities are professionally and ethically performed in accordance with the law to protect the individual rights of all citizens in Washington County.
23. Must pursue appropriate continuing education and state certifications to aide in efficient valuation and assessment practices.
24. May be required to travel for training courses, conferences, workshops and/or to represent the Assessor's office at various meetings and functions, locally, statewide and nationally.
25. 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 3 years related experience and/or training, 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 read, analyze, and understand general business/company related articles and professional journals; Ability to speak effectively before groups of customers or employees.

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

Not indicated.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Intermediate: Database, Spreadsheet

Basic: Alphanumeric Data Entry, Contact Management, 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

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: Not indicated.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Regularly responsible for funds, building premises, inventory, or other property owned, controlled, or leased by the organization and, in addition, may have temporary custody and responsibility of patron property, which through carelessness, error, loss, theft, misappropriation, or similar action would result in very important monetary losses to the organization. The total value for the above would range from \$1,000,000 to \$10,000,000.

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.

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, either within the office or in the field. May also involve occasional self-initiated contacts to patrons. Lack of tact and judgment may result in a limited type of problem for 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

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

SUPERVISORY RESPONSIBILITIES:

Directly supervises six full-time personnel in the Real Estate Department, also any part-time or temporary personnel when needed. Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include assisting with interviewing, making recommendations for hiring, and training employees; performance evaluations, counseling, planning, assigning, and directing work; addressing complaints and resolving problems. When needed, will follow Assessor's disciplinary policy and procedure using FORM PIP Created 8/20/15

EDUCATION and/or EXPERIENCE:

Bachelor's degree in business administration or related experience is desirable. Must have minimum of high school diploma or general education degree (GED); must have knowledge of real estate terminology, legal descriptions, and previous experience in the office. This individual must have a State of Arkansas Level IV certification in administration or appraisal. An International Association of Assessing Officer's designation in assessment administration or an appraisal designation is preferred. This individual must be proficient with ArcReader mapping software, Microsoft Excel, Access, and report writing functions in the CAMA system. This position requires expert knowledge in Amendment 79 law with a minimum of 3 years' experience. This individual must have 3 years' experience using CAMA (Computer Assisted Mass Appraisal) database. Other combinations of education, training and experience will be considered to satisfy requirements.

OTHER SKILLS and ABILITIES:

Should possess computer, keyboarding, and math skills; be able to organize work and work with limited supervision; have management supervisory skills; have knowledge of modern office practices, procedures, and equipment; and have strong written and verbal communication skills. Must be able to use various computerized copiers and plotters, be proficient with legal description plotting software.

ORDINANCE NO. 2018-XX**ORDINANCE:**

**BE IT ORDAINED BY THE QUORUM COURT
OF THE COUNTY OF WASHINGTON,
STATE OF ARKANSAS, ANN ORDINANCE
TO BE ENACTED:**

**AN ORDINANCE CREATING A CERTIFICATE INCENTIVE
PROGRAM FOR THE WASHINGTON COUNTY ASSESSOR'S
OFFICE AND AUTHORIZING PAYMENTS PURSUANT TO THAT
PROGRAM.**

WHEREAS, the Assessor and the Quorum Court recognize having a professional assessing service is critically important to the citizens of Washington County; and,

WHEREAS, the Assessor and the Quorum Court understand that formal education, training and the certifications that result from that education and training maintain the professionalism of each individual assessment office staff member; and

WHEREAS, it is the desire of the Quorum Court to incentivize Washington County Assessor staff to obtain and maintain these professional certifications.

**NOW, THEREFORE, BE IT ORDAINED BY THE QUORUM COURT
OF THE COUNTY OF WASHINGTON, STATE OF ARKANSAS;**

ARTICLE 1. In the event that sufficient revenues exist in the judgment of the Washington County Assessor in his or her budget, the Washington County Treasurer is authorized to make additional salary payments from such funds to those employees who have attained assessment certifications above the basic certificate level, as defined by the Arkansas Assessment Coordination Department (AACD) and/or the International Association of Assessing Officers (IAAO). These qualifying incentive payments are for those certifications or designations already specified in a particular job description.

ARTICLE 2. It is the intent of this ordinance that such payments shall be optional, at the discretion of the Assessor and dependent on sufficient revenues.

(a)(1) Assessor staff who is employed for a least one (1) year with the Washington County Assessor's office and holding the following certificates on July 1 of each year shall be eligible for all or a portion of additional salary payments scheduled as follows:

- (A) Level 4 – Senior Appraiser (\$300) annually; and,
- (B) Level 5 – Designated Appraiser (\$300) annually; and
- (C) Any IAAO professional designation (\$300) annually.

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(2) Payment of the funds shall be made during the eligible employee's first pay period in the month of December depending of the availability of revenues and shall be restricted to the following classifications:

- (A) Chief Deputy Assessor
- (B) Branch Manager
- (C) GIS Coordinator
- (D) Deputy Assessor II
- (E) GIS Technician
- (F) Research Analyst
- (G) Real Estate Supervisor
- (H) Data Collector
- (I) Personal Property Supervisor
- (J) Commercial/Personal Property Manager
- (K) Commercial/Personal Property Deputy
- (L) Deputy Assessor I
- (M) Appraiser (or Appraiser IV)
- (N) Senior Appraiser
- (O) Chief Deputy Assessor, Real Estate
- (P) Chief Deputy, Personal Property
- (Q) Administrative Assistant

(b) The maximum allowable annual aggregate payment pursuant to this ordinance to any one employee shall be Twelve Hundred Dollars (\$1200).

(c) Payments made under this section shall be considered part of the employee's regular income and subject to all applicable withholding required by law.

JOSEPH K. WOOD, County Judge

DATE

BECKY LEWALLEN, County Clerk

Sponsor: Lisa Ecke

Date of Passage: October 18, 2018

Votes For: Votes Against:

Abstentions: Absent: