



**WASHINGTON COUNTY, ARKANSAS**  
**County Courthouse**

MEETING OF THE  
WASHINGTON COUNTY QUORUM COURT  
PERSONNEL COMMITTEE

Monday, December 10, 2018  
5:30 P.M.  
Washington County Quorum Court Room

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Harvey Bowman  
Robert Dennis  
Colleen Briney

Chair Lisa Ecke

Sue Madison  
Vice Chair Butch Pond  
Bill Ussery

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A G E N D A

1. Call to Order
2. Prayer and Pledge
3. Adoption of Agenda
4. Accounts Payable Administrator (4.1 – 4.3)
5. Deputy Assessor I (5.1 – 5.2)
6. Other Business: Any other business to be discussed by the Committee will be brought up at this time
7. Public Comments
8. Adjournment

Joseph K. Wood  
COUNTY JUDGE



Shannon Worthen  
COMPTROLLER

WASHINGTON COUNTY, ARKANSAS  
COMPTROLLER OFFICE

December 3, 2018

To JESAP Committee/Personnel Committee:

The Comptroller is requesting that the Accounts Payable Administrator position 113004, which has just been regraded from Grade 11 to 14, be given a 5% raise for 2018. See attached for regrading worksheets and updated Job Description (last reviewed in 2011).

Her current wage is \$15.43/hr; which places her in the 3rd quartile of Grade 11. The Salary Admin Program allows for someone whose (a) position rerating resulted in an upward movement of two or more grades and (b) whose current wage exceeds the new classification's halfway point (top of the 1st quartile = \$15.52) then a 5% pay adjustment is allowed. Unfortunately she barely misses this threshold with her current wage, since she was upgraded 3 grades. However, she is in the unusual situation where she would have qualified for the automatic 5% raise if she had only been upgraded 2 grades to Grade 13. This is the reason why I am requesting that she be given a 5% raise to \$16.20 per hour, so she receives some increase for her upgrade of 3 grades.

She is a hard worker who went without her Accounts Payable Administrative Assistant for 6 months, essentially doing two jobs, while the Comptroller Department was also without a Comptroller.

The Comptroller Budget currently has sufficient funds so there would not be any financial impact or appropriation needed to cover the raise.

We appreciate your consideration of this request.

Respectfully,

Joseph K. Wood  
Washington County  
County Judge

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

**WASHINGTON COUNTY**  
Job Evaluation

**JOB TITLE: Accounts Payable Administrator**

Factor	Basis for Rating	Same		Points
		Current Rating	Proposed Rating	
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	1	33
3	<u>Education</u> : Preliminary formalized training or self-development expressed in terms of equivalent formal education.	3	3	32
4	<u>Initiative &amp; Ingenuity</u> : Measure of ability to proceed alone, make decisions within authority, & ability to comprehend assignment.	4	5	36
5	<u>Mental Demand</u> : Measure of degree of concentration and sensory alertness.	3	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	1	10
8	<u>Responsibility for Funds, Equipment, Property, Etc.</u> : Personal responsibility and accountability for receipt, storage, issue, or use.	3	5	48
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	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> :	4	4	38
14	<u>Working Conditions</u> :	2	2	12
15	<u>Physical Demand</u> :	2	3	13
		507		637
	Washington County Salary Grade Level	11		14

Signed: \_\_\_\_\_

Date: November 26, 2018

## Washington County Accounts Payable Administrator Job Description

**Job Code:** 14  
**Exempt:** No  
**Department:** Comptroller  
**Reports To:** Comptroller  
**Location:** County Comptroller Office  
**Date Prepared:** November 21, 2018  
**Date Revised:** November 26, 2018

### GENERAL DESCRIPTION OF POSITION

Under the direction of the Comptroller, the incumbent is responsible for performing accounts payable functions ensuring county expenses are paid in a timely manner. This position requires an individual that is accurate with numbers and is able to meet deadlines in a timely manner. The incumbent is responsible for payment of all outstanding invoices, contract and inner fund transfers involving 25 funds and 89 departmental budgets with a total budget over \$60,000,000. The incumbent must ensure that all invoices are properly, coded, documented, approved for payment by an elected official, and that the necessary funds are available. The incumbent must present all payments to the County Judge and/or Chief of Staff for approval before any payments are made. The incumbent must work closely with the Treasurer and County Clerk for all Accounts Payable transactions. The incumbent is also responsible with assisting the Payroll Administrator with performing payroll functions to ensure that payroll is processed in a timely manner. The payroll consists of 1483 employees with 577 being full time. The incumbent must ensure that each situation is handled according to County policies and State and Federal law and in manner that maintains optimum efficiency in the department.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Review all invoices for accuracy, check for corresponding purchase orders, receipt of product/service, compliance of the expenditure, and General Ledger Coding for accountability and scan then attach all corresponding documentation. Prepare detailed spreadsheets showing the distribution of expenses to various budgets on common expenses such as telephone and fuel.
2. Input the information from the invoice and purchase order into the computer, checking for accuracy to prevent errors or potential loss of goodwill by the public, vendors, or others. Perform check calculation routine and submit reports as required.
3. Ensure prompt payment of monthly recurring expenditures.
4. Print all corresponding reports related to accounts payable.
5. Consult with vendors and County officials regarding invoices presented for payment.
6. Confirm bid items for accuracy in billing.
7. Review open purchase orders to determine status and disposition.
8. Correspond with elected officials and department heads regarding budget over-runs, account problems, or status on payments.

9. Process the County Purchase Card billings for payment and determine accuracy of the coding and payment processing.
10. Process travel reimbursements according to all laws and policies.
11. Review the Payroll Administrator's job description and assist when needed.
12. Assist the Comptroller and Accounting Manager when necessary.
13. Assist the Purchasing Office, Human Resources Office, Grants Administration and County Judges Office when necessary.
14. Review County policies concerning accounts payable and payroll and make sure that the departments are within compliance.
15. Conduct all liaison activities in a professional manner to ensure maximum cooperation between and among the County, the public and other agencies.
16. Check all invoices for proper sales tax expenditures.
17. Scan all invoices and receipts including any paid by Purchasing Cards.
18. Match all monthly invoices with corresponding receipts prior to processing payment.
19. Correspond with vendors as needed to reconcile monthly statements.
20. Compile all sales tax invoice documents, enter into spreadsheets, then send to each department for approval prior to payment.
21. Check each invoice for sales tax rebate opportunities. Print copy of that invoice, enter into spreadsheet, complete state form and send to State of Arkansas for rebate.
22. Supervise the AP department to ensure that all invoices, PCard, contracts, and Sales tax are paid on time.
23. Coordinate with Purchasing to ensure that all yearly contracts have been completed, signed, and are ready for payment by January 15 of each year.
24. Pull warrants for corrections, if needed.
25. File all warrants with the County Clerk.  
Pay invoices twice weekly. Check payment batch for accuracy, print remittances, stuff checks, then send to vendors.  
  
Send email to all departments to whom an in-house check is written.  
  
Cross reference all year-end warrants with new-year warrants, if the invoice amounts include both current year and previous year dollars.  
  
Monitor "Authorized Bill Approvers" list to accuracy. Update with any new changes and send out to all Bill Approvers. Maintain a hard copy of all requested changes to this list.

Send out notifications to all Bill Approvers if there is a deviation to normal invoice payment schedule (holiday, last working day, etc.).

Sort all mail delivered by the USPS to the 5th floor and place in departmental mailboxes.

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 2 years related experience and/or training, and 1 to 6 months related management experience, or equivalent combination of education and experience.

## **COMMUNICATION SKILLS**

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

## **MATHEMATICAL SKILLS**

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

## **CRITICAL THINKING SKILLS**

Ability to 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: 10-Key, Accounting, Payroll Systems, Spreadsheet

Basic: 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**

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**

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 (1-3) of employees in the same or lower classification. Assigns and checks work; assists and instructs as required, but performs same work as those supervised, or closely related work, most of the time. Content of the work supervised is of a non-technical nature and does not vary in complexity to any great degree.

## **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.

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**

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.

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 frequently required to sit, use hands to finger, handle, or feel, talk or hear; and occasionally required to stand, walk, reach with hands and arms, climb or balance. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision.

## **ADDITIONAL INFORMATION**

### **EDUCATION and/or EXPERIENCE:**

Minimum of high school diploma or general education degree (GED); two years previous experience in accounting/accounts payable and bookkeeping. Successful completion of accounting courses is necessary to perform this position's functions; preferably in government accounting. A four year degree is preferred.



**OTHER SKILLS and ABILITIES:**

The incumbent should possess knowledge of accounting principles, good verbal and written communications skills, computer skills, good ten key and typing as well as good math skills; must possess the ability to resolve accounting, accounts payable, and payroll problems independently. The incumbent should have knowledge of modern office practices, procedures, and equipment. Knowledge of computerized accounting and the ability to perform duties with speed and accuracy is also required.



RUSSELL HILL  
Washington County Assessor

280 North College, Suite 250  
Fayetteville, Arkansas 72701

November 9, 2018

JESAP Committee,

As part of an organizational re-adjustment, we want to move Jamie Miller from the Commercial Personal Property Deputy position (Grade 11) that she is currently in to a Deputy Assessor I position (Grade 9), but with the same pay that she is currently making. We are bringing all our Commercial Personal Property Deputy positions back into our main office in the Courthouse as part of the organizational re-adjustment. Jamie currently is the sole employee that takes care of taxpayers in our Lincoln satellite office.

Ms. Miller has been with the Assessor's office for over 11 years and is a vital asset to our taxpayers that assess their property in the Lincoln satellite office. Ms. Miller currently makes \$16.08 per hour in the Commercial Personal Property Deputy position (Grade 11). Moving her into the Deputy Assessor I position (Grade 9) would not exceed the maximum salary policy range of \$16.28 for a Grade 9 position.

Since this demotion is due to an organizational re-adjustment and not poor performance and/or disciplinary action, this request is being submitted to the Job Evaluation Committee for review and approval and then forwarded to the Personal Committee for their approval per the rules outlined in the Salary Administration Policies – Section I, J., 2., B. which states that an Elected Official may desire to secure a pay level in excess of the midpoint based on County tenure and experience.

Respectfully,

Russell Hill  
Washington County Assessor

**WASHINGTON COUNTY**  
Job Description

JOB TITLE: Deputy Assessor I

Exempt (YIN): No

DATE PREPARED: August 2015

DEPARTMENT: Assessor

SUPERVISOR: Real Estate Supervisor/  
Personal Property Supervisor

**SUMMARY:**

The Deputy Assessor I is responsible for updating real estate and/or personal property assessment records and interacting with the public in an information/problem solving capacity. Collect monies for copies of assessment records and maps. Ensure that all assessment transactions and interpersonal exchanges are performed efficiently and in a professional and timely manner often under adverse conditions. 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. Ensure each situation is handled according to County policies. The incumbent ensures that assessment values are correctly posted on assessment records. Each Deputy Assessor I is responsible for 1 billion in appraised personal property values through their accuracy of records. The Deputy Assessor I is responsible for making subjective determinations regarding application of documents affecting real estate and personal property assessments.

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

1. Using copies of deeds received from Circuit Clerk's Office, the incumbent determines the applicable records and makes the appropriate updates to the information in the CAMA system.
2. Assist the public in person or on the telephone in order to correctly assess land and buildings parcels, provide information pertaining to splits, property values, ownership of parcels, and other data which may be requested.
3. Make personal property assessments both in person and by phone, mail, email, fax, and verify online assessments.
4. Make proper updates using copies of recorded deeds and court orders from the Circuit Clerk's office, as well as death certificates and other probate related documents from the County Clerk's office.
5. Ensure proper documentation of all information needed for assessments is organized for scanning to ensure proper record retention and retrieval. Organize work for daily goals and stay current on a daily basis.
6. Assist customers with locating a piece of property on a map or locating a specific property owner by legal description or an address. Also must be able to identify specific properties on the personal property assessments.

7. Must be able to assist in the training process of new employees, including hands on instruction of assessment procedures. This includes all aspects of personal property assessment, real estate name changes, mapping skills and general assessment knowledge.
- 8 Collect and receipt for money collected from customers for photocopies.
9. Provide legal descriptions available from assessment records for the public on their property.
10. Conduct all liaison activities in a professional manner to ensure maximum cooperation between and among County and other agencies.
11. 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.
12. Make decisions regarding appropriate methods to correct errors on assessment records, which requires knowledge and understanding of the appropriate documents required to accomplish the correction.
13. Attend appropriate training and courses including continuing education (classes and/or seminars) as may be required by the Assessor.
14. Successfully cross-train in other departments as required by the Assessor.
15. Must be able to read and define GIS digital maps to use for assessment record changes.
16. Must be able to interpret digital maps to assess school district's boundaries and proper tax districts in order to establish the correct millage for taxation purposes, and amending tax districts if the person has moved.
17. Using titles and/or Bill of Sales, to assess personal property of individuals and businesses by phone, fax or email and in person. This would include vehicles, boats, planes, trailers, motorcycles, ATV's motor homes, livestock, etc.
18. Update personal information on individuals and businesses, such as address and phone numbers. If the taxpayer has not been assessed in our county before, the deputy assessor must find out if the individual has previously assessed in another state, moved from another county or if this is the person or business's first assessment and make the appropriate notes for tax clearance purposes. Research assessments by using vehicle identification numbers, names and addresses before opening new accounts, thereby avoiding duplicate accounts.
19. Verifying each item on the taxpayer's previous year assessment and removing items when necessary. If the items remaining on the assessment are items that do not automatically depreciate, you must make sure that proper depreciation is given from pricing manuals or from internet research, and revalue older vehicles whose value must be rated and determined by its particular condition.

20. Answering questions and directing walk-in customers as well as phone calls to the proper office or department.
21. Responsible for using general affidavits to remove permanently tagged items from current assessments.
22. Correcting assessments based on reports that are designed for the purpose of checking for accuracy. Also, auditing reports supplied by the State, which show items tagged by the Revenue Department for the Assessor's Office to verify that same item is being properly assessed.
23. Must demonstrate the ability to make decisions concerning correspondence to outside agencies to request corrections of documents affecting assessment records and be able to prioritize assigned tasks and daily work flow.
24. Must be willing to work in satellite offices when necessary.
25. Other duties as assigned.

**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 plus two (2) years real estate or mapping experience with public service preferred; or two (2) years college or technical school with emphasis in business education. Training in customer service is desirable. Basic knowledge of mapping systems or legal descriptions, real estate terminology, taxation policy and assessment system of the County is preferred.

**OTHER SKILLS and ABILITIES:**

Should possess PC computer skills in Windows based programs, Excel, Word, as well as mapping software (ArcReader, Deed Plotter) and accurate data entry and typing skills including 10 key skills. Must complete State of Arkansas Assessment Coordination Department courses; A (Maps, Legal Descriptions, and Assessment Administration), B (Valuation), C (Assessment of personal Property) within two years. Have knowledge of modern office practices, procedures, keyboarding skills and equipment such as all types of copiers, printers, FAX machines, etc. Have strong written and verbal communication skills as this position deals with the public most of the time, and in some cases, the citizens' emotions can be extreme. Be proficient with real estate legal descriptions, vehicle makes, models, etc., and the ability to use depreciation schedules. Must be a self-starter and able to do a variety of duties in an open area office. Must have a high level of accuracy for all data entry functions.

**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. Punctuality and regular

attendance is essential. While performing the duties of this job, the employee **will** regularly sit, stand, use hands to handle or feel, and talk or hear. The employee frequently is required to stoop, kneel, or crouch and reach with hands and arms. Occasionally, the employee must walk and climb or balance. The employee must occasionally be required to lift and/or move up to 10 lbs. Specific vision abilities required by this job include the ability to adjust focus, peripheral vision, color vision, and close vision.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is as you would find in a normal office setting.