



WASHINGTON COUNTY, ARKANSAS
County Courthouse

MEETING OF THE
WASHINGTON COUNTY QUORUM COURT
FINANCE & BUDGET COMMITTEE

Tuesday, February 12, 2019
6:00 PM
Washington County Quorum Court Room

A G E N D A

1. Call to Order
2. Prayer and Pledge
3. Introduction of Committee Members – Members of the 2019-2020 Finance & Budget Committee: Committee of the Whole.
4. Selection of Chair/Vice Chair
5. Adoption of Agenda
6. Review the Responsibilities of the Finance & Budget Committee:
The responsibilities of the Finance & Budget Committee are to review and make recommendations on the financial condition of the County to include county finances, yearly budget, appropriations, fiscal control, audit review, and monitoring of expenditures.
7. Treasurer's Report – Bobby Hill (7.1 – 7.4)
8. Employees' Insurance Report– Nelson Driver
9. Comptroller's Report – Shannon Worthen (9.1 – 9.2)
10. 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 (10.1 – 10.3)
11. AN ORDINANCE CHANGING THE TITLE OF FOUR FULL-TIME POSITIONS; AND, APPROPRIATING THE AMOUNT OF \$7,252 FROM UNAPPROPRIATED RESERVES IN THE GENERAL FUND TO THE CIRCUIT COURT III BUDGET FOR 2019 (11.1 – 11.11)

12. AN ORDINANCE APPROPRIATING REVENUE IN THE AMOUNT OF \$12,325.11 IN THE ANIMAL SHELTER PROJECT FUND (3516) FOR 2019 (12.1)
13. AN ORDINANCE RECOGNIZING REVENUE IN THE AMOUNT OF \$10,000 IN THE ANIMAL SHELTER GRANT FUND; AND, APPROPRIATING THE AMOUNT OF \$10,000 FROM THE ANIMAL SHELTER GRANT FUND TO THE ANIMAL SHELTER-GIF BUDGET FOR 2019 (13.1)
14. AN ORDINANCE ANTICIPATING ADDITIONAL REVENUE OF \$325,000 IN THE DRUG COURT GRANT FUND; AND, APPROPRIATING THE AMOUNT OF \$325,000 FROM THE DRUG COURT GRANT FUND TO THE SAMHSA 2019/2020 GRANT BUDGET FOR 2019 (14.1)
15. AN ORDINANCE ANTICIPATING ADDITIONAL REVENUE OF \$14,411 IN THE LAW ENFORCEMENT GRANT FUND; AND, APPROPRIATING \$14,411 FROM THE LAW ENFORCEMENT GRANT FUND TO THE JAG GRANT BUDGET FOR 2019 (15.1)
16. AN ORDINANCE RECOGNIZING ADDITIONAL REVENUES OF \$82,701 IN THE LAW ENFORCEMENT GRANT FUND; AND, APPROPRIATING THE AMOUNT OF \$82,701 FROM THE LAW ENFORCEMENT GRANT FUND TO THE SCAAP 2017 BUDGET FOR 2019 (16.1)
17. AN ORDINANCE ANTICIPATING ADDITIONAL REVENUE IN THE AMOUNT OF \$21,000 IN THE LAW ENFORCEMENT GRANT FUND FOR 2019; AND, APPROPRIATING \$21,000 FROM THE LAW ENFORCEMENT GRANT FUND TO THE FY 2018 STEP GRANT FUND 2019 (17.1)
18. AN ORDINANCE ANTICIPATING ADDITIONAL REVENUE IN THE AMOUNT OF \$23,400 IN HIDTA GRANT FUND; AND, APPROPRIATING \$23,400 FROM THE HIDTA GRANT FUND TO THE HIDTA 2018 G18GC0004A BUDGET FOR 2018 (18.1)
19. A RESOLUTION AUTHORIZING THE SUBMITTAL OF AN APPLICATION TO THE ARKANSAS UNPAVED ROADS GRANT FOR ROAD IMPROVEMENTS ON BALLARD CREEK ROAD (WC76) (19.1)
20. Other Business: Any other business to be discussed by the Committee will be brought up at this time.
21. Public Comments
22. Adjournment

TREASURER'S FINANCIAL SUMMARY

7.1

1/1/2019 TO 1/31/2019

| ACCOUNT | BEGIN BALANCE | REVENUES | EXPENDITURES | END BALANCE |
|-------------------------------------|------------------------|-----------------------|-----------------------|------------------------|
| 1000 GENERAL | \$11,445,870.64 | \$3,255,015.36 | \$3,655,897.12 | \$11,044,988.88 |
| 1002 EMPLOYEE INSURANCE | \$2,711,229.23 | \$833,410.76 | \$428,147.19 | \$3,116,492.80 |
| 1800 FLEX SPENDING | \$22,212.69 | \$29,110.38 | \$19,949.48 | \$31,373.59 |
| 1906 ANIMAL SHELTER FUND | \$922.11 | \$0.00 | \$0.00 | \$922.11 |
| 2000 ROAD | \$3,365,143.79 | \$1,097,222.05 | \$1,888,710.40 | \$2,573,655.44 |
| 3000 TREASURER'S AUTOMATION | \$156,733.18 | \$55,166.92 | \$2,837.66 | \$209,062.44 |
| 3001 COLLECTOR'S AUTOMATION | \$530,580.46 | \$300,593.38 | \$20,708.90 | \$810,464.94 |
| 3002 CIRCUIT COURT AUTOMATION | \$163,929.49 | \$2,543.51 | \$654.98 | \$165,818.02 |
| 3004 ASSESSOR'S AMENDMENT 79 FUN | \$130,579.19 | \$72,135.08 | \$0.00 | \$202,714.27 |
| 3005 COUNTY CLERK'S COST | \$577,251.77 | \$10,114.30 | \$3,896.36 | \$583,469.71 |
| 3006 RECORDER'S COST | \$1,000,000.00 | \$136,567.97 | \$136,567.97 | \$1,000,000.00 |
| 3008 COUNTY LIBRARY | \$1,322,186.93 | \$138,213.44 | \$294,551.43 | \$1,165,848.94 |
| 3010 COUNTY CLERK OPERATING | \$38,389.40 | \$423.36 | \$6.95 | \$38,805.81 |
| 3012 CHILD SUPPORT COST | \$11,044.36 | \$195.12 | \$11,044.67 | \$194.81 |
| 3014 COMMUNICATION FACILITY/EQUIP | \$201,666.76 | \$29,376.54 | \$30,166.31 | \$200,876.99 |
| 3017 JAIL OPERATION & MAINTENANCE | \$978,725.26 | \$1,435,938.03 | \$2,271,175.73 | \$143,487.56 |
| 3019 BOATING SAFETY | \$14,072.84 | \$776.21 | \$273.56 | \$14,575.49 |
| 3020 EMERGENCY 9-1-1 | \$952,913.38 | \$38,914.57 | \$48,594.35 | \$943,233.60 |
| 3028 ADULT DRUG COURT | \$30,229.18 | \$2,566.50 | \$30,270.67 | \$2,525.01 |
| 3031 CIRCUIT COURT JUVENILE DIVISIO | \$12,184.35 | \$1,031.33 | \$1,177.14 | \$12,038.54 |
| 3032 JUVENILE COURT REPRESENTATI | \$2,056.53 | \$53.09 | \$0.84 | \$2,108.78 |
| 3039 CIRCUIT CLERK COMMISSIONER F | \$23,052.61 | \$317.62 | \$4.35 | \$23,365.88 |
| 3042 ASSESSOR'S LATE ASSESSMENT | \$16,018.86 | \$555.89 | \$0.00 | \$16,574.75 |
| 3400 FEMA | \$13,778.60 | \$0.00 | \$6,153.09 | \$7,625.51 |
| 3401 HIV CLINIC | \$111,529.10 | \$19,328.31 | \$14,093.94 | \$116,763.47 |
| 3402 LAW LIBRARY | \$343,273.06 | \$12,235.90 | \$8,864.24 | \$346,644.72 |
| 3404 DRUG ENFORCEMENT - STATE | \$39,639.47 | \$1,340.20 | \$19.70 | \$40,959.97 |
| 3405 DRUG ENFORCEMENT - FEDERAL | \$23,773.51 | \$8,351.13 | \$283.30 | \$31,841.34 |
| 3406 DRUG COURT PROGRAM FUND | \$173,494.00 | \$2,375.35 | \$37.96 | \$175,831.39 |
| 3501 HIDTA | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 3503 RURAL COMMUNITY GRANT | \$122,207.70 | \$0.00 | \$123.98 | \$122,083.72 |
| 3510 JDC GRANT FUND | \$28,160.20 | \$0.00 | \$6,451.93 | \$21,708.27 |
| 3511 DEM GRANT FUND | \$168,177.36 | \$3,245.00 | \$1,308.14 | \$170,114.22 |
| 3512 ENVIRONMENTAL AFFAIRS GRAN | \$3,099.87 | \$0.00 | \$3,212.30 | (\$112.43) |
| 3513 DRUG COURT GRANT FUND | \$2,250.53 | \$75,825.02 | \$76,078.22 | \$1,997.33 |
| 3514 LAW ENFORCEMENT GRANT FUN | \$21,925.85 | \$82,701.00 | \$1,725.00 | \$102,901.85 |
| 3515 ANIMAL SHELTER GRANT FUND | \$0.00 | \$10,000.00 | \$0.00 | \$10,000.00 |
| 3516 ANIMAL SHELTER PROJECTS FUN | \$46,764.55 | \$520.00 | \$658.91 | \$46,625.64 |
| 3517 JUVENILE COURT GRANT FUND | \$0.00 | \$3,472.54 | \$1,688.01 | \$1,784.53 |
| 3518 AR HERITAGE PRESERVATION FU | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 3999 COURT SECURITY GRANT | \$5,170.24 | \$0.00 | \$5,170.24 | \$0.00 |
| 5800 COURT COSTS AND FINES | \$849,752.13 | \$31,663.38 | \$30,342.99 | \$851,072.52 |
| Sub-Total | \$25,659,989.18 | \$7,691,299.24 | \$9,000,848.01 | \$24,350,440.41 |
| 6000 TREASURER'S COMMISSION | \$1,810,584.85 | \$103,990.00 | \$1,810,584.85 | \$103,990.00 |
| 6002 COLLECTOR'S UNAPPORTIONED | \$9,956,166.21 | \$18,556.12 | \$1,398,403.15 | \$8,576,319.18 |
| 6003 PROPERTY TAX RELIEF | \$0.00 | \$6,857,447.71 | \$6,582,957.48 | \$274,490.23 |
| 6004 DELINQUENT PERSONAL TAX | \$0.00 | \$485,417.67 | \$485,417.67 | \$0.00 |
| 6005 DELINQUENT REAL TAXES | \$0.00 | \$394,766.09 | \$394,766.09 | \$0.00 |
| 6006 TIMBER TAX | \$0.00 | \$1,302.12 | \$1,302.12 | \$0.00 |
| 6008 STATE LAND SALES | \$0.00 | \$137,135.32 | \$137,135.32 | \$0.00 |
| 6010 ADMIN JUSTICE | \$0.00 | \$68,590.80 | \$68,590.80 | \$0.00 |
| 6011 INTEREST | \$47,027.40 | \$0.00 | \$47,027.40 | \$0.00 |

| ACCOUNT | BEGIN BALANCE | REVENUES | EXPENDITURES | END BALANCE |
|-----------------------------------|-----------------|-----------------|-----------------|-----------------|
| 6013 COMMON SCHOOL | \$6,857.20 | \$2,395.51 | \$0.00 | \$9,252.71 |
| 6016 COUNTY FIRE PROTECTION PREM | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 6406 BOSTON MOUNTAIN SOLID WAST | \$784.08 | \$2.69 | \$0.02 | \$786.75 |
| 6425 HAZMAT | \$0.00 | \$10,872.23 | \$210.10 | \$10,662.13 |
| 6475 ESCHEATED ESTATES | \$25,601.09 | \$0.00 | \$0.00 | \$25,601.09 |
| 6498 PAYROLL | \$0.00 | \$2,264,278.35 | \$2,264,278.35 | \$0.00 |
| 6499 PAYROLL CLEARING | \$0.00 | \$1,347,989.40 | \$1,347,989.40 | \$0.00 |
| 6550 MORROW FIRE DUES | \$0.00 | \$175.05 | \$175.05 | \$0.00 |
| 6551 WHEELER FIRE DUES | \$0.00 | \$200.14 | \$200.14 | \$0.00 |
| 6552 ROUND MOUNTAIN FIRE DUES | \$4,134.30 | \$181.29 | \$4,315.59 | \$0.00 |
| 6553 NOB HILL FIRE DUES | \$0.00 | \$521.11 | \$521.11 | \$0.00 |
| 6554 GOSHEN FIRE DUES | \$0.00 | \$195.82 | \$195.82 | \$0.00 |
| 6555 PGROVE/FARM FIRE DUES | \$0.00 | \$900.38 | \$900.38 | \$0.00 |
| 6556 LINCOLN FIRE DUES | \$0.00 | \$750.39 | \$750.39 | \$0.00 |
| 6557 WEDINGTON FIRE DUES | \$0.00 | \$325.29 | \$325.29 | \$0.00 |
| 6558 STRICKLER FIRE DUES | \$0.00 | \$250.24 | \$250.24 | \$0.00 |
| 6559 WHITEHOUSE FIRE DUES | \$0.00 | \$225.09 | \$225.09 | \$0.00 |
| 6560 WEST FORK FIRE DUES | \$0.00 | \$550.41 | \$550.41 | \$0.00 |
| 6601 CITY OF FAYETTEVILLE | \$0.00 | \$254,536.79 | \$254,536.79 | \$0.00 |
| 6602 CITY OF SPRINGDALE | \$0.00 | \$347,449.62 | \$347,449.62 | \$0.00 |
| 6603 CITY OF PRAIRIE GROVE | \$0.00 | \$31,313.72 | \$31,313.72 | \$0.00 |
| 6604 CITY OF WEST FORK | \$0.00 | \$13,845.20 | \$13,845.20 | \$0.00 |
| 6605 CITY OF LINCOLN | \$0.00 | \$10,516.51 | \$10,516.51 | \$0.00 |
| 6606 CITY OF WINSLOW | \$0.00 | \$1,447.18 | \$1,447.18 | \$0.00 |
| 6607 CITY OF TONTITOWN | \$0.00 | \$17,576.62 | \$17,576.62 | \$0.00 |
| 6608 CITY OF FARMINGTON | \$0.00 | \$51,463.31 | \$51,463.31 | \$0.00 |
| 6609 CITY OF GREENLAND | \$0.00 | \$4,393.33 | \$4,393.33 | \$0.00 |
| 6610 CITY OF ELKINS | \$0.00 | \$16,230.31 | \$16,230.31 | \$0.00 |
| 6611 CITY OF ELM SPRINGS | \$0.00 | \$12,513.75 | \$12,513.75 | \$0.00 |
| 6612 CITY OF JOHNSON | \$0.00 | \$20,271.49 | \$20,271.49 | \$0.00 |
| 6613 CITY OF GOSHEN | \$0.00 | \$8,029.28 | \$8,029.28 | \$0.00 |
| 6614 FAYETTEVILLE LIBRARY | \$0.00 | \$238,380.74 | \$238,380.74 | \$0.00 |
| 6701 FAYETTEVILLE SCHOOL DISTRICT | \$0.00 | \$2,224,306.05 | \$2,224,306.05 | \$0.00 |
| 6706 FARMINGTON SCHOOL DISTRICT | \$0.00 | \$459,535.31 | \$459,535.31 | \$0.00 |
| 6710 ELKINS SCHOOL DISTRICT | \$0.00 | \$209,898.89 | \$209,898.89 | \$0.00 |
| 6714 WEST FORK SCHOOL DISTRICT | \$0.00 | \$221,945.10 | \$221,945.10 | \$0.00 |
| 6721 SILOAM SPRINGS SCHOOL DISTRI | \$0.00 | \$34,263.47 | \$34,263.47 | \$0.00 |
| 6723 PRAIRIE GROVE SCHOOL DISTRIC | \$0.00 | \$512,895.12 | \$512,895.12 | \$0.00 |
| 6748 LINCOLN SCHOOL DISTRICT | \$0.00 | \$261,029.91 | \$261,029.91 | \$0.00 |
| 6750 SPRINGDALE SCHOOL DISTRICT | \$0.00 | \$2,234,890.26 | \$2,234,890.26 | \$0.00 |
| 6795 GREENLAND SCHOOL DISTRICT | \$0.00 | \$261,345.90 | \$261,345.90 | \$0.00 |
| 6801 RUPPLE IMPROVEMENT DISTRICT | \$0.00 | \$804.16 | \$804.16 | \$0.00 |
| 6803 HOMESTEAD IMP DISTRICT | \$0.00 | \$0.06 | \$0.00 | \$0.06 |
| 6805 BEL CLAIRE IMP DISTRICT | \$0.00 | \$0.09 | \$0.00 | \$0.09 |
| 6840 FAYETTEVILLE TIF DISTRICT | \$0.00 | \$893.31 | \$893.31 | \$0.00 |
| Sub-Total | \$11,851,155.13 | \$19,146,794.70 | \$21,996,847.59 | \$9,001,102.24 |
| Grand Total | \$37,511,144.31 | \$26,838,093.94 | \$30,997,695.60 | \$33,351,542.65 |

**Washington County
Share
1% Sales Tax**

| MONTH | 2014 | 2015 | 2016 | 2017 | 2018 | 2019 | Current Month Over/Under Last Year | Current Month % Over/Under Last Year |
|--|-----------------|-----------------|-----------------|-----------------|-----------------|----------------|---------------------------------------|---|
| JANUARY | \$ 483,415.03 | \$ 522,990.02 | \$ 550,868.35 | \$ 591,049.87 | \$ 594,311.53 | \$ 639,560.50 | \$ 45,248.97 | 7.61% |
| FEBRUARY | \$ 546,070.55 | \$ 590,906.69 | \$ 634,522.78 | \$ 657,693.76 | \$ 699,585.37 | | \$ - | |
| MARCH | \$ 448,997.27 | \$ 507,524.87 | \$ 497,355.57 | \$ 563,796.75 | \$ 571,126.42 | | \$ - | |
| APRIL | \$ 506,372.56 | \$ 488,570.54 | \$ 575,480.83 | \$ 560,307.27 | \$ 573,905.69 | | \$ - | |
| MAY | \$ 523,935.85 | \$ 553,523.85 | \$ 560,163.04 | \$ 620,561.37 | \$ 668,308.40 | | \$ - | |
| JUNE | \$ 497,417.41 | \$ 538,818.16 | \$ 542,093.69 | \$ 582,114.57 | \$ 634,192.23 | | \$ - | |
| JULY | \$ 543,193.15 | \$ 562,205.97 | \$ 594,061.54 | \$ 645,929.51 | \$ 671,785.93 | | \$ - | |
| AUGUST | \$ 541,398.70 | \$ 561,562.16 | \$ 573,182.38 | \$ 628,097.95 | \$ 674,315.22 | | \$ - | |
| SEPTEMBER | \$ 522,577.89 | \$ 559,846.18 | \$ 610,951.54 | \$ 618,556.85 | \$ 650,522.82 | | \$ - | |
| OCTOBER | \$ 556,523.36 | \$ 564,542.83 | \$ 600,200.52 | \$ 628,727.96 | \$ 666,705.32 | | \$ - | |
| NOVEMBER | \$ 528,601.71 | \$ 555,283.17 | \$ 581,096.92 | \$ 622,960.44 | \$ 651,848.88 | | \$ - | |
| DECEMBER | \$ 530,080.45 | \$ 589,880.03 | \$ 590,796.20 | \$ 605,076.44 | \$ 641,516.71 | | \$ - | |
| TOTAL | \$ 6,228,583.93 | \$ 6,595,654.47 | \$ 6,910,773.36 | \$ 7,324,872.74 | \$ 7,698,124.52 | \$ 639,560.50 | \$ 45,248.97 | 7.61% |
| Projection | \$ 6,182,573.00 | \$6,306,000.00 | \$6,607,000.00 | \$6,982,590.00 | \$7,500,000.00 | \$7,777,500.00 | | |
| % Increase (Decrease) Over Prior Year | 2.59% | 5.89% | 4.78% | 5.99% | 5.10% | | | |

Bobby Hill, Washington County Treasurer

**Washington County
1/4 Cent Sales Tax
Jail**

| MONTH | 2014 | 2015 | 2016 | 2017 | 2018 | 2019 | Current Month Over/Under Last Year | Current Month % Over/Under Last Year |
|--|-----------------|-----------------|-----------------|-----------------|------------------|------------------|---------------------------------------|---|
| JANUARY | \$ 643,839.31 | \$ 706,319.00 | \$ 748,742.18 | \$ 803,357.04 | \$ 807,790.30 | \$ 869,292.85 | \$ 61,502.55 | 7.61% |
| FEBRUARY | \$ 727,140.60 | \$ 803,498.30 | \$ 862,445.56 | \$ 893,939.65 | \$ 950,878.87 | | \$ - | |
| MARCH | \$ 597,968.39 | \$ 690,190.91 | \$ 676,007.43 | \$ 766,314.50 | \$ 776,277.01 | | \$ - | |
| APRIL | \$ 674,308.75 | \$ 664,344.88 | \$ 782,195.55 | \$ 761,571.59 | \$ 780,054.62 | | \$ - | |
| MAY | \$ 697,725.30 | \$ 752,661.75 | \$ 761,375.56 | \$ 843,469.17 | \$ 908,367.10 | | \$ - | |
| JUNE | \$ 671,019.05 | \$ 732,645.30 | \$ 736,815.63 | \$ 791,212.15 | \$ 861,996.28 | | \$ - | |
| JULY | \$ 732,745.73 | \$ 764,623.29 | \$ 807,450.51 | \$ 877,949.63 | \$ 913,093.78 | | \$ - | |
| AUGUST | \$ 730,416.24 | \$ 763,552.30 | \$ 779,071.48 | \$ 853,712.92 | \$ 916,531.60 | | \$ - | |
| SEPTEMBER | \$ 705,020.78 | \$ 760,783.96 | \$ 830,407.46 | \$ 840,744.62 | \$ 884,192.89 | | \$ - | |
| OCTOBER | \$ 750,739.83 | \$ 767,328.58 | \$ 815,794.64 | \$ 854,569.22 | \$ 906,188.19 | | \$ - | |
| NOVEMBER | \$ 714,016.92 | \$ 754,742.82 | \$ 789,828.96 | \$ 846,730.01 | \$ 885,995.26 | | \$ - | |
| DECEMBER | \$ 716,050.35 | \$ 801,766.99 | \$ 803,012.25 | \$ 822,422.00 | \$ 871,951.74 | | \$ - | |
| TOTAL | \$ 8,360,991.25 | \$ 8,962,458.08 | \$ 9,393,147.21 | \$ 9,955,992.50 | \$ 10,463,317.64 | \$ 869,292.85 | \$ 61,502.55 | 7.61% |
| Projection | \$ 8,233,781.00 | \$ 8,480,800.00 | \$ 8,870,000.00 | \$ 9,515,000.00 | \$ 10,100,000.00 | \$ 10,475,000.00 | | |
| % Increase (Decrease) Over Prior Year | 3.40% | 7.19% | 4.81% | 5.99% | 5.10% | | | |

Bobby Hill, Washington County Treasurer

Road 1/2 cent State Sales Tax

| MONTH | 2013 | 2014 | 2015 | 2016 | 2017 | 2018 | 2019 | Current Month Over/Under Last Year | Current Month % Over/Under Last Year |
|--|---------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|---------------------------------------|---|
| JANUARY | \$ - | \$ 109,951.41 | \$ 111,135.47 | \$ 112,485.66 | \$ 127,662.71 | \$ 142,638.93 | \$ 146,170.98 | \$ 3,532.05 | 2.48% |
| FEBRUARY | \$ - | \$ 106,116.96 | \$ 117,456.45 | \$ 120,265.33 | \$ 129,891.45 | \$ 134,231.52 | | \$ - | |
| MARCH | \$ - | \$ 97,698.38 | \$ 103,813.19 | \$ 109,104.83 | \$ 116,372.71 | \$ 124,818.42 | | \$ - | |
| APRIL | \$ - | \$ 108,965.54 | \$ 110,775.02 | \$ 119,761.46 | \$ 126,957.07 | \$ 132,348.65 | | \$ - | |
| MAY | \$ - | \$ 106,526.95 | \$ 113,383.64 | \$ 115,795.59 | \$ 125,526.35 | \$ 137,039.28 | | \$ - | |
| JUNE | \$ - | \$ 106,480.61 | \$ 112,322.69 | \$ 112,127.03 | \$ 126,077.85 | \$ 132,487.65 | | \$ - | |
| JULY | \$ - | \$ 109,633.84 | \$ 109,939.12 | \$ 119,908.88 | \$ 132,195.23 | \$ 140,320.10 | | \$ - | |
| AUGUST | \$ 49,211.09 | \$ 108,742.49 | \$ 116,652.45 | \$ 122,694.55 | \$ 125,513.27 | \$ 137,912.38 | | \$ - | |
| SEPTEMBER | \$ 102,519.63 | \$ 111,407.85 | \$ 119,891.88 | \$ 126,633.11 | \$ 130,620.12 | \$ 141,449.96 | | \$ - | |
| OCTOBER | \$ 106,851.61 | \$ 110,226.93 | \$ 121,372.23 | \$ 124,904.14 | \$ 131,557.47 | \$ 140,556.69 | | \$ - | |
| NOVEMBER | \$ 99,982.80 | \$ 110,422.35 | \$ 116,521.71 | \$ 123,750.85 | \$ 125,454.20 | \$ 134,449.34 | | \$ - | |
| DECEMBER | \$ 101,745.30 | \$ 107,082.96 | \$ 112,832.67 | \$ 117,672.65 | \$ 122,782.89 | \$ 138,605.24 | | \$ - | |
| TOTAL | \$ 460,310.43 | \$ 1,293,256.27 | \$ 1,366,096.52 | \$ 1,425,104.08 | \$ 1,520,611.32 | \$ 1,636,858.16 | \$ 146,170.98 | \$ 3,532.05 | 2.48% |
| Projection | | \$ 1,192,800.00 | \$ 1,294,000.00 | \$ 1,300,000.00 | \$ 1,420,000.00 | \$ 1,480,000.00 | \$ 1,650,000.00 | | |
| % Increase/Decrease Over Prior Year | | | 5.63% | 4.32% | 6.70% | 7.64% | | | |

Bobby Hill, Washington County Treasurer

**Unappropriated Reserve Balance Report
1/1/2019 to 1/31/2019**

| Fund Description | 1/1/2019 | 1/1/2019 | January Change | Change Explanation | 1/31/2018 | YTD Change | |
|---------------------------------------|-----------------------------------|-----------------------------------|-------------------|--------------------|-----------------------------------|-------------------|-----------|
| | Unappropriated Reserve Balance | Unappropriated Reserve Balance | | | Unappropriated Reserve Balance | | |
| 1000 - General Fund | 4,624,020 | 4,624,020 | | | 4,624,020 | 0 | |
| 1002 - Employee Insurance Fund | 1,797,274 | 1,797,274 | | | 1,797,274 | 0 | |
| 1800 - Flexible Spending Fund | 0 | 0 | | | 0 | 0 | |
| 2000 - Road Fund | 2,116,308 | 2,116,308 | | | 2,116,308 | 0 | |
| 3000 - Treasurer's Automation Fund | 163,570 | 163,570 | | | 163,570 | 0 | |
| 3001 - Collector's Automation Fund | 296,088 | 296,088 | | | 296,088 | 0 | |
| 3002 - Circuit Court Automation Fund | 152,878 | 152,878 | | | 152,878 | 0 | |
| 3004 - Assessor's Amendment 79 Fund | 113,033 | 113,033 | | | 113,033 | 0 | |
| 3005 - County Clerk's Cost Fund | 490,850 | 490,850 | | | 490,850 | 0 | |
| 3006 - Recorder's Cost Fund | 673,506 | 673,506 | | | 673,506 | 0 | |
| 3008 - County Library Fund | 856,625 | 856,625 | | | 856,625 | 0 | |
| 3010 - County Clerk Operating Fund | 21,963 | 21,963 | | | 21,963 | 0 | |
| 3012 - Child Support Cost Fund | 11,520 | 11,520 | | | 11,520 | 0 | |
| 3014 - Communication Facility/Equip | 89,878 | 89,878 | | | 89,878 | 0 | |
| 3017 - Jail Operations & Maintenance | (909,598) | (909,598) | | | (909,598) | 0 | |
| 3020 - Emergency 911 Fund | 536,352 | 536,352 | | | 536,352 | 0 | |
| 3028 - Adult Drug Court Fund | 23,672 | 23,672 | | | 23,672 | 0 | |
| 3031 - Circuit Court Juv Div Fund | 10,557 | 10,557 | | | 10,557 | 0 | |
| 3032 - Juv Crt Representation Fund | 1,991 | 1,991 | | | 1,991 | 0 | |
| 3039 - Circuit Clerk Commissioner Fee | 2,805 | 2,805 | | | 2,805 | 0 | |
| 3042 - Assessor's Late Asmnt Fee Fund | 1,667 | 1,667 | | | 1,667 | 0 | |
| 3401 - HIV Clinic Fund | 105,290 | 105,290 | | | 105,290 | 0 | |
| 3402 - Law Library Fund | 318,856 | 318,856 | | | 318,856 | 0 | |
| 3406 - Drug Court Program Fund | 178,200 | 178,200 | | | 178,200 | 0 | |
| 5800 - Court Costs & Fines Fund | 766,755 | 766,755 | | | 766,755 | 0 | |
| Totals | 12,444,060 | 12,444,060 | 0 | | 0 | 12,444,060 | 0 |
| | | | | | | General Fund | 4,624,020 |
| | | | | | | Jail Fund | (909,598) |
| | | | | | | Net General | 3,714,422 |

Summary Statement of Operations-Expenses by Fund and Dept.

9.2

1-31-2019

| Fund | Department | | Budget | Current Month | | Year to Date | | Balance | % Used | % Used |
|---------------------|------------|------------------------------|-----------|---------------|-------------|--------------|-------------|-----------|-----------|-------------|
| | | | | Transactions | Encumbrance | Transactions | Encumbrance | | w/Encumb. | Trans. Only |
| 1000 - General Fund | | | | | | | | | | |
| 1000 | 100 | County Judge | 430,542 | 36,186 | 26,425 | 36,186 | 26,425 | 367,931 | 14.5% | 8.4% |
| 1000 | 101 | County Clerk | 536,585 | 42,689 | 38,160 | 42,689 | 38,160 | 455,736 | 15.1% | 8.0% |
| 1000 | 102 | Circuit Clerk | 918,438 | 78,345 | 79,202 | 78,345 | 79,202 | 760,892 | 17.2% | 8.5% |
| 1000 | 103 | Treasurer | 299,226 | 25,403 | 19,080 | 25,403 | 19,080 | 254,743 | 14.9% | 8.5% |
| 1000 | 104 | Tax Collector | 1,167,430 | 97,388 | 100,170 | 97,388 | 100,170 | 969,872 | 16.9% | 8.3% |
| 1000 | 105 | Assessor | 2,322,019 | 240,547 | 258,915 | 240,547 | 258,915 | 1,822,557 | 21.5% | 10.4% |
| 1000 | 106 | Board of Equalization | 1,173,285 | 12 | 0 | 12 | 0 | 1,173,273 | 0.0% | 0.0% |
| 1000 | 107 | Quorum Court | 180,547 | 7,512 | 7,670 | 7,512 | 7,670 | 165,365 | 8.4% | 4.2% |
| 1000 | 108 | Buildings and Grounds | 2,025,114 | 225,224 | 305,716 | 225,224 | 305,686 | 1,494,204 | 26.2% | 11.1% |
| 1000 | 109 | Elections | 339,347 | 19,605 | 6,043 | 19,605 | 6,043 | 313,699 | 7.6% | 5.8% |
| 1000 | 110 | County Planning | 395,267 | 28,996 | 29,120 | 28,996 | 29,120 | 337,151 | 14.7% | 7.3% |
| 1000 | 113 | Financial Management | 367,570 | 28,267 | 30,452 | 28,267 | 30,452 | 308,851 | 16.0% | 7.7% |
| 1000 | 115 | Computer/IS Department | 1,441,110 | 141,685 | 350,705 | 141,685 | 350,705 | 948,721 | 34.2% | 9.8% |
| 1000 | 118 | General Services | 203,761 | 84,423 | 13,701 | 84,423 | 13,701 | 105,637 | 48.2% | 41.4% |
| 1000 | 119 | Archiving/Records Management | 148,884 | 11,177 | 13,772 | 11,177 | 13,772 | 123,935 | 16.8% | 7.5% |
| 1000 | 120 | Grants Administrator | 146,918 | 10,839 | 10,472 | 10,839 | 10,472 | 125,607 | 14.5% | 7.4% |
| 1000 | 121 | Human Resources | 329,226 | 25,247 | 64,049 | 25,247 | 64,049 | 239,930 | 27.1% | 7.7% |
| 1000 | 122 | County Attorney | 231,896 | 16,391 | 72,703 | 16,391 | 72,703 | 142,802 | 38.4% | 7.1% |
| 1000 | 300 | County Health | 17,169 | 443 | 988 | 443 | 988 | 15,738 | 8.3% | 2.6% |
| 1000 | 301 | Ambulance Service | 921,174 | 76,765 | 844,410 | 76,765 | 844,410 | 0 | 100.0% | 8.3% |
| 1000 | 308 | Animal Shelter | 708,954 | 47,980 | 110,562 | 47,980 | 110,562 | 550,412 | 22.4% | 6.8% |
| 1000 | 400 | Sheriff | 9,227,455 | 960,119 | 1,137,880 | 960,119 | 1,136,955 | 7,130,381 | 22.7% | 10.4% |
| 1000 | 401 | Circuit Court I | 34,542 | 1,325 | 5,576 | 1,325 | 5,576 | 27,641 | 20.0% | 3.8% |
| 1000 | 402 | Circuit Court II | 42,424 | 1,318 | 4,993 | 1,318 | 4,993 | 36,113 | 14.9% | 3.1% |
| 1000 | 403 | Circuit Court III | 1,172,771 | 108,016 | 135,030 | 108,016 | 135,030 | 929,726 | 20.7% | 9.2% |
| 1000 | 404 | Circuit Court IV | 121,461 | 6,952 | 10,725 | 6,952 | 10,725 | 103,785 | 14.6% | 5.7% |
| 1000 | 405 | Circuit Court V | 28,474 | 1,019 | 6,183 | 1,019 | 6,183 | 21,272 | 25.3% | 3.6% |
| 1000 | 406 | Circuit Court VI | 56,210 | 857 | 6,176 | 857 | 6,176 | 49,176 | 12.5% | 1.5% |
| 1000 | 407 | Circuit Court VII | 35,281 | 670 | 2,814 | 670 | 2,814 | 31,797 | 9.9% | 1.9% |
| 1000 | 409 | District Court Fayetteville | 43,368 | 0 | 0 | 0 | 0 | 43,368 | 0.0% | 0.0% |
| 1000 | 410 | District Court Springdale | 37,590 | 0 | 0 | 0 | 0 | 37,590 | 0.0% | 0.0% |
| 1000 | 411 | District Court Prairie Grove | 24,020 | 0 | 0 | 0 | 0 | 24,020 | 0.0% | 0.0% |
| 1000 | 412 | District Court West Fork | 29,796 | 0 | 0 | 0 | 0 | 29,796 | 0.0% | 0.0% |
| 1000 | 413 | District Court Elkins | 27,886 | 0 | 0 | 0 | 0 | 27,886 | 0.0% | 0.0% |
| 1000 | 414 | DISTRICT COURT JUDGES | 46,161 | 46,160 | 0 | 46,160 | 0 | 1 | 100.0% | 100.0% |
| 1000 | 416 | Prosecuting Attorney | 1,358,553 | 100,003 | 134,852 | 100,003 | 134,852 | 1,123,698 | 17.3% | 7.4% |

Summary Statement of Operations-Expenses by Fund and Dept.

1-31-2019

| Fund | Department | | Budget | Current Month | | Year to Date | | Balance | % Used | % Used |
|------------------------------------|---|-------------------------------|-------------------|------------------|-------------|------------------|------------------|-------------------|--------------|--------------|
| | | | | Transactions | Encumbrance | Transactions | Encumbrance | | w/Encumb. | Trans. Only |
| 1000 | 417 | Public Defender | 535,264 | 42,739 | 42,600 | 42,739 | 42,600 | 449,925 | 15.9% | 8.0% |
| 1000 | 419 | Coroner | 362,708 | 30,742 | 20,669 | 30,742 | 20,669 | 311,297 | 14.2% | 8.5% |
| 1000 | 420 | Constables | 43 | 46 | 0 | 46 | 0 | (3) | 105.8% | 105.8% |
| 1000 | 428 | Sheriff-Work Release | 19,670 | 309 | 4,148 | 309 | 4,148 | 15,213 | 22.7% | 1.6% |
| 1000 | 440 | COURT REPORORTING SRVCS | 18,720 | 1,560 | 17,160 | 1,560 | 17,160 | 0 | 100.0% | 8.3% |
| 1000 | 444 | Juvenile Detention | 1,549,261 | 136,296 | 208,730 | 136,296 | 208,730 | 1,204,235 | 22.3% | 8.8% |
| 1000 | 500 | Dept of Emergency Management | 307,853 | 44,147 | 37,247 | 44,147 | 37,247 | 226,459 | 26.4% | 14.3% |
| 1000 | 502 | Fire Departments | 850,334 | 923 | 0 | 923 | 0 | 849,411 | 0.1% | 0.1% |
| 1000 | 505 | County Judge-Emergency Budget | 75,000 | 0 | 0 | 0 | 0 | 75,000 | 0.0% | 0.0% |
| 1000 | 702 | Environmental Affairs | 414,594 | 37,371 | 25,391 | 37,371 | 25,391 | 351,832 | 15.1% | 9.0% |
| 1000 | 800 | Veterans Service | 144,639 | 10,857 | 11,043 | 10,857 | 11,043 | 122,739 | 15.1% | 7.5% |
| 1000 | 801 | Extension Office | 224,612 | 131 | 0 | 131 | 0 | 224,481 | 0.1% | 0.1% |
| 1000 | 8888 | General-Transfer Out | 566,229 | 0 | 0 | 0 | 0 | 566,229 | 0.0% | 0.0% |
| Total | 1000 - General Fund | | 31,659,381 | 2,776,680 | 0 | 2,776,680 | 4,192,577 | 24,690,124 | 22.0% | 8.8% |
| 1002 - Employee Insurance Fund | | | | | | | | | | |
| 1002 | 125 | Employee Insurance | 5,084,261 | 311,843 | 3,833,595 | 311,843 | 3,833,595 | 938,823 | 81.5% | 6.1% |
| Total | 1002 - Employee Insurance Fund | | 5,084,261 | 311,843 | 0 | 311,843 | 3,833,595 | 938,823 | 81.5% | 6.1% |
| 1800 - Flexible Spending Fund | | | | | | | | | | |
| 1800 | 126 | Flexible Spending | 272,100 | 19,949 | 247,218 | 19,949 | 247,218 | 4,933 | 98.2% | 7.3% |
| Total | 1800 - Flexible Spending Fund | | 272,100 | 19,949 | 0 | 19,949 | 247,218 | 4,933 | 98.2% | 7.3% |
| 1906 - Animal Shelter Fund | | | | | | | | | | |
| 1906 | 308 | Animal Shelter Fund | 922 | 0 | 0 | 0 | 0 | 922 | 0.0% | 0.0% |
| Total | 1906 - Animal Shelter Fund | | 922 | 0 | 0 | 0 | 0 | 922 | 0.0% | 0.0% |
| 2000 - Road Fund | | | | | | | | | | |
| 2000 | 200 | County Road | 8,961,956 | 1,070,504 | 1,485,856 | 1,070,504 | 1,485,856 | 6,405,596 | 28.5% | 11.9% |
| 2000 | 201 | Road 1/2 Cent Sales Tax | 1,600,000 | 189,570 | 101,988 | 189,570 | 101,988 | 1,308,442 | 18.2% | 11.8% |
| Total | 2000 - Road Fund | | 10,561,956 | 1,260,074 | 0 | 1,260,074 | 1,587,844 | 7,714,038 | 27.0% | 11.9% |
| 3000 - Treasurer's Automation Fund | | | | | | | | | | |
| 3000 | 103 | Treasurer's Automation | 17,870 | 793 | 0 | 793 | 0 | 17,077 | 4.4% | 4.4% |
| Total | 3000 - Treasurer's Automation Fund | | 17,870 | 793 | 0 | 793 | 0 | 17,077 | 4.4% | 4.4% |
| 3001 - Collector's Automation Fund | | | | | | | | | | |

Summary Statement of Operations-Expenses by Fund and Dept.

1-31-2019

| Fund | Department | | Budget | Current Month | | Year to Date | | Balance | % Used w/Encumb. | % Used Trans. Only |
|--------------------------------------|--------------------------------------|--------------------------------|-----------|---------------|-------------|--------------|-------------|-----------|---------------------|-----------------------|
| | | | | Transactions | Encumbrance | Transactions | Encumbrance | | | |
| 3001 | 104 | Collector's Automation | 430,072 | 9,466 | 29,488 | 9,466 | 29,488 | 391,118 | 9.1% | 2.2% |
| Total | 3001 - Collector's Automation Fund | | 430,072 | 9,466 | 0 | 9,466 | 29,488 | 391,118 | 9.1% | 2.2% |
| 3002 - Circuit Court Automation Fund | | | | | | | | | | |
| 3002 | 437 | Circuit Court Automation | 18,585 | 0 | 7,368 | 0 | 7,368 | 11,217 | 39.6% | 0.0% |
| Total | 3002 - Circuit Court Automation Fund | | 18,585 | 0 | 0 | 0 | 7,368 | 11,217 | 39.6% | 0.0% |
| 3004 - Assessor's Amendment 79 Fund | | | | | | | | | | |
| 3004 | 105 | Assessor's Amendment 79 | 60,037 | 0 | 0 | 0 | 0 | 60,037 | 0.0% | 0.0% |
| Total | 3004 - Assessor's Amendment 79 Fund | | 60,037 | 0 | 0 | 0 | 0 | 60,037 | 0.0% | 0.0% |
| 3005 - County Clerk's Cost Fund | | | | | | | | | | |
| 3005 | 101 | County Clerk's Cost | 139,150 | 743 | 2,349 | 743 | 2,349 | 136,059 | 2.2% | 0.5% |
| Total | 3005 - County Clerk's Cost Fund | | 139,150 | 743 | 0 | 743 | 2,349 | 136,059 | 2.2% | 0.5% |
| 3006 - Recorder's Cost Fund | | | | | | | | | | |
| 3006 | 128 | Recorder's Cost | 895,439 | 55,415 | 140,922 | 55,415 | 140,922 | 699,101 | 21.9% | 6.2% |
| 3006 | 8888 | Recorder's Costs Transfers Out | 700,000 | 64,757 | 0 | 64,757 | 0 | 635,243 | 9.3% | 9.3% |
| Total | 3006 - Recorder's Cost Fund | | 1,595,439 | 120,172 | 0 | 120,172 | 140,922 | 1,334,344 | 16.4% | 7.5% |
| 3008 - County Library Fund | | | | | | | | | | |
| 3008 | 600 | County Library | 2,366,071 | 282,884 | 1,722,196 | 282,884 | 1,722,196 | 360,991 | 84.7% | 12.0% |
| 3008 | 610 | Co Lib-Greenland Branch | 22,490 | 122 | 748 | 122 | 748 | 21,620 | 3.9% | 0.5% |
| 3008 | 611 | Co Lib-Winslow Branch | 17,667 | 60 | 742 | 60 | 742 | 16,865 | 4.5% | 0.3% |
| Total | 3008 - County Library Fund | | 2,406,228 | 283,066 | 0 | 283,066 | 1,723,686 | 399,476 | 83.4% | 11.8% |
| 3010 - County Clerk Operating Fund | | | | | | | | | | |
| 3010 | 101 | County Clerk Operating | 15,000 | 0 | 221 | 0 | 221 | 14,779 | 1.5% | 0.0% |
| Total | 3010 - County Clerk Operating Fund | | 15,000 | 0 | 0 | 0 | 221 | 14,779 | 1.5% | 0.0% |
| 3012 - Child Support Cost Fund | | | | | | | | | | |
| 3012 | 8888 | Child Support-Transfer Out | 13,000 | 11,044 | 0 | 11,044 | 0 | 1,956 | 85.0% | 85.0% |
| Total | 3012 - Child Support Cost Fund | | 13,000 | 11,044 | 0 | 11,044 | 0 | 1,956 | 85.0% | 85.0% |
| 3014 - Communication Facility/Equip | | | | | | | | | | |
| 3014 | 400 | Communicatons - Sheriff | 386,928 | 15,172 | 118,482 | 15,172 | 118,482 | 253,274 | 34.5% | 3.9% |
| Total | 3014 - Communication Facility/Equip | | 386,928 | 15,172 | 0 | 15,172 | 118,482 | 253,274 | 34.5% | 3.9% |

Summary Statement of Operations-Expenses by Fund and Dept.

1-31-2019

| Fund | Department | | Budget | Current Month | | Year to Date | | Balance | % Used w/Encumb. | % Used Trans. Only |
|---------------------------------------|---------------------------------------|--------------------------------|------------|---------------|-------------|--------------|-------------|------------|---------------------|-----------------------|
| | | | | Transactions | Encumbrance | Transactions | Encumbrance | | | |
| 3017 - Jail Operations & Maintenance | | | | | | | | | | |
| 3017 | 127 | Jail-Maintenance | 1,213,500 | 104,196 | 73,402 | 104,196 | 73,402 | 1,035,902 | 14.6% | 8.6% |
| 3017 | 418 | Jail Operations | 14,893,398 | 1,615,304 | 3,487,360 | 1,615,304 | 3,487,360 | 9,790,734 | 34.3% | 10.8% |
| Total | 3017 - Jail Operations & Maintenance | | 16,106,898 | 1,719,500 | 0 | 1,719,500 | 3,560,761 | 10,826,636 | 32.8% | 10.7% |
| 3019 - Boating Safety Fund | | | | | | | | | | |
| 3019 | 400 | Boating Safety | 7,660 | 0 | 0 | 0 | 0 | 7,661 | 0.0% | 0.0% |
| Total | 3019 - Boating Safety Fund | | 7,660 | 0 | 0 | 0 | 0 | 7,661 | 0.0% | 0.0% |
| 3020 - Emergency 911 Fund | | | | | | | | | | |
| 3020 | 501 | Emergency 911 | 768,202 | 26,672 | 334,768 | 26,672 | 334,768 | 406,762 | 47.1% | 3.5% |
| Total | 3020 - Emergency 911 Fund | | 768,202 | 26,672 | 0 | 26,672 | 334,768 | 406,762 | 47.1% | 3.5% |
| 3028 - Adult Drug Court Fund | | | | | | | | | | |
| 3028 | 8888 | Drug Court Program Trans Out | 29,000 | 30,229 | 0 | 30,229 | 0 | (1,229) | 104.2% | 104.2% |
| Total | 3028 - Adult Drug Court Fund | | 29,000 | 30,229 | 0 | 30,229 | 0 | (1,229) | 104.2% | 104.2% |
| 3031 - Circuit Court Juv Div Fund | | | | | | | | | | |
| 3031 | 446 | Circuit Court Juvenile Div | 8,500 | 0 | 611 | 0 | 611 | 7,889 | 7.2% | 0.0% |
| Total | 3031 - Circuit Court Juv Div Fund | | 8,500 | 0 | 0 | 0 | 611 | 7,889 | 7.2% | 0.0% |
| 3039 - Circuit Clerk Commissioner Fee | | | | | | | | | | |
| 3039 | 129 | Circuit Clerk Commissioner Fee | 25,000 | 0 | 0 | 0 | 0 | 25,000 | 0.0% | 0.0% |
| Total | 3039 - Circuit Clerk Commissioner Fee | | 25,000 | 0 | 0 | 0 | 0 | 25,000 | 0.0% | 0.0% |
| 3042 - Assessor's Late Asmnt Fee Fund | | | | | | | | | | |
| 3042 | 105 | Assessor's Late Assess | 19,969 | 0 | 0 | 0 | 0 | 19,969 | 0.0% | 0.0% |
| Total | 3042 - Assessor's Late Asmnt Fee Fund | | 19,969 | 0 | 0 | 0 | 0 | 19,969 | 0.0% | 0.0% |
| 3400 - FEMA | | | | | | | | | | |
| 3400 | 202 | Dye Creek Low Water Crossings | 450,930 | 0 | 0 | 0 | 0 | 450,931 | 0.0% | 0.0% |
| 3400 | 203 | FEMA 2017 Flood | 26,227 | 2,122 | 39,826 | 2,122 | 39,826 | (15,720) | 159.9% | 8.1% |
| Total | 3400 - FEMA | | 477,158 | 2,122 | 0 | 2,122 | 39,826 | 435,211 | 8.8% | 0.4% |
| 3401 - HIV Clinic Fund | | | | | | | | | | |
| 3401 | 305 | HIV Clinic | 176,698 | 10,763 | 67,342 | 10,763 | 67,342 | 98,593 | 44.2% | 6.1% |

Summary Statement of Operations-Expenses by Fund and Dept.

1-31-2019

| Fund | Department | | Budget | Current Month | | Year to Date | | Balance | % Used | % Used |
|--------------------------------------|--------------------------------------|--------------------------------|---------|---------------|-------------|--------------|-------------|---------|-----------|-------------|
| | | | | Transactions | Encumbrance | Transactions | Encumbrance | | w/Encumb. | Trans. Only |
| Total | 3401 - HIV Clinic Fund | | 176,698 | 10,763 | 0 | 10,763 | 67,342 | 98,593 | 44.2% | 6.1% |
| 3402 - Law Library Fund | | | | | | | | | | |
| | 3402 | 422 Law Library | 98,001 | 3,997 | 34,580 | 3,997 | 34,580 | 59,423 | 39.4% | 4.1% |
| Total | 3402 - Law Library Fund | | 98,001 | 3,997 | 0 | 3,997 | 34,580 | 59,423 | 39.4% | 4.1% |
| 3404 - Drug Enforcement - State Fund | | | | | | | | | | |
| | 3404 | 400 Drug Enforcement-State | 36,855 | 0 | 0 | 0 | 0 | 36,855 | 0.0% | 0.0% |
| Total | 3404 - Drug Enforcement - State Fund | | 36,855 | 0 | 0 | 0 | 0 | 36,855 | 0.0% | 0.0% |
| 3405 - Drug Enforcement- Fed Fund | | | | | | | | | | |
| | 3405 | 400 Drug Enforcement-Federal | 23,519 | 233 | 1,170 | 233 | 1,170 | 22,115 | 6.0% | 1.0% |
| Total | 3405 - Drug Enforcement- Fed Fund | | 23,519 | 233 | 0 | 233 | 1,170 | 22,115 | 6.0% | 1.0% |
| 3501 - HIDTA | | | | | | | | | | |
| | 3501 | 426 HIDTA 2016 | 25 | 0 | 0 | 0 | 0 | 25 | 0.0% | 0.0% |
| | 3501 | 430 HIDTA 2018 | 332,240 | 0 | 0 | 0 | 0 | 332,241 | 0.0% | 0.0% |
| | 3501 | 487 HIDTA 2017 | 31,131 | 0 | 0 | 0 | 0 | 31,132 | 0.0% | 0.0% |
| Total | 3501 - HIDTA | | 363,397 | 0 | 0 | 0 | 0 | 363,397 | 0.0% | 0.0% |
| 3503 - Rural Community Grants Fund | | | | | | | | | | |
| | 3503 | 603 Brentwood Community Grant | 6,367 | 0 | 960 | 0 | 960 | 5,407 | 15.1% | 0.0% |
| | 3503 | 624 Sugar Mountain Road Grant | 70,000 | 0 | 0 | 0 | 0 | 70,000 | 0.0% | 0.0% |
| | 3503 | 626 Musteen & Blue Hole Road | 75,000 | 0 | 0 | 0 | 0 | 75,000 | 0.0% | 0.0% |
| | 3503 | 627 Parker Branch Bridge Grant | 150,000 | 0 | 0 | 0 | 0 | 150,000 | 0.0% | 0.0% |
| Total | 3503 - Rural Community Grants Fund | | 301,367 | 0 | 0 | 0 | 960 | 300,407 | 0.3% | 0.0% |
| 3510 - JDC Grant Fund | | | | | | | | | | |
| | 3510 | 454 JDC GIA 2018-19 Grant | 22,289 | 5,951 | 1,829 | 5,951 | 1,829 | 14,510 | 34.9% | 26.7% |
| Total | 3510 - JDC Grant Fund | | 22,289 | 5,951 | 0 | 5,951 | 1,829 | 14,510 | 34.9% | 26.7% |
| 3511 - DEM Grant Fund | | | | | | | | | | |
| | 3511 | 545 MRC | 6,946 | 0 | 0 | 0 | 0 | 6,946 | 0.0% | 0.0% |
| | 3511 | 546 MRC2 | 1,340 | 0 | 0 | 0 | 0 | 1,341 | -0.1% | 0.0% |
| | 3511 | 547 MRC 2013 | 1,560 | 0 | 0 | 0 | 0 | 1,560 | 0.0% | 0.0% |
| | 3511 | 562 SWAT 2016 | 573 | 0 | 0 | 0 | 0 | 573 | 0.0% | 0.0% |
| | 3511 | 563 USAR 2017 | 66,358 | 0 | 161 | 0 | 161 | 66,197 | 0.2% | 0.0% |

Summary Statement of Operations-Expenses by Fund and Dept.

1-31-2019

| Fund | Department | | Budget | Current Month | | Year to Date | | Balance | % Used | % Used |
|--|--|-------------------------------|------------------|---------------|-------------|---------------|--------------|------------------|--------------|--------------|
| | | | | Transactions | Encumbrance | Transactions | Encumbrance | | w/Encumb. | Trans. Only |
| 3511 | 564 | SWAT 2017 | 145,803 | 0 | 0 | 0 | 0 | 145,804 | 0.0% | 0.0% |
| 3511 | 565 | SWAT 2018 | 247,000 | 0 | 0 | 0 | 0 | 247,000 | 0.0% | 0.0% |
| 3511 | 566 | USAR 2018 | 345,951 | 0 | 0 | 0 | 0 | 345,951 | 0.0% | 0.0% |
| 3511 | 567 | WMD Fayetteville Fire 2018 | 235,000 | 0 | 0 | 0 | 0 | 235,000 | 0.0% | 0.0% |
| 3511 | 570 | DEM Radio System | 99,915 | 1,174 | 994 | 1,174 | 994 | 97,747 | 2.2% | 1.2% |
| Total | 3511 - DEM Grant Fund | | 1,150,449 | 1,174 | 0 | 1,174 | 1,156 | 1,148,119 | 0.2% | 0.1% |
| 3512 - Environmental Affairs Grant Fd | | | | | | | | | | |
| 3512 | 759 | BMT05-14EW | 402 | 0 | 0 | 0 | 0 | 402 | -0.1% | 0.0% |
| 3512 | 761 | BMT04-14EW | 1,384 | 0 | 0 | 0 | 0 | 1,385 | -0.1% | 0.0% |
| 3512 | 763 | WC15-08 | 304 | 0 | 0 | 0 | 0 | 305 | -0.2% | 0.0% |
| Total | 3512 - Environmental Affairs Grant Fd | | 2,091 | 0 | 0 | 0 | 0 | 2,092 | 0.0% | 0.0% |
| 3513 - Drug Court Grant Fund | | | | | | | | | | |
| 3513 | 491 | SAMHSA 2017/2018 | 0 | 0 | 680 | 0 | 680 | (680) | #DIV/0! | #DIV/0! |
| 3513 | 492 | SAMHSA 2018/2019 | 310,115 | 73,787 | 5,993 | 73,787 | 5,993 | 230,336 | 25.7% | 23.8% |
| Total | 3513 - Drug Court Grant Fund | | 310,115 | 73,787 | 0 | 73,787 | 6,673 | 229,656 | 25.9% | 23.8% |
| 3514 - Law Enforcement Grant Fund | | | | | | | | | | |
| 3514 | 467 | JAG 2015 | 1,854 | 0 | 0 | 0 | 0 | 1,854 | 0.0% | 0.0% |
| 3514 | 476 | SCAAP 2016 | 8,512 | 0 | 0 | 0 | 0 | 8,512 | 0.0% | 0.0% |
| 3514 | 497 | ADR Grant | 12,175 | 450 | 0 | 450 | 0 | 11,725 | 3.7% | 3.7% |
| Total | 3514 - Law Enforcement Grant Fund | | 22,541 | 450 | 0 | 450 | 0 | 22,091 | 2.0% | 2.0% |
| 3516 - Animal Shelter Projects Fund | | | | | | | | | | |
| 3516 | 308 | Animal Shelter Projects | 33,780 | 0 | 0 | 0 | 0 | 33,780 | 0.0% | 0.0% |
| Total | 3516 - Animal Shelter Projects Fund | | 33,780 | 0 | 0 | 0 | 0 | 33,780 | 0.0% | 0.0% |
| 3517 - JUVENILE COURT GRANT FUND | | | | | | | | | | |
| 3517 | 458 | JABG-2017 | 4,689 | 0 | 0 | 0 | 0 | 4,690 | 0.0% | 0.0% |
| 3517 | 459 | DHS-JDAI 2018 | 17,822 | 0 | 1,927 | 0 | 1,927 | 15,896 | 10.8% | 0.0% |
| 3517 | 8888 | Transfer Out | 0 | 1,414 | 0 | 1,414 | 0 | (1,414) | #DIV/0! | #DIV/0! |
| Total | 3517 - JUVENILE COURT GRANT FUND | | 22,512 | 1,414 | 0 | 1,414 | 1,927 | 19,171 | 14.8% | 6.3% |
| 3518 - AR HERITAGE PRESERVATION FUND | | | | | | | | | | |
| 3518 | 630 | AR HERITAGE PRESERVATION 2018 | 75,100 | 0 | 0 | 0 | 0 | 75,100 | 0.0% | 0.0% |
| Total | 3518 - AR HERITAGE PRESERVATION FUND | | 75,100 | 0 | 0 | 0 | 0 | 75,100 | 0.0% | 0.0% |

**Summary Statement of Operations-Expenses by Fund and Dept.
1-31-2019**

| Fund | Department | | Budget | Current Month | | Year to Date | | Balance | % Used | % Used |
|---------------------------------------|---------------------------------|---------------------|-------------------|---------------------|-------------------|------------------|-------------------|-------------------|--------------|-------------|
| | | | | Transactions | Encumbrance | Transactions | Encumbrance | | w/Encumb. | Trans. Only |
| 3999 - Courthouse Security Grant Fund | | | | | | | | | | |
| Total | 3999 - Court | | 0 | 0 | 0 | 0 | 0 | 0 | #DIV/0! | #DIV/0! |
| 5800 - Court Costs & Fines Fund | | | | | | | | | | |
| 5800 | 117 | Court Costs & Fines | 360,000 | 29,836 | 0 | 29,836 | 0 | 330,164 | 8.3% | 8.3% |
| Total | 5800 - Court Costs & Fines Fund | | 360,000 | 29,836 | 0 | 29,836 | 0 | 330,164 | 8.3% | 8.3% |
| Grand Total | | | 73,102,035 | 6,715,132.01 | 15,936,307 | 6,715,132 | 15,935,352 | 50,451,552 | 31.0% | 9.2% |

Item 19-I-023

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ORDINANCE NO. 2019-

BE IT ENACTED 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 ORDAINED 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 (10000102) is hereby changed to Executive Assistant/Jury Administrator, Grade 19 (position 0102005) for 2019.

JOSEPH K. WOOD, County Judge

DATE

BECKY LEWALLEN, County Clerk

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 complete administrative projects that can affect the Circuit Clerk's reputation and professional relationships, with a proactive, hands on approach, to include drafting letters, exercising diplomacy and good communications skills in receiving visitors and incoming calls. Responsible for taking care of key reputational tasks on behalf of the Circuit Clerk.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

QUALIFICATIONS

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

EDUCATION AND EXPERIENCE

High school or GED, plus specialized schooling and/or on the job education in a specific skill area; e.g. data processing, clerical/administrative, equipment operation, etc, plus 5 years related experience and 2 years related management experience, or equivalent combination of education and experience.

COMMUNICATION SKILLS

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

MATHEMATICAL SKILLS

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

CRITICAL THINKING SKILLS

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

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Intermediate: Contact Management, Database, Spreadsheet

Basic: 10-Key, Accounting, Alphanumeric Data Entry, Word Processing/Typing

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

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

PLANNING

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

DECISION MAKING

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

MENTAL DEMAND

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

ANALYTICAL ABILITY / PROBLEM SOLVING

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

RESPONSIBILITY FOR WORK OF OTHERS

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

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

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

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

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

ACCURACY

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

ACCOUNTABILITY

FREEDOM TO ACT

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

ANNUAL MONETARY IMPACT

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

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

IMPACT ON END RESULTS

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

PUBLIC CONTACT

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

EMPLOYEE CONTACT

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

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

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

WORKING CONDITIONS

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

ENVIRONMENTAL CONDITIONS

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

The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES

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

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

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

ADDITIONAL INFORMATION

EDUCATION and/or EXPERIENCE:

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

OTHER SKILLS and ABILITIES:

Excellent communication and public speaking skills.

Problem solving and analytical ability.

Good computer and bookkeeping knowledge.

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

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

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

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

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

Must maintain confidentiality at all times.

WORKING RELATIONSHIPS:

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

PHYSICAL DEMANDS:

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

WORK ENVIRONMENT:

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

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

DBCompensation Job Valuing Summary

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

| FACTOR | BASIS FOR JOB VALUING | DEGREE | VALUE |
|--------------------|--|--------|------------|
| 1 | Experience-General: Minimum time to become familiar with requirements of the job. | 8 | 89 |
| 2 | Experience-Minimum time to become familiar with management requirements of the job. | 5 | 165 |
| 3 | Education: Preliminary formalized training or self-development expressed in terms of equivalent formal education. | 3 | 32 |
| 4 | Initiative & Ingenuity: Measure of ability to proceed alone, make decisions within authority, and ability to comprehend assignment. | 4A 4 | 6 50 |
| | | 4B 4 | |
| | | 4C 4 | |
| 5 | Mental Demand: Measure of degree of concentration and sensory alertness. | 5 | 70 |
| 6 | Analytical Ability/Problem Solving: Opportunity to apply analytical ability and self-starting thinking. | 5 | 70 |
| 7 | Responsibility for Work of Others - Supervision: Appraises responsibility for work and direction of others. | 2 | 33 |
| 8 | Responsibility for Funds, Equipment, Property, Etc.: Personal responsibility and accountability for receipt, storage, issue, or use. | 5 | 48 |
| 9 | Responsibility for Accuracy: Opportunity for and probable effect of errors. | 5 | 57 |
| 10 | Accountabilities: Freedom to act, monetary impact, and impact on end results. | 10A 6 | 9 110 |
| | | 10B 1 | |
| | | 10C 3 | |
| 11 | Contacts with Public: Responsibility for effective handling of contacts. | 5 | 80 |
| 12 | Contacts with Employees: Responsibility for effective handling of others. | 5 | 49 |
| 13 | Machine-Computer Operations | 4 | 38 |
| 14 | Working Conditions | 2 | 12 |
| 15 | Physical Demand | 2 | 8 |
| TOTAL VALUE | | | 911 |

SIGNED: _____

ORDINANCE NO. 2019-

APPROPRIATION ORDINANCE

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

AN ORDINANCE CHANGING THE TITLE OF FOUR FULL-TIME POSITIONS; AND, APPROPRIATING THE AMOUNT OF \$7,252 FROM UNAPPROPRIATED RESERVES IN THE GENERAL FUND TO THE CIRCUIT COURT III BUDGET FOR 2019.

WHEREAS, the Washington County Circuit Court III desires to change the titles of four full-time positions and to amend the pay of two of those positions to be compliant with JESAP.

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

ARTICLE 1. The title of the personnel position of Lead Juvenile Officer/Specialized Police Officer, Grade 19 (Position 0403004) in Circuit Court III Budget of the General Fund (10000403) is hereby changed to Manager – Lead Juvenile Officer/Specialized Police Officer, Grade 21 (Position 0403004) for 2019.

ARTICLE 2. The title of the personnel position of Lead Juvenile Officer/Specialized Police Officer, Grade 19 (Position 0403002) in Circuit Court III Budget of the General Fund (10000403) is hereby changed to Lead Juvenile Officer, Grade 18 (Position 0403002) for 2019.

ARTICLE 3. The title of the personnel position of Juvenile Officer II, Grade 16 (Position 0403012) in Circuit Court III Budget of the General Fund (10000403) is hereby changed to Juvenile Officer II/Specialized Police Officer, Grade 16 (Position 0403012) for 2019.

ARTICLE 4. The title of the personnel position of Juvenile Officer II, Grade 16 (Position 0403013) in Circuit Court III Budget of the General Fund

Item 19-I-022

42 (10000403) is hereby changed to ERC Juvenile Officer II Grade 16 (Position 0403013)
43 for 2019.

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45 **ARTICLE 5.** There is hereby appropriated the total amount
46 of \$7,251 in the following Salary Line Items in the Circuit Court III Budget (10000403) for
47 2018:

| | | | |
|----|---|-----------------|------------------------|
| 48 | | | |
| 49 | <u>Circuit Court III Budget</u> | | |
| 50 | Salaries, Full-Time (0403002 and 0403004) | (10000403-1001) | \$ 5,896 |
| 51 | Social Security Matching | (10000403-1006) | 452 |
| 52 | Noncontributory Retirement | (10000403-1008) | 904 |
| 53 | | | |
| 54 | TOTAL APPROPRIATION | | <u>\$ 7,252</u> |

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60 JOSEPH K. WOOD, County Judge

_____ DATE

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66 BECKY LEWALLEN, County Clerk

- 67 Introduced by:
- 68 Date of Passage:
- 69 Members Voting For:
- 70 Members Voting Against:
- 71 Members Abstaining:
- 72 Members Absent:



STACEY A. ZIMMERMAN
CIRCUIT JUDGE

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

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

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

February 5, 2019

Re: Request to approve the changes for several Juvenile Court staff positions

Dear Members of the JESAP Committee and Quorum Court:

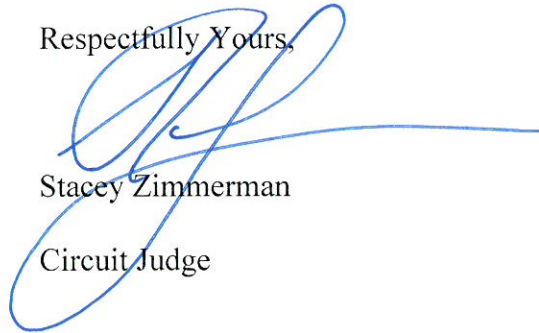
Four of our positions have been submitted to be re-rated and two require a title change. The positions are as follows:

1. **Manager- Lead Juvenile Officer/SPO, Grade 21-** this position is now a combined position with the Lead Intake Officer/SPO and the new additional responsibilities as the manager over the lead officers. This position will be held by Jeremy Kelley, he has been with our department for 12 years. See his attached summary of his current duties and accomplishments. I am requesting a 5% increase on his salary when promoting him to the Manager-Lead Juvenile Officer/SPO position.
2. **Lead Juvenile Officer, Grade 18-** Mr. Kelley will leave the vacant position of Lead Juvenile Officer and I want to promote Erica Orellana to this position. Ms. Orellana is bi-lingual in Spanish and English, she is a certified instructor in Creating Lasting Family Connections Curriculum, and has been with Juvenile court for 10 years. I am asking that she be promoted to the rate of \$21.50 an hour for salary purpose. Please see attached summary of her responsibilities and additional work she has to do as a bi-lingual officer.
3. **Juvenile Probation Officer/SPO, Grade 16-** This position is being held by Christopher Tinsley, he currently works at our Springdale Office in our Evening reporting Center Program. He will be moving to replace the vacant position Brandon McMahon left, this positions was a grade 15 an the title was Juvenile Probation Officer. I am asking that Christopher Tinsley be allowed to move to the vacant position with the current grade and salary he currently holds.
4. **ERC Juvenile Officer II-grade 16-**This is the vacant position that Christopher Tinsley will leave once he is moved to the probation side. The title was the only change in this position.

I am asking for an additional \$7,250.31 in the 2019 budget for salaries to cover the above stated changes. In the 2018 budget my department had \$56,708.87 in unspent money on salaries, and \$22, 694.95 in unspent money in Supplies/Services for a total of \$79,403.82 that was returned to the general county fund. In addition, the state of Arkansas reimbursed Washington County a total of \$191,043.26 for Juvenile Officers' Salaries. We are looking at the pay of the of the other 14 Washington County Juvenile court staff positions and may be requesting additional changes and requests for merit raises at the end of the year.

I am formally requesting that all the above mentioned positions be approved to reflect the qualifications and comprehensive experience needed for all positions.

Respectfully Yours,

A handwritten signature in blue ink, appearing to read 'Stacey Zimmerman', with a long horizontal flourish extending to the right.

Stacey Zimmerman

Circuit Judge

February 6th, 2019

To Whom It May Concern,

I have worked for the Washington County Juvenile Court since July 2006, initially as a Juvenile Officer, and then as a Lead Juvenile Officer and Specialized Police Officer. I spent the majority of my career working a probation caseload of juvenile delinquents in the Springdale area, and also served as the Lead Juvenile Officer supervising the Juvenile Court's Probation Division for the past 5 years. In January of this year, I transitioned to being the Lead Juvenile Officer supervising the Juvenile Court's Intake Division, whose officers deal with juveniles on new delinquency cases that are still awaiting adjudication.

I was recently offered a promotion to a new position as Lead Juvenile Officer Manager. In this newest position, I will continue to supervise the Juvenile Court's Intake Division, and will also supervise the three Lead Juvenile Officers that directly oversee the other three divisions of the Juvenile Court, including the Probation Division, Families in Need of Services Division, and our Evening Reporting Center.

I currently hold certifications as a Certified Juvenile Officer, a Certified Law Enforcement Officer, a Certified Police Professional Instructor, and a Certified Police Firearms Instructor. I am the Juvenile Court's primary training coordinator for topics relating to probation, intake, law enforcement, safety, and drug testing. In addition, I serve as a Court Security Officer to ensure the safety of the public and Juvenile Court staff, both at the Juvenile Justice Complex as well as out in the community during court-ordered home visits and school visits.

Besides these regular duties, I represent the Washington County Juvenile Court as a guest speaker at the University of Arkansas in courses involving Juvenile Delinquency and Juvenile Corrections. I also have the privilege of instructing at the Northwest Arkansas Law Enforcement Training Academy, where I teach police cadets about Juvenile Law, Domestic Disturbances, Runaway Juveniles, Child Abuse, and Firearms.



Jeremy Kelley
Lead Juvenile Officer
Washington County Juvenile Court

February 1, 2019

Erica Orellana, Juvenile Probation officer-

I've been with the Washing County Juvenile Court for 10 years not including the two years I worked as a contract instructor teaching the Creating Lasting Family Connections classes (parenting classes). I am an AJOA member (Arkansas Juvenile Officers Association) which requires me to complete 12 hours of continuing education each year. I have been trained in street gang recognition and apply that training with my current case load. Currently my position is of Juvenile Probation officer.

I was hired by juvenile court as a Substance Abuse program Coordinator on December 2nd, 2008. On October 7, 2009, I was promoted to Juvenile Officer in the FINS division. I worked as a FINS Officer for about four years and around April 1, 2013 I was moved to the probation division, this move was not a promotion as FINS and Probation carry the same grade.

I currently work 40 hours a week and at times more due to long court days, volunteer to work weekends for some of our diversion programs and I assist covering evening shifts at the Evening Reporting Center when needed. I get compensated in comp time when I work over 40 hours a week. I assist in driving county vehicles and transporting juveniles to and from home with our Diversion Programs or to treatment facilities.

As a Juvenile Probation officer, I work closely with our families and supervise juveniles who are placed on supervise probation. I also work with our local law enforcement officers, the schools, care providers and other agencies to ensure that the youth get the services that are needed. I'm required to submit written recommendations to the court, assure that every party involved receives all information needed for the juvenile's case including all relevant documentation.

As a bilingual officer in English and Spanish I am require to interpret for families that come into courtroom when a certified interpreter is not available. My bilingual skills are also used to interpret for the JDC social workers during assessments and assist families in filling out JDC paperwork in their native language, JDC is a separate department from Juvenile court. Additionally, my interpreting skills are also used to assist families in completing intake assessments for families and treatment facilities.

Responsibilities within the office:

Some of my responsibilities are data entry, record keeping, filing, answering phone calls, requesting attendance and grades from the school, meet with families in the office. I am responsible for finding appropriate placements for the juvenile when return to the home is not an option or if the juvenile is in need of treatment. Administering drug screens on juvenile and adult females, drawing DNA sample for the juvenile sex offenders on my caseload, assist in supervising other cases when the office is short staffed.

Responsibilities outside the office:

School visits, home visits, meetings with juveniles and their families at our Evening Reporting Center, and meeting with the juveniles in treatment facilities if they are placed locally.

Lastly, I am part of an on-call rotation for intake calls from law enforcement officers across the county during afterhours and on weekends, I am required to complete a risk assessment and determine on site if the juvenile should be released or detained.

I am a loyal staff and have been committed to Washington county Juvenile Court since December 2008. I work diligent and have a passion for the community we serve. I plan to continue to work in this department for many years to come and train new Juvenile Officers.

Respectfully yours,



Erica Orellana

Calculating employee position total cost for budgeting

as of 1/28/19

Jeremy Kelley (current rate is \$22.24/hr, requesting \$23.35/hr)

January thru February @ \$22.24/hr

| Inclusive items | How to calculate | Example |
|-----------------|------------------|-----------------|
| FT Salary | Rate x 320 hours | 7,116.80 |
| FICA | Salary x 7.65% | 544.44 |
| APERS | Salary x 15.32% | 1,090.29 |
| | | <u>8,751.53</u> |

*\$22.24/hr (Grade 19)

March thru December @ \$23.35/hr

| Inclusive items | How to calculate | Example |
|-----------------|-------------------|------------------|
| FT Salary | Rate x 1760 hours | 41,096.00 |
| FICA | Salary x 7.65% | 3,143.84 |
| APERS | Salary x 15.32% | 6,295.91 |
| | | <u>50,535.75</u> |

*\$23.35/hr (Grade 21)

Budgeted for 2019 - Jeremy Kelley

| Inclusive items | How to calculate | Example |
|-----------------|-------------------------------|------------------|
| FT Salary | Rate x 2080 OR Rate x 80 x 26 | 46,259.20 |
| FICA | Salary x 7.65% | 3,538.83 |
| APERS | Salary x 15.32% | 7,086.91 |
| | | <u>56,884.94</u> |

2,402.34 Increase from orig. budget to requested amount - J. Kelley

Erica Orellana (current rate is \$19.26/hr, requesting \$21.50/hr)

January thru February @ \$19.26/hr

| Inclusive items | How to calculate | Example |
|-----------------|------------------|-----------------|
| FT Salary | Rate x 320 hours | 6,163.20 |
| FICA | Salary x 7.65% | 471.48 |
| APERS | Salary x 15.32% | 944.20 |
| | | <u>7,578.89</u> |

*\$19.26/hr (Grade 15)

March thru December @ \$21.50/hr

| Inclusive items | How to calculate | Example |
|-----------------|-------------------|------------------|
| FT Salary | Rate x 1760 hours | 37,840.00 |
| FICA | Salary x 7.65% | 2,894.76 |
| APERS | Salary x 15.32% | 5,797.09 |
| | | <u>46,531.85</u> |

*\$21.50/hr (Grade 18)

Budgeted for 2019 - Erica Orellana

| Inclusive items | How to calculate | Example |
|-----------------|-------------------------------|------------------|
| FT Salary | Rate x 2080 OR Rate x 80 x 26 | 40,060.80 |
| FICA | Salary x 7.65% | 3,064.65 |
| APERS | Salary x 15.32% | 6,137.31 |
| | | <u>49,262.77</u> |

4,847.97 Increase from orig. budget to requested amount - E. Orellana

Washington County Manager - Lead Juvenile Officers/SPO Job Description

Job Code: 21
Exempt: Yes
Department: Juvenile Court Division
Reports To: Circuit Court Judge/Director of Juvenile Court Services
Location: Washington County Juvenile Court
Date Prepared: February 04, 2019
Date Revised:

GENERAL DESCRIPTION OF POSITION

The employees of the Washington County Juvenile Court are divided into four basic groups. The divisions are Probation, FINS, Intake/Diversion, and Evening Reporting Center. There is one Lead Juvenile Officer for each of the four divisions, and each division includes approximately 3-5 subordinate Juvenile Probation Officers, Juvenile Intake Officers, and/or other Juvenile Court staff.

The Senior Lead Juvenile Officer/Specialized Police Officer has the duties of a Lead Juvenile Officer/Specialized Police Officer, and is additionally responsible for supervision of the other Lead Juvenile Officers and subordinate Juvenile Intake Officers and Juvenile Probation Officers. In addition to these extra supervisory duties and the normal duties of a Lead Juvenile Officer/Specialized Police Officer, the Senior Lead Juvenile Officer is also tasked with coordinating and teaching training for Juvenile Court staff, completing and maintaining law enforcement training and certification records for the Juvenile Court's Specialized Police Officers, researching and purchasing Juvenile Court equipment, as well as assisting and standing in for the Director of Juvenile Court Services as directed. The supervisory duties are at the direction of the Director of Juvenile Court Services or the Juvenile Judge. The Senior Lead Juvenile Officer will work in concert with the Juvenile Judge and the Director of Juvenile Court Services in the general matters of the Court.

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

To ensure the safety of the Washington County Juvenile Court staff, visitors, clients, and members of the community, some Juvenile Officers, including the Senior Lead Juvenile Officer, will be appointed by the Judge to receive additional training and law enforcement certification as Court Security Officers. Court Security Officers will assist the Washington County Sheriff's Office with providing security for the courthouse, assist Juvenile Officers with taking juvenile probationers into custody, provide Juvenile Officers with additional security during home visits, and perform other duties as directed by the Judge.

As certified and sworn Specialized Police Officers, these Court Security Officers have the authority to make arrests both with and without a warrant, carry a firearm both on and off duty, and use force to control or terminate violent behavior and safely take offenders into custody.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Respond to a twenty-four hour on call schedule on a rotation basis with the Lead Juvenile Officers and Director of Juvenile Court Services.
2. Notify detained juvenile and family of crime(s), charge(s), and reason for detainment, including date, time, and location of detention hearing.
3. The officer will conduct the initial intake interview, take citizen complaints and confer with victims. All contact with the public will be conducted in a professional manner and in compliance with departmental policy and Arkansas law and make recommendations to the prosecutor for the appropriate course of action.
4. Work with Interstate Compact in returning juveniles to their home states when they are runaways, arrested in our county or have a warrant from another jurisdiction. Work with Interstate Compact to transfer a juvenile's probation to another state when appropriate, and to provide home studies and supervision of juveniles whose probation has been transferred to Washington or Madison County. Work with other Probation Departments throughout the State of Arkansas to provide supervision for juveniles who have moved within the State.
5. Make appropriate referrals to public or private agencies as well as schools, community based providers, Department of Human Service; to ensure clients obtain services needed.
6. Maintain close communications with all law enforcement agencies within Washington County.
7. The Senior Lead Juvenile Officer will supervise cases judicial and non-judicial in which they are assigned. The Senior Lead Juvenile Officer will monitor the client's progress as well as adherence to court orders, identifying potential problems, and taking corrective action. The Senior Lead Juvenile Officer will perform random visits to the school, home, job site or treatment facility as well as require routine office visits and maintain contacts with family, and other community agencies.
8. Maintain, update, and complete all necessary paper and computer documents to include, but not limited to:

Maintaining records of meetings with all concerned parties; psychological Assessments/reports, social data on probationer and family; receipts showing payment of fines, cost, fees, restitution, and/or completion of public service; attendance and behavior reports from school; and proof of attendance of court-ordered programs.

Prepare request for Prosecutor to file Motion for Revocation of Probation. In emergency situations, complete and file revocation papers.

Prepare the case file and all records for court hearings daily. Distribute reports to all parties before court hearings. Be available to present case information to the court when needed.

Maintain all juvenile records in a "confidential" manner, and ensure that information relating to a juvenile is not released except to authorized persons.

9. Prepare sentencing recommendations based upon consideration of the following: Number of previous offenses; seriousness of offenses; drug/alcohol abuse; psychological/behavioral problems; problems at home or school, success in meeting prior terms of probation, and any assessments by other agencies.
10. Appear in court and testify to relate successes or problems, inform the court about placement proceedings, and make recommendations about the continued detention or release of a juvenile.
11. Speak to various public and community groups regarding the juvenile court process and services when called upon, and represent the court on committees as assigned by the Judge.
12. Maintain a current knowledge of the Arkansas Juvenile Code, referral services available, shelter placement, group homes, hospital settings, therapeutic placements and treatment facilities in the IV Judicial District and the State of Arkansas.
13. Administer drug screens to juveniles and their families as ordered by the court.
14. Train and supervise Lead Juvenile Officers, Juvenile Intake Officers, and Juvenile Probation Officers, and assist in resolving problems when requested by subordinate Lead Juvenile Officers and Juvenile Officers.
15. Address complaints from the public.
16. Assist the Director of Juvenile Court Services and Juvenile Judge with interviewing job applicants and making recommendations for hiring.
17. Assist the Director of Juvenile Court Services and Juvenile Judge with preparing annual performance evaluations for subordinate Lead Juvenile Officers, Juvenile Intake Officers, and Juvenile Probation Officers.
18. Assist the Director of Juvenile Court Services and Juvenile Judge with preparing the annual budget, and monitor expenses throughout the year.
19. Assist the Director of Juvenile Court Services with purchasing decisions.
20. Assist the Director of Juvenile Court Services with other duties as directed, and stand in for the Director of Juvenile Court Services as directed, when the Director is unavailable.
21. Coordinate with outside vendors for supplies and training regarding drug testing and other equipment needs.
22. Coordinate and teach training classes for Lead Juvenile Officers, Juvenile Intake Officers, Juvenile Probation Officers, and other Juvenile Court staff.
23. Coordinate and teach law enforcement training classes for the Juvenile Court's Specialized Police Officers.
24. Research, purchase, and maintain law enforcement equipment needed for Juvenile Court's Specialized Police Officers.

25. • Complete and maintain law enforcement training and certification records for the Juvenile Court's Specialized Police Officers, as required by the state Commission on Law Enforcement Standards and Training.

- Teach as a Guest Instructor at various schools and universities, as well as the Arkansas Law Enforcement Training Center police academy.
- Take youth into custody and escort them to the Juvenile Detention Center.
- Maintain the safety and security of members of the public as well as Juvenile Court staff, both at the Juvenile Justice Complex as well as out in the community during home visits and school visits.
- Serve warrants, subpoenas, and other court papers.

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 6 years related experience and/or training, and 3 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 AND PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Intermediate: Database

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

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under general direction, working from policies and general directives. Rarely refers specific cases to supervisor unless clarification or interpretation of the organization's policy is required.

PLANNING

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

DECISION MAKING

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

MENTAL DEMAND

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

ANALYTICAL ABILITY / PROBLEM SOLVING

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

RESPONSIBILITY FOR WORK OF OTHERS

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

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

Supervises the following departments: Lead Juvenile Officers and Juvenile Officers

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

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

ACCURACY

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

ACCOUNTABILITY

FREEDOM TO ACT

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

ANNUAL MONETARY IMPACT

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

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

IMPACT ON END RESULTS

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

PUBLIC CONTACT

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

EMPLOYEE CONTACT

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

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

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

WORKING CONDITIONS

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

ENVIRONMENTAL CONDITIONS

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

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, talk or hear; occasionally required to 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; peripheral vision; depth perception; and ability to adjust focus.

ADDITIONAL INFORMATION

SUPERVISORY RESPONSIBILITIES:

The Senior Lead Juvenile Officer will supervise the Lead Juvenile Officers and Juvenile Probation Officers, and assist the Juvenile Judge and the Director of Juvenile Court Services, and will have responsibility for the direct supervision of 3-4 Lead Juvenile Officers and the indirect supervision of approximately 10-15 Juvenile Intake Officers, Juvenile Probation Officers, and other Juvenile Court staff. He/she will work with the Juvenile Judge and the Director of Juvenile Court Services on matters including interviewing, making recommendations for hiring, and training employees; planning, assigning, and directing work; serving as the on-call supervisor on a rotation basis with the Lead Juvenile Officers; addressing complaints and resolving problems; monitoring and providing supervision of Lead Juvenile Officers, Juvenile Intake Officers, and Juvenile Probation Officers in Washington County, maintain yearly juvenile court statistics; as required, assist with program development and procedures; attend staffing meetings; research and purchase equipment, and coordinate and teach various training for subordinate staff.

In conjunction with the Judge and Director of Juvenile Court Services, he/she will assist in preparing the yearly budget, monitor expenses throughout the year, and make purchasing decisions.

EDUCATION and/or EXPERIENCE:

The officer should possess a Bachelor's Degree in a related field plus six (6) years of work experience; or equivalent combination of education and experience. In addition, the Senior Lead Juvenile Officer should have at least three (3) years of supervisory experience and at least three (3) years of law enforcement experience.

The Senior Lead Juvenile Officer must currently hold a certification as a Certified Juvenile Officer, or complete a 40 hour Juvenile Officer Certification Training provided by the Arkansas Office of the Courts. The Senior Lead Juvenile Officer must currently hold a certification as a Certified Specialized Law Enforcement Officer, or complete a 120 hour Basic Law Enforcement Training Course to obtain certification as a Specialized Police Officer through the Arkansas Commission on Law Enforcement Standards and Training. The officer must currently hold a certification as a Certified Police Professional Instructor, or complete or complete a 40 hour Instructor Development training by the Arkansas Commission on Law Enforcement Standards and Training. The officer must currently hold a certification as a Certified Police Firearms Instructor, or complete a 40 hour Firearms Instructor training by the Commission on Law Enforcement Standards and Training. The officer must pass a background check, as well as a physical and psychological evaluation, in order to receive law enforcement training and certification. The officer must complete a minimum of 16 hours of training annually to maintain these law enforcement certifications.

The Senior Lead Juvenile Officer should have experience working with teenagers, judgment skills when handling complaints, communication skills when meeting the public, and serve as liaison between the prosecutors, police, court, schools, victims, and defendant's families. The officer cannot

have a criminal record or a child abuse record. This position requires a high level of problem solving, leadership, listening, and communication skills.

OTHER SKILLS and ABILITIES:

The Senior Lead Juvenile Officer/Specialized Police Officer shall possess good typing and computer skills (regular use of PC equipment); have knowledge of modern office practices, procedures, and equipment. The Senior Lead Juvenile Officer shall possess knowledge of law enforcement procedures and equipment. The officer should have strong written and verbal communication skills; must possess the ability to establish a good rapport with individuals often under difficult or high-risk circumstances. Must have the ability to de-escalate volatile situations involving juveniles and their families. Self-motivation and the ability to positively motivate juveniles and their parents are essential.

PHYSICAL DEMANDS:

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

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

This job carries a degree of threat. Dangerous situations can occur at any time due to the possible volatile nature of family court.

DBCompensation Job Valuing Summary

SCENARIO **Washington County**
February 2019
 POSITION **Manager - Lead Juvenile Officers/SPO**
 JOB CODE: **21**

| FACTOR | BASIS FOR JOB VALUING | DEGREE | VALUE | |
|--------------------|--|--------|-------------|-----|
| 1 | Experience-General: Minimum time to become familiar with requirements of the job. | 9 | 104 | |
| 2 | Experience-Minimum time to become familiar with management requirements of the job. | 6 | 215 | |
| 3 | Education: Preliminary formalized training or self-development expressed in terms of equivalent formal education. | 5 | 70 | |
| 4 | Initiative & Ingenuity: Measure of ability to proceed alone, make decisions within authority, and ability to comprehend assignment. | 4A 5 | 6 | 50 |
| | | 4B 4 | | |
| | | 4C 4 | | |
| 5 | Mental Demand: Measure of degree of concentration and sensory alertness. | 5 | 70 | |
| 6 | Analytical Ability/Problem Solving: Opportunity to apply analytical ability and self-starting thinking. | 6 | 100 | |
| 7 | Responsibility for Work of Others - Supervision: Appraises responsibility for work and direction of others. | 5 | 100 | |
| 8 | Responsibility for Funds, Equipment, Property, Etc.: Personal responsibility and accountability for receipt, storage, issue, or use. | 5 | 48 | |
| 9 | Responsibility for Accuracy: Opportunity for and probable effect of errors. | 4 | 44 | |
| 10 | Accountabilities: Freedom to act, monetary impact, and impact on end results. | 10A 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 | 7 | 60 | |
| 15 | Physical Demand | 2 | 8 | |
| TOTAL VALUE | | | 1146 | |

SIGNED: _____

Washington County Lead Juvenile Officer Job Description

| | |
|-----------------------|----------------------------------|
| Job Code: | 18 |
| Exempt: | Yes |
| Department: | Juvenile Court Division |
| Reports To: | Manager - Lead Juvenile Officers |
| Location: | Court Facilities |
| Date Prepared: | January 22, 2015 |
| Date Revised: | February 04, 2019 |

GENERAL DESCRIPTION OF POSITION

The employees of the Washington County Juvenile Court are divided into four basic groups. The divisions are Probation, FINS, Criminal Intake/Diversion Programs and the Evening Reporting Center. There is one Lead Juvenile Officer for each of the four divisions.

The Lead Juvenile Officer has the duties of a Juvenile Officer (See Juvenile Officer Job Description) and in addition is responsible for limited supervisory duties. The supervisory duties are only at the direction of the Juvenile Court Director or the Juvenile Judge, and only to the employees of his/her division. The Lead Juvenile Officers will work in concert with the Juvenile Judge and the Juvenile Court Director in the general matters of the Court.

Like the Juvenile Officers, the Lead Juvenile Officers are responsible for the supervision of juvenile cases and monitoring the compliance with court order of juvenile and their families. The Lead Juvenile Officer will work as part of a cohesive team and will be required to assume duties as part of a multi-faceted operation that would address an array of juvenile and family situations both judicial and non-judicial in nature. The position requires decision-making, problem solving, and accurate reporting. The officer will be required to maintain, annotate, and prepare appropriate court documents.

This position requires the ability to interact effectively with community care providers, juveniles, and families.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

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

16. Maintain a current knowledge of Arkansas juvenile code, referral services available, shelter placement, group homes, hospital settings, therapeutic placements and treatment facilities in the IV Judicial District, and the State of Arkansas.
17. Administer drug screens (both written and physical) to juveniles and their families as ordered by the court.
18. The Lead Officer will be available to work evenings and weekends when needed to cover shifts at the reporting Center.
19. The lead Officer will assist in transporting youth and/or family members to court diversion events, inpatient facilities, counseling appointments, etc.
20. Train and supervise subordinate Juvenile Officers, and assist in resolving problems when requested by subordinate Juvenile Officers.
21. Address complaints from the public.
22. Assist the Chief Juvenile Probation Officer and Juvenile Judge with interviewing job applicants and making recommendations for hiring.
23. Assist the Chief Juvenile Probation Officer and Juvenile Judge with preparing annual performance evaluations for subordinate Juvenile Officers.
24. Assist the Chief Juvenile Probation Officer and Juvenile Judge with preparing the annual budget, and monitor expenses throughout the year.
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 5 years related experience and/or training, and 7 to 11 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. 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

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

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

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

PLANNING

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

DECISION MAKING

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

MENTAL DEMAND

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

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

RESPONSIBILITY FOR WORK OF OTHERS

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

Supervises a 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: The incumbent will work in concert with other Lead Juvenile Officers to assist the Juvenile Judge and the Juvenile Court Director, and will have limited responsibility for the supervision of three to six employees. He/she will work with the Juvenile Judge and the Juvenile Court Director on matters including interviewing, making recommendations for hiring, and training employees; planning, assigning, and directing work; serving as the on-call supervisor on a rotation basis with the other Lead Juvenile Officers; addressing complaints and resolving problems; monitor and provide limited supervision of Juvenile Officers in Washington County, maintain yearly juvenile court statistics; as required, assist with program development and procedures; and attend staffing meetings. In conjunction with the Judge and Juvenile Court Director, he/she will assist in preparing the yearly budget (approximately \$350,000) and monitor expenses throughout the year.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

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

ACCURACY

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

ACCOUNTABILITY

FREEDOM TO ACT

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

ANNUAL MONETARY IMPACT

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

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

IMPACT ON END RESULTS

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

PUBLIC CONTACT

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

EMPLOYEE CONTACT

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain

cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs, plus frequent contact with senior level internal officials.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

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

WORKING CONDITIONS

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

ENVIRONMENTAL CONDITIONS

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

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, talk or hear; 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; distance vision; peripheral vision; depth perception; and ability to adjust focus.

ADDITIONAL INFORMATION

SUPERVISORY RESPONSIBILITIES:

The incumbent will work in concert with other Lead Juvenile Officers to assist the Juvenile Judge and the Juvenile Court Director, and will have limited responsibility for the supervision of three to six employees. He/she will work with the Juvenile Judge and the Juvenile Court Director on matters including interviewing, making recommendations for hiring, and training employees; planning, assigning, and directing work; serving as the on-call supervisor on a rotation basis with the other Lead Juvenile Officers; addressing complaints and resolving problems; monitor and provide limited supervision of Juvenile Officers in Washington County, maintain yearly juvenile court statistics; as required, assist with program development and procedures; and attend staffing meetings. In conjunction with the Judge and Juvenile Court Director, he/she will assist in preparing the yearly budget and monitor expenses throughout the year.

EDUCATION and/or EXPERIENCE:

The officer should possess a Bachelor's Degree in a related field plus five (5) years of work experience; or equivalent combination of education and experience and 12 to 18 months of management experience. The officer must complete 40 hours of training in "Juvenile Officer

Certification Training", provided by the AOC, to be a Certified Juvenile Officer. The officer must complete 12 hours of training annually to maintain the certification. The officer should have experience working with teenagers, judgment skills when handling complaints, communication skills when meeting the public, and serve as liaison between the prosecutor, police, court, schools, victims, and defendant's families. The officer cannot have a criminal record. This position requires a high level of problem solving and listening skills.

OTHER SKILLS and ABILITIES:

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

DBCompensation Job Valuing Summary

SCENARIO **Washington County**
February 2019
 POSITION **Lead Juvenile Officer**
JOB CODE: 18

| 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. | 2 | 66 | |
| 3 | Education: Preliminary formalized training or self-development expressed in terms of equivalent formal education. | 5 | 70 | |
| 4 | Initiative & Ingenuity: Measure of ability to proceed alone, make decisions within authority, and ability to comprehend assignment. | 4A 4 | 6 | 50 |
| | | 4B 4 | | |
| | | 4C 4 | | |
| 5 | Mental Demand: Measure of degree of concentration and sensory alertness. | 4 | 49 | |
| 6 | Analytical Ability/Problem Solving: Opportunity to apply analytical ability and self-starting thinking. | 6 | 100 | |
| 7 | Responsibility for Work of Others - Supervision: Appraises responsibility for work and direction of others. | 2 | 33 | |
| 8 | Responsibility for Funds, Equipment, Property, Etc.: Personal responsibility and accountability for receipt, storage, issue, or use. | 4 | 32 | |
| 9 | Responsibility for Accuracy: Opportunity for and probable effect of errors. | 4 | 44 | |
| 10 | Accountabilities: Freedom to act, monetary impact, and impact on end results. | 10A 5 | 8 | 90 |
| | | 10B 1 | | |
| | | 10C 3 | | |
| 11 | Contacts with Public: Responsibility for effective handling of contacts. | 5 | 80 | |
| 12 | Contacts with Employees: Responsibility for effective handling of others. | 5 | 49 | |
| 13 | Machine-Computer Operations | 4 | 38 | |
| 14 | Working Conditions | 7 | 60 | |
| 15 | Physical Demand | 2 | 8 | |
| TOTAL VALUE | | | 858 | |

SIGNED: _____

WASHINGTON COUNTY
Job Evaluation

JOB TITLE: Lead Juvenile Officer

Same

| Factor | Basis for Rating | Current Rating | Proposed Rating | Points |
|--------|---|----------------|-----------------|--------|
| 1 | <u>Experience-General</u> : Minimum time to become familiar with requirements of the job. | 8 | 8 | 89 |
| 2 | <u>Experience</u> : Minimum time to become familiar with management requirements of the job. | 2 | 2 | 66 |
| 3 | <u>Education</u> : Preliminary formalized training or self-development expressed in terms of equivalent formal education. | 5 | 5 | 70 |
| 4 | <u>Initiative & Ingenuity</u> : Measure of ability to proceed alone, make decisions within authority, & ability to comprehend assignment. | 6 | 6 | 50 |
| 5 | <u>Mental Demand</u> : Measure of degree of concentration and sensory alertness. | 4 | 4 | 49 |
| 6 | <u>Analytical Ability/Problem Solving</u> : Opportunity to apply analytical ability and self-starting thinking. | 6 | 6 | 100 |
| 7 | <u>Responsibility for Work of Others - Supervision</u> : Appraises responsibility for work and direction of others. | 1 | 2 | 33 |
| 8 | <u>Responsibility for Funds, Equipment, Property, Etc.</u> : Personal responsibility and accountability for receipt, storage, issue, or use. | 4 | 4 | 32 |
| 9 | <u>Responsibility for Accuracy</u> : Opportunity for and probable effect of errors. | 4 | 4 | 44 |
| 10 | <u>Accountabilities</u> : Freedom to act, monetary impact, & impact on end results. | 8 | 8 | 90 |
| 11 | <u>Contacts with Public</u> : Responsibility for effective handling of contacts. | 5 | 5 | 80 |
| 12 | <u>Contacts with Employees</u> : Responsibility for effective handling of contacts. | 5 | 5 | 49 |
| 13 | <u>Machine Operations</u> : | 4 | 4 | 38 |
| 14 | <u>Working Conditions</u> : | 7 | 7 | 60 |
| 15 | <u>Physical Demand</u> : | 2 | 2 | 8 |
| | | 835 | | 858 |
| | <u>Washington County Salary Grade Level</u> | 18 | | 18 |

Signed: _____

Date: February 5, 2019

Washington County Juvenile Probation Officer/Specialized Police Officer Job Description

| | |
|-----------------------|--|
| Job Code: | 16 |
| Exempt: | No |
| Department: | Juvenile Court Division |
| Reports To: | Circuit Court Judge & Director of Juvenile Court |
| Location: | Juvenile Court |
| Date Prepared: | February 04, 2019 |
| Date Revised: | February 05, 2019 |

GENERAL DESCRIPTION OF POSITION

The Juvenile Probation Officer is responsible for supervision of Juvenile Court cases, including working with juveniles and families involved in Delinquency and/or FINS (Family in Need of Services) cases to monitor compliance with court orders as well as refer juveniles and families to services needed for rehabilitation. The Juvenile Probation Officer will be required to maintain case documents, and testify in court, and will work as part of a team to address an array of juvenile and family situations. This position requires decision-making, problem solving, and accurate reporting skills, as well as the ability to interact effectively with juveniles, families, community groups, and other agencies.

To ensure the safety of the Washington County Juvenile Court staff, visitors, clients, and members of the community, some Juvenile Officers will be appointed by the Judge to receive additional training and law enforcement certification as Court Security Officers. Court Security Officers will assist the Washington County Sheriff's Office with providing security for the courthouse, assist Juvenile Probation Officers with taking juvenile probationers into custody, provide Juvenile Officers with additional security during home visits, and perform other duties as directed by the Judge.

As sworn Specialized Police Officers, the Court Security Officers have the authority to make arrests both with and without a warrant, carry a firearm both on and off duty, and use force to control or terminate violent behavior and safely take offenders into custody.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Supervise Juvenile Court cases to which they are assigned, including monitoring the clients' progress and adherence to court orders, identifying potential problems, taking corrective action, and making recommendations to the court.
2. Perform random visits to the school, home, job site, or treatment facility, as well as conduct regular office visits and phone calls.
3. Maintain contact with juveniles and families, as well as community agencies. All contact with the public will be conducted in a professional manner and in compliance with departmental policy and Arkansas law.
4. Work with Interstate Compact to coordinate the return of juveniles to their home state when they are runaways or have a warrant from another jurisdiction, as well as coordinate the transfer of probation.
5. Work with other Probation Departments throughout the State of Arkansas to share information and provide supervision for juveniles who have moved within the State.

6. Make appropriate referrals to public or private agencies, including schools, service providers, community agencies, and the Department of Human Service, to ensure that clients obtain services needed for rehabilitation.
7. Maintain close communications with all law enforcement agencies within Washington County.
8. Work as part of a team with other Juvenile Officers to provide twenty-four hour on call coverage on a rotating schedule.
9. This position requires performing occasional evening and weekend work.
10. Assist with transporting juveniles and families to programs and services, as needed.
11. Maintain, update, and complete all necessary paper and computer documents to include, but not limited to:
 - Maintaining computerized database records of meetings with all concerned parties, psychological assessments, school reports, counseling reports, data on probationer and family, proof of completion of public service, and payment of fines, cost, fees, restitution.
 - Updating the Juvenile Court computer database with case information.
 - Preparing requests for the Prosecuting Attorney to file Show Causes and/or Petitions for Revocation of Probation.
 - Completing and filing court orders.
 - Maintaining paper case files, preparing all needed records for court hearings and distributing reports to all parties before court hearings.
 - Ensuring that all juvenile records are kept confidential and that information relating to a juvenile is not released except to authorized persons.
12. Prepare sentencing recommendations based upon consideration of the details of the case and the juveniles involved.
13. Testify in court to present case information, relate successes or problems, inform the court about placement options, and make recommendations about the continued detention or release of a juvenile.
14. Speak to various public and community groups regarding the Juvenile Court process and juvenile services if called upon. May represent the Juvenile Court on committees as assigned by the Judge.
15. Maintain a current knowledge of the Arkansas Juvenile Code, available services, and treatment and placement options, both locally as well as across the State of Arkansas.
16. Administer drug screens to juveniles and their families as ordered by the court.
17. Attend all staff meetings and training sessions.
18. Represent the department in a professional manner, this includes dressing in a professional manner, to enhance the County's image and minimize loss of goodwill.

19. Take youth into custody and escort them to the Juvenile Detention Center.
20. Maintain the safety and security of members of the public as well as Juvenile Court Department staff, both at the Juvenile Justice Complex as well as out in the community during home visits.
21. Serve warrants, subpoenas, and other court papers.
22. Perform any other related duties as required or assigned.

QUALIFICATIONS

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

EDUCATION AND EXPERIENCE

Broad knowledge of such fields as accounting, marketing, business administration, finance, etc. Equivalent to a four year college degree, plus 4 years related experience and/or training, or equivalent combination of education and experience.

COMMUNICATION SKILLS

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

MATHEMATICAL SKILLS

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

CRITICAL THINKING SKILLS

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

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

The officer must complete 40 hours of initial "Juvenile Officer Certification" training provided by the Arkansas Office of the Courts to be a Certified Juvenile Officer, and must complete 12 hours of additional training annually to maintain this certification.

The officer must complete a Basic Law Enforcement Training Course (a minimum of 120 hours) to obtain certification as a Specialized Police Officer through the Arkansas Commission on Law Enforcement Standards and Training, and must pass a background check, as well as a physical and psychological evaluation, in order to receive law enforcement training and certification. The officer must complete 16 hours of training annually to maintain these certifications.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS: Not indicated.

SOFTWARE SKILLS REQUIRED

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

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

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

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work, 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

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

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

RESPONSIBILITY FOR WORK OF OTHERS

Responsibility for work of others: Not indicated.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Occasionally responsible for the organization's and/or associated organization's property where carelessness or error would result in only minor damage or minor monetary loss. Ordinary care and attention is required when handling this property in order to prevent loss.

ACCURACY

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

ACCOUNTABILITY

FREEDOM TO ACT

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

ANNUAL MONETARY IMPACT

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

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

IMPACT ON END RESULTS

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

PUBLIC CONTACT

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

EMPLOYEE CONTACT

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

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

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

WORKING CONDITIONS

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

ENVIRONMENTAL CONDITIONS

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

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, talk or hear; occasionally required to reach with hands and arms. Specific vision abilities required by this job include close vision; distance vision; peripheral vision; depth perception; and ability to adjust focus.

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

ADDITIONAL INFORMATION

EDUCATION and/or EXPERIENCE:

The Juvenile Probation Officer should possess a Bachelor's Degree in a related field plus four (4) years of work experience, or an equivalent combination of education and experience. The officer must complete 40 hours of initial "Juvenile Officer Certification" training provided by the Arkansas Office of the Courts to be a Certified Juvenile Officer, and must complete 12 hours of additional training annually to maintain this certification.

The officer must complete a Basic Law Enforcement Training Course (a minimum of 120 hours) to obtain certification as a Specialized Police Officer through the Arkansas Commission on Law Enforcement Standards and Training, and must pass a background check, as well as a physical and psychological evaluation, in order to receive law enforcement training and certification. The officer must complete 16 hours of training annually to maintain these certifications. The officer cannot have a criminal record. The officer should have experience working with teenagers.

OTHER SKILLS and ABILITIES:

This position requires a high level of problem solving skills, listening skills, good judgment skills, and communication skills when dealing with juveniles, families, and the public.

The officer should possess typing and computer skills, and have knowledge of modern office practices, procedures, and equipment.

The officer should have strong written and verbal communication skills, and must possess the ability to establish rapport with individuals under difficult circumstances.

The officer must have the ability to de-escalate volatile situations involving juveniles and their families. The ability to maintain composure and positively motivate juveniles and their families are essential.

DBCompensation Job Valuing Summary

SCENARIO **Washington County**

February 2019

POSITION **Juvenile Probation Officer/Specialized Police Ofcr**

JOB CODE: 16

| FACTOR | BASIS FOR JOB VALUING | DEGREE | VALUE | |
|--------------------|--|--------|------------|----|
| 1 | Experience-General: Minimum time to become familiar with requirements of the job. | 7 | 74 | |
| 2 | Experience-Minimum time to become familiar with management requirements of the job. | 0 | | |
| 3 | Education: Preliminary formalized training or self-development expressed in terms of equivalent formal education. | 5 | 70 | |
| 4 | Initiative & Ingenuity: Measure of ability to proceed alone, make decisions within authority, and ability to comprehend assignment. | 4A 4 | 6 | 50 |
| | | 4B 4 | | |
| | | 4C 4 | | |
| 5 | Mental Demand: Measure of degree of concentration and sensory alertness. | 4 | 49 | |
| 6 | Analytical Ability/Problem Solving: Opportunity to apply analytical ability and self-starting thinking. | 6 | 100 | |
| 7 | Responsibility for Work of Others - Supervision: Appraises responsibility for work and direction of others. | 0 | | |
| 8 | Responsibility for Funds, Equipment, Property, Etc.: Personal responsibility and accountability for receipt, storage, issue, or use. | 2 | 16 | |
| 9 | Responsibility for Accuracy: Opportunity for and probable effect of errors. | 4 | 44 | |
| 10 | Accountabilities: Freedom to act, monetary impact, and impact on end results. | 10A 5 | 8 | 90 |
| | | 10B 1 | | |
| | | 10C 3 | | |
| 11 | Contacts with Public: Responsibility for effective handling of contacts. | 5 | 80 | |
| 12 | Contacts with Employees: Responsibility for effective handling of others. | 5 | 49 | |
| 13 | Machine-Computer Operations | 4 | 38 | |
| 14 | Working Conditions | 7 | 60 | |
| 15 | Physical Demand | 2 | 8 | |
| TOTAL VALUE | | | 728 | |

SIGNED: _____

Washington County ERC Juvenile Officer II Job Description

| | |
|-----------------------|--|
| Job Code: | 16 |
| Exempt: | No |
| Department: | Juvenile Court Division |
| Reports To: | Circuit Court Judge/Chief Juvenile Officer |
| Location: | Evening Reporting Center |
| Date Prepared: | February 04, 2019 |
| Date Revised: | |

GENERAL DESCRIPTION OF POSITION

The Juvenile Officer is responsible for the supervision of juvenile cases and monitoring the compliance with court order of juvenile and their families. The Juvenile Officer will work as part of a cohesive team and will be required to assume duties as part of a multi-faceted operation that would address an array of juvenile and family situations both judicial and non-judicial in nature.

Officers assigned to the Evening Reporting Center will provide supervision to youth participating in a community-based detention alternative program during evenings and weekends. Officers at the ERC will be expected to carry out a wide range of responsibilities with a minimum of direction. This class is distinguished from the standard Juvenile Officer position in that officers assigned to the ERC are responsible for leadership, program planning, and operation of an off-site campus, as well as frequent visits to supervised youths' homes.

The position requires decision-making, problem solving, and accurate reporting. The officer will be required to maintain, annotate, and prepare appropriate court documents. This position requires the ability to interact effectively with community care providers, juveniles, and families.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Officers assigned to the Evening Reporting Center (ERC) will be required to work evenings and weekends (Monday-Saturday), and will have these additional responsibilities:
 - Run the day-to-day operations of the ERC.
 - Examples are: Provide an evening snack and meal when possible to youth participating in the program
 - Coordinate Probation Meeting
 - Coordinate Assessment Meeting
 - Coordinate Electronic Monitor meetings
 - Occasionally it may be necessary to pat search youth before they enter the vehicle or ERC.
 - Compile and maintain ERC paperwork.
2. Provide transportation for youth, in county-owned vehicles, to and from the ERC and their homes.
3. Coordinate with other programs/groups.
4. Perform frequent home visits to ensure compliance with court orders.
5. Maintain the safety and security of both youth and staff while at the ERC, during transports, and during home visits.

6. Officers assigned to the Evening Reporting Center (ERC) will be required to work evenings and weekends (Monday-Saturday), and will require being flexible during the summer to the shift change of day hours instead of evening hours.
7. The officer will conduct assessment interviews when needed.
8. All contact with the public will be conducted in a professional manner and in compliance with departmental policy and Arkansas law and make recommendations to the prosecutor for the appropriate course of action.
9. Work with Interstate Compact to provide home studies of juveniles whose probation has been transferred to Washington.
10. Make appropriate referrals to public or private agencies as well as schools, community based providers, Department of Human Service; to ensure clients obtain services needed.
11. Maintain close communications with all law enforcement agencies within Washington County and other law enforcement agencies.
12. The Juvenile Officer will monitor the client's progress as well as adherence to court orders, identifying potential problems, and taking corrective action. The Juvenile Officer will perform random visits to the school, home, job site or treatment facility as well as require routine office visits and maintain contacts with family, and other community agencies.
13. Maintain all juvenile records in a "confidential" manner, and ensure that information relating to a juvenile is not released except to authorized persons.
14. Prepare recommendations for Juvenile Probation Officers for youth that have been referred to the ERC program.
15. Appear in court and testify to relate successes or problems, inform the court progress of the youth while in the ERC program.
16. Speak to various public and community groups, regarding the juvenile court process and services when called upon, and represent the court on committees as assigned by the judge.
17. Maintain a current knowledge of Arkansas juvenile code, referral services available, shelter placement, group homes, hospital settings, therapeutic placements and treatment facilities in the IV Judicial District, and the State of Arkansas.
18. Administer drug screens (both written and physical) to juveniles and their families as ordered by the court.
19. To perform all other functions assigned to him or her by this subchapter, by rules promulgated pursuant thereto, or by order of the court.
20. 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. 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

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

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

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

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work, 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

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

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

RESPONSIBILITY FOR WORK OF OTHERS

Responsibility for work of others: Not indicated.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

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

ACCURACY

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

ACCOUNTABILITY

FREEDOM TO ACT

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

ANNUAL MONETARY IMPACT

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

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

IMPACT ON END RESULTS

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

PUBLIC CONTACT

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

EMPLOYEE CONTACT

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

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

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

WORKING CONDITIONS

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

ENVIRONMENTAL CONDITIONS

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

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, talk or hear; occasionally required to stand, 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; peripheral vision; depth perception; and ability to adjust focus.

ADDITIONAL INFORMATION

EDUCATION and/or EXPERIENCE:

A Bachelor's Degree in a related field is preferred, but not required, two (2) years' work experience; or equivalent combination of education and experience. The officer should have experience working with teenagers, judgment skills when handling complaints, and communication skills when meeting the public. The officer cannot have a criminal record and must have a clean driving record. This position requires a high level of problem solving and listening skills.

Within the first year after hiring, incumbent must complete 40 hours of Juvenile Officer Certification Training provided by the Arkansas Office of the Courts, in order to be a Certified Juvenile Officer. The officer must complete 12 hours of training annually to maintain the certification.

OTHER SKILLS and ABILITIES:

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

Bi-lingual in English/Spanish or English/Marshallese is preferred, but not required.

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

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT:

Responsible for organization's property that is located at the Evening Reporting Center, where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. Additionally, the officer is responsible for all law enforcement equipment assign to the officer.

DBCompensation Job Valuing Summary

SCENARIO **Washington County**
February 2019
 POSITION **ERC Juvenile Officer II**
JOB CODE: 16

| FACTOR | BASIS FOR JOB VALUING | DEGREE | VALUE | |
|--------------------|--|--------|------------|----|
| 1 | Experience-General: Minimum time to become familiar with requirements of the job. | 5 | 54 | |
| 2 | Experience-Minimum time to become familiar with management requirements of the job. | 0 | | |
| 3 | Education: Preliminary formalized training or self-development expressed in terms of equivalent formal education. | 5 | 70 | |
| 4 | Initiative & Ingenuity: Measure of ability to proceed alone, make decisions within authority, and ability to comprehend assignment. | 4A 4 | 6 | 50 |
| | | 4B 4 | | |
| | | 4C 4 | | |
| 5 | Mental Demand: Measure of degree of concentration and sensory alertness. | 4 | 49 | |
| 6 | Analytical Ability/Problem Solving: Opportunity to apply analytical ability and self-starting thinking. | 6 | 100 | |
| 7 | Responsibility for Work of Others - Supervision: Appraises responsibility for work and direction of others. | 0 | | |
| 8 | Responsibility for Funds, Equipment, Property, Etc.: Personal responsibility and accountability for receipt, storage, issue, or use. | 4 | 32 | |
| 9 | Responsibility for Accuracy: Opportunity for and probable effect of errors. | 4 | 44 | |
| 10 | Accountabilities: Freedom to act, monetary impact, and impact on end results. | 10A 5 | 8 | 90 |
| | | 10B 1 | | |
| | | 10C 3 | | |
| 11 | Contacts with Public: Responsibility for effective handling of contacts. | 5 | 80 | |
| 12 | Contacts with Employees: Responsibility for effective handling of others. | 5 | 49 | |
| 13 | Machine-Computer Operations | 4 | 38 | |
| 14 | Working Conditions | 7 | 60 | |
| 15 | Physical Demand | 2 | 8 | |
| TOTAL VALUE | | | 724 | |

SIGNED: _____

Item 19-I-017

ORDINANCE NO. 2019-

APPROPRIATION ORDINANCE

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

AN ORDINANCE APPROPRIATING REVENUE IN THE AMOUNT OF \$12,325.11 IN THE ANIMAL SHELTER PROJECT FUND (3516) FOR 2019.

WHEREAS, the Washington County Animal Shelter has \$12,325.11 in unappropriated reserves from donations it received throughout FY 2018; and,

WHEREAS, the Quorum Court desires to appropriate these funds to various line items in the Animal Shelter Budget for 2019.

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

ARTICLE 1. There is hereby appropriated the total amount of \$12,325.11 from the Animal Shelter Projects Fund (3516) to the following line items in the Animal Shelter Projects Fund Budget (35160308) for 2019:

| | |
|--|----------------------------|
| <u>Animal Shelter Projects</u> | |
| Vehicles (35160308-4005) | \$ 11,213.44 |
| Advertising & Publications (35160308-3040) | 1,111.67 |
| TOTAL APPROPRIATION | <u>\$ 12,325.11</u> |

JOSEPH K. WOOD, County Judge

DATE

BECKY LEWALLEN, County Clerk

- Introduced by:
- Date of Passage:
- Members Voting For:
- Members Voting Against:
- Members Abstaining:
- Members Absent:

\\NCFILE01\PBURNETTS\DESKTOP\PATY\FINANCE & BUDGET COMMITTEE\2019 MEETINGS\FEBRUARY 12, 2019\19-I-017 AN ORDINANCE APPROPRIATING REVENUE IN THE AMOUNT OF \$12325.11 IN THE ANIMAL SHELTER PROJECT FUND (3516) FOR 2019.DOCX

Item 19-I-016

ORDINANCE NO. 2019-

APPROPRIATION ORDINANCE

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

**AN ORDINANCE RECOGNIZING REVENUE
IN THE AMOUNT OF \$10,000 IN THE ANIMAL
SHELTER GRANT FUND; AND,
APPROPRIATING THE AMOUNT OF \$10,000
FROM THE ANIMAL SHELTER GRANT FUND
TO THE ANIMAL SHELTER-GIF BUDGET
FOR 2019.**

WHEREAS, the Washington County Animal Shelter received a grant in the amount of \$10,000 from the Animal Society for the Prevention of Cruelty (ASPCA) to help increase the volume of dogs and cats that are relocated from Washington County, Arkansas to no kill facilities throughout the country.

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

ARTICLE 1. There is hereby recognized additional revenue in the amount of \$10,000 in the State Grants Revenue Line Item of the Animal Shelter Grant Fund (35157010) for 2019.

ARTICLE 2. There is hereby appropriated the amount of \$10,000 from the Animal Shelter Grant Fund (35157010) to the Improvements Other Than Buildings Line Item in the Animal Shelter-GIF Budget (35150311-4003) for 2019.

JOSEPH K. WOOD, County Judge

DATE

BECKY LEWALLEN, County Clerk

- Introduced by:
- Date of Passage:
- Members Voting For:
- Members Voting Against:
- Members Abstaining:
- Members Absent:

Item 19-I-021

ORDINANCE NO. 2019-

APPROPRIATION ORDINANCE

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

AN ORDINANCE ANTICIPATING ADDITIONAL REVENUE OF \$325,000 IN THE DRUG COURT GRANT FUND; AND, APPROPRIATING THE AMOUNT OF \$325,000 FROM THE DRUG COURT GRANT FUND TO THE SAMHSA 2019/2020 GRANT BUDGET FOR 2019.

WHEREAS, Washington County has been notified that it will receive \$325,000 from the Substance Abuse and Mental Health Services Administration (SAMHSA) to help provide substance abuse treatment for participants in the Washington/Madison County Drug Court Program.

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

ARTICLE 1. There is hereby anticipated additional revenue of \$325,000 in the Other Federal Grants Revenue line item of the Drug Court Grant Fund (35137109) for 2019.

ARTICLE 2. There is hereby appropriated the amount of \$325,000 from the Drug Court Grant Fund to the following line items in the SAMHSA 2019/2020 Grant Budget for 2019:

SAMHSA 2019/2020

| | | |
|-----------------------------|-----------------|--------------|
| Salaries, Part-time 0492500 | (35130493-1002) | \$ 29,251.00 |
| Social Security Matching | (35130493-1006) | 2,237.70 |
| Noncontributory Retirement | (35130493-1008) | 4,481.25 |
| Health Insurance Matching | (35130493-1009) | 5,592.00 |
| Life Insurance | (35130493-1016) | 132.00 |
| General Supplies | (35130493-2001) | 5,000.00 |
| Medical/Dental/Hospital | (35130493-3006) | 196,687.05 |
| Other Professional Services | (35130493-3009) | 69,667.00 |
| Common Carrier | (35130493-3031) | 2,890.00 |
| Meals and Lodging | (35130493-3094) | 5,762.00 |
| Training/Education | (35130493-3101) | 3,300.00 |

TOTAL APPROPRIATION \$ 325,000.00

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Item 19-I-021

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JOSEPH K. WOOD, County Judge

DATE

BECKY LEWALLEN, County Clerk

Introduced by:
Date of Passage:
Members Voting For:
Members Voting Against:
Members Abstaining:
Members Absent:

Item 19-I-014

ORDINANCE NO. 2019-

APPROPRIATION ORDINANCE:

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

AN ORDINANCE ANTICIPATING ADDITIONAL REVENUE OF \$14,411 IN THE LAW ENFORCEMENT GRANT FUND; AND, APPROPRIATING \$14,411 FROM THE LAW ENFORCEMENT GRANT FUND TO THE JAG GRANT BUDGET FOR 2019.

WHEREAS, the Sheriff's Department has received a Justice Assistant Grant (JAG) in the amount of \$14,411 for 2019; and,

WHEREAS, this is a non-matching reimbursement grant that requires the Sheriff's Office to purchase the required equipment before being reimbursed for the expenses.

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

ARTICLE 1. There is hereby appropriated the total amount of \$14,411 from the Law Enforcement Grant Fund to the following line items in the JAG Grant Budget (35140470) for 2019:

| | |
|-----------------------------------|--------------|
| <u>Sheriff Budget:</u> | |
| Small Equipment (30001000-2002) | \$ 10,590.00 |
| Medicine/Drugs (30001000-2004) | 1,543.00 |
| Clothing/Uniforms (30001000-2006) | 2,278.00 |

TOTAL APPROPRIATION: \$ 14,411.00

JOSEPH K. WOOD, County Judge

DATE

BECKY LEWALLEN, County Clerk

Introduced by:

Date of Passage:

Members Voting For:

Members Voting Against:

Members Abstaining:

Members Absent:

Item 19-I-018

ORDINANCE NO. 2019-

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

AN ORDINANCE RECOGNIZING ADDITIONAL REVENUES OF \$82,701 IN THE LAW ENFORCEMENT GRANT FUND; AND, APPROPRIATING THE AMOUNT OF \$82,701 FROM THE LAW ENFORCEMENT GRANT FUND TO THE SCAAP 2017 BUDGET FOR 2019.

WHEREAS, under the State Criminal Alien Assistance Program (SCAAP), the Office of Justice Programs of the U.S. Department of Justice awards grant money to eligible local governments that incur certain types of costs due to the incarceration of illegal aliens; and,

WHEREAS, Washington County received a SCAAP 2017 Grant award in the amount of \$82,701.

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

ARTICLE 1. There is hereby recognized additional revenue of \$82,701 in the Other Federal Grants Revenue line item of the Law Enforcement Grant Fund (35147109) for 2019.

ARTICLE 2. There is hereby appropriated the amount of \$82,701 from the Law Enforcement Grant Fund to the Small Equipment line item in the SCAAP 2017 Budget (35140576-2002) for 2019.

JOSEPH K. WOOD, County Judge

DATE

BECKY LEWALLEN, County Clerk

- Introduced by:
- Date of Passage:
- Members Voting For:
- Members Voting Against:
- Members Abstaining:
- Members Absent:

Item 19-I-024

ORDINANCE NO. 2019-

APPROPRIATION ORDINANCE

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

AN ORDINANCE ANTICIPATING ADDITIONAL REVENUE IN THE AMOUNT OF \$21,000 IN THE LAW ENFORCEMENT GRANT FUND FOR 2019; AND, APPROPRIATING \$21,000 FROM THE LAW ENFORCEMENT GRANT FUND TO THE FY 2018 STEP GRANT FUND FOR 2019.

WHEREAS, Washington County anticipates receiving \$21,000 for FY 2018 Selective Traffic Enforcement Project (STEP) Grant for 2019.

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

ARTICLE 1. There is hereby anticipated additional revenue in the amount of \$21,000 in the Law Enforcement Grant Fund for 2019.

ARTICLE 2. There is hereby appropriated the amount of \$21,000 from the Law Enforcement Grant Fund to the FY 2018 STEP Grant Fund for 2019.

JOSEPH K. WOOD, County Judge

DATE

BECKY LEWALLEN, County Clerk

- Introduced by:
- Date of Passage:
- Members Voting For:
- Members Voting Against:
- Members Abstaining:
- Members Absent:

Item 19-I-020

ORDINANCE NO. 2019-

APPROPRIATION ORDINANCE

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

AN ORDINANCE ANTICIPATING ADDITIONAL REVENUE IN THE AMOUNT OF \$23,400 IN HIDTA GRANT FUND; AND, APPROPRIATING \$23,400 FROM THE HIDTA GRANT FUND TO THE HIDTA 2018 G18GC0004A BUDGET FOR 2018.

WHEREAS, Washington County has been notified that it will receive an additional \$23,400 in a reimbursement for participation in the High Intensity Drug Trafficking Areas (HIDTA) program.

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

ARTICLE 1. There is hereby anticipated additional revenue in the amount of \$23,400 in the Other Federal Grants Revenue line item of the HIDTA Grant Fund (35010430) for 2018; and,

ARTICLE 2. There is hereby appropriated the total amount of \$23,400 from the HIDTA Grant Fund to the Special Projects line item in the HIDTA Grant G18GC0004A Budget (35010430) for 2018.

JOSEPH K. WOOD, County Judge

DATE

BECKY LEWALLEN, County Clerk

- Introduced by:
- Date of Passage:
- Members Voting For:
- Members Voting Against:
- Members Abstaining:
- Members Absent:

Item 19-I-019

RESOLUTION NO. 2019-

BE IT RESOLVED BY THE QUORUM COURT OF THE COUNTY OF WASHINGTON, STATE OF ARKANSAS, A RESOLUTION TO BE ENTITLED:

A RESOLUTION AUTHORIZING THE SUBMITTAL OF AN APPLICATION TO THE ARKANSAS UNPAVED ROADS GRANT FOR ROAD IMPROVEMENTS ON BALLARD CREEK ROAD (WC 76).

WHEREAS, it is the desire of the County Judge and the County Roads Superintendent to submit an application for an Arkansas Unpaved Roads Grant; and,

WHEREAS, said grant will be used to redesign the drainage, armor ditches, install check dams to slow and direct water, and stabilize the road bed on approximately one mile on Ballard Creek Road; and,

WHEREAS, said project will slow and reduce the amount of sediment entering the Illinois River (via Ballard Creek) from the county roads; and,

WHEREAS, the Quorum Court recognizes the need for said grant in the amount of up to \$75,000, with a 50% match that may be contributed by either in-kind contributions or a combination of payment from the Road Department’s Budget and in-kind contributions.

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

ARTICLE 1. The Quorum Court hereby supports the submission of a grant application as stated above.

ARTICLE 2. The Quorum Court supports the County Judge administering the grant funds for this project.

JOSEPH K. WOOD, County Judge

DATE

BECKY LEWALLEN, County Clerk

Introduced by:

Date of Passage:

Members Voting For:

Members Voting Against:

Members Abstaining:

Members Absent:

Item 19-I-025

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ORDINANCE NO. 2019-

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

AN ORDINANCE APPROPRIATING \$250,000 FROM UNAPPROPRIATED RESERVES IN THE GENERAL FUND TO THE BUILDINGS AND GROUNDS BUDGET FOR 2019.

WHEREAS, Washington County was one of four counties in Arkansas that was chosen to host a Crisis Stabilization Unit (CSU) to assist members of our community with urgent mental health needs; and,

WHEREAS, Washington County has identified a site for the CSU with the lowest financial burden on the taxpayers of Washington County; and,

WHEREAS, the Quorum Court of Washington County desires to commit the funding needed to renovate the site to allow for the opening of the CSU.

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

ARTICLE 1. There is hereby appropriated the total amount of \$250,000 from the unappropriated reserves in the General Fund (1000) to the Buildings line item in the Buildings and Grounds Budget (10000108-4002) for 2019.

ARTICLE 2. This money shall only be used for the renovation and preparation of the Washington County CSU and any money not used for that purpose shall be returned to the General Fund.

JOSEPH K. WOOD, County Judge

DATE

Item 19-I-025

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BECKY LEWALLEN, County Clerk

Introduced by: JP Ann Harbison and JP Harvey Bowman
Date of Passage:
Members Voting For:
Members Voting Against:
Members Abstaining:
Members Absent: