



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

**MEETING OF THE**  
**WASHINGTON COUNTY QUORUM COURT**  
**PERSONNEL COMMITTEE**

Monday, May 6, 2019  
6:00 P.M.  
Washington County Quorum Court Room

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**Vice-Chair Susan Cunningham**  
**Judith Yanez**  
**Lisa Ecke**

**Chair Butch Pond**

**Sam Duncan**  
**Shawndra Washington**  
**Sue Madison**

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**A G E N D A**

**1. CALL TO ORDER AND WELCOME**

**2. PRAYER AND PLEDGE**

**3. ADOPTION OF AGENDA**

At the beginning of each meeting, the agenda shall be approved. Any JP may request an item be added or removed from the agenda subject to approval of the Committee.

**NEW BUSINESS**

**4. REQUEST FROM CORONER ROGER MORRIS TO ADJUST THE PAY OF THE OFFICE MANAGER POSITION (4.1 – 4.2)**

**5. REQUEST FROM JUDGE JOSEPH WOOD TO CHANGE THE TITLE OF COMPUTER SOFTWARE DESIGN TECHNICIAN, GRADE 18 TO DESKTOP SUPPORT TECHNICIAN, GRADE 18 IN THE INFORMATION TECHNOLOGY BUDGET FOR 2019 (5.1 – 5.3)**

**6. REQUEST FROM PROSECUTING ATTORNEY MATT DURRETT TO ADJUST THE PAY OF THE JUVENILE CASE COORDINATOR POSITION (6.1 – 6.2)**

7. REQUEST FROM CIRCUIT CLERK KYLE SYLVESTER TO ADJUST THE PAY OF THE DEPUTY CIRCUIT CLERK I POSITION (7.1 – 7.2)
8. REQUEST FROM JUDGE JOSEPH WOOD TO CHANGE THE TITLE OF HEAVY EQUIPMENT OPERATOR, GRADE 11 TO ASSISTANT OFFICE MANAGER, GRADE 10 IN THE ROADS DEPARTMENT BUDGET FOR 2019 (8.1 – 8.3)
9. **PUBLIC COMMENT**  
Twelve-minute comment period with a three-minute limit for each individual to comment on items on the agenda.
10. **ADJOURNMENT**



**Roger Morris**  
COUNTY CORONER

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

6 May 2018

To: JESAP and Personnel Committees

My long serving Office Manager will be leaving the Coroner's Office at the end of May and I would like to replace her with one of my Part-time employees who is skilled across many of the administrative and operational functions that occur in the office. My Office Manager was making \$13.02/hr and I would like to pay the same wage to the new incumbent.

Because the wage is above the top of the 1<sup>st</sup> quartile for a Grade 9, the Salary Administration Program requires that I present my intentions to both the JESAP and the Personnel Committees

I will not be replacing my part-time position for an extended period, so I don't foresee having to request additional funds from unappropriated reserves at this time.

Thank you for your consideration.

Sincerely,

**Roger Morris**  
County Coroner  
Washington County

2769 South Brink Drive \* Fayetteville, Arkansas 72701

Telephone: (479) 444-1730 \* Fax: (479) 444-1731

[rmorris@co.washington.ar.us](mailto:rmorris@co.washington.ar.us)

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

**WASHINGTON COUNTY**

## Job Description

**JOB TITLE:** Office Manager**EXEMPT Y or N:** No**DEPARTMENT:** Coroner's Office**DATE PREPARED:** 2016**SUPERVISOR:** Coroner**SUMMARY:**

Under the director of the Coroner, the Administrative Assistant assists the Coroner with office management and correspondence. This position also assists the office staff, all police departments, doctors, lawyers, insurance agents, crime lab, and families; but also Human Resources, Comptroller's Office, Purchasing Department, County Attorney, Veterans Office, and the IT Department.

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

1. Administrative assistant to the elected official
2. Backup Deputy Coroner (as needed to assist in the other Deputy Coroner's in the field – photographs, loading bodies, retrieving information for completion of report)
3. Type up subpoenas and deliver to the appropriate facility/office.
4. Assist the Coroner in developing and implementing standards, policies, and procedures.
5. Obtains and secures complete medical and legal information and documents necessary for conducting death investigations and inquests.
6. Creates office records with the primary information.
7. Handle all travel accommodations for staff (airline, car, hotel, etc.)
8. Obtains pertinent past and present medical records by submitting subpoenas to the appropriate medical facilities.
9. Maintains and orders proper inventory for field investigation supplies and equipment.
10. Prepares and delivers appropriate documentation and reports as directed.
11. Prepares paperwork for discharge of the deceased to the State Crime Lab in Little Rock
12. Input all death reports into system daily
13. Help load bodies for funeral homes and Crime Lab
14. Fill out all paper death certificates for states outside of Arkansas and sign
15. Keep medical supplies in order for the office to have items in the field.
16. Keep vehicles maintained and operational
17. Submit all body submission forms to Crime Lab
18. Assist all law enforcement agencies with all their needs (blood draws, coroner reports, pictures)
19. Assist all funeral homes with any information on deceased
20. Complete Body Release forms to funeral homes and Crime Lab
21. Order all office supplies (pens, paper, file folders, paper clips, staples, envelopes, highlighters)

22. Maintain office equipment. Call for service when required
23. Answer phones
24. Meet with families
25. Must be able to listen intently and show respect and compassion for the family/survivors and one's own emotions when dealing with the death of an individual
26. Obtains continuing education and training as available and directed in order to maintain high standards and help to implement new investigative techniques/methods
27. Prepares for collection and removal of the body and any pertinent valuables or evidence materials and facilitates removal under the chain of custody when required.
28. Open, distribute, and process mail daily
29. Maintain appropriate records of purchase orders and invoices for auditing and budgeting purposes
30. Verify invoices and forward to comptroller for payment in a timely manner
31. Respond to written, telephone, and email requests from the general public
32. Must maintain the highest degree of confidentiality pertaining to all deaths
33. Must be a team player

**QUALIFICATION REQUIREMENTS:**

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

**EDUCATION AND EXPERIENCE:**

High school, plus specialized schooling and/or on the job specific education in a specific skill area; e.g., data processing, clerical/administrative, equipment operation, etc., plus 12-18 months experience and/or training; or equivalent education and experience

**RESPONSIBILITY FOR FUNDS, PROPERTY, AND EQUIPMENT:**

Decedents personal property

**SUPERVISORY RESPONSIBILITIES:**

Delegate which deputy coroner goes on a call according to which part of the county the call is.

**COMMUNICATION SKILLS:**

Ability to effectively communicate information and respond to questions in person-to-person and small group situations with employees, law enforcement, general public, and families.

**MATHEMATICAL SKILLS:**

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

**CRITICAL THINKING SKILLS:**

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

**SUPERVISION RECEIVED:**

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

**PLANNING:**

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

**DECISION MAKING:**

Performs work operations which permit frequent opportunity for decision-making of minor importance and which would not only affect the operating efficiency of the individual involved, but would also affect the work operations of other employees and/or clientele to a slight degree.

**MENTAL DEMAND:**

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

**WORKING RELATIONSHIP:**

Must be able to build and maintain professional relationships with various agencies: health care providers, funeral directors, law enforcement agencies, and County officials. In addition, must interact with emotional family members of the deceased.

**USE OF MACHINES, EQUIPMENT, AND/OR COMPUTERS:**

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines, and equipment, etc.) Accurate typing skills, strong written and verbal communication, desirable to have understanding of medical terminology; must be familiar with various software applications including but not limited to Microsoft Word, Excel, and Outlook; must possess good organizational skills.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Successfully completed Part-Time II Course which includes: O.C. Pepper Spray, Racial Profiling, Taser X26 Certification, weapon qualification, FEMA Incident Command System (ICS-100), FEMA Incident Management System (ICS-00700a)

**PHYSICAL DEMANDS:**

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

While performing the duties of this job, the employee is continuously required to talk or hear; regularly required to use hands, fingers, handle, or feel, reach with hands and arms; frequently required to sit; and occasionally required to stand, walk, climb, balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move 50-100 lbs. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions.

While performing duties of this job, the employee is frequently exposed to extreme outside weather conditions while investigation scenes. The employee is also exposed to toxic or caustic substances, bio-hazardous materials or blood borne pathogens, moving mechanical equipment and high; precarious places. Noise levels from quiet to loud may vary as well.

You will be subjected to hazardous weather conditions, unstable structures, extremely dirty conditions, with numerous sharp and unsafe edges, and biological or bio-hazardous exposure risks. Extreme vigilance of surrounds and strong physiological ability to deal with levels of stress and sleep deprivation is a must.

Joseph K. Wood  
COUNTY JUDGE



WASHINGTON COUNTY, ARKANSAS  
COUNTY JUDGE

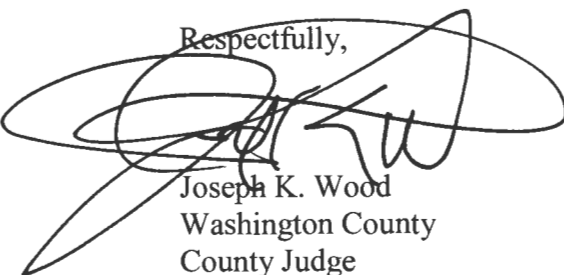
May 6, 2019

To: JESAP and Personnel Committees

As a result of staffing moves that have occurred in the last year, the IT Department would like to harmonize its three customer support positions. The Computer Software Design Technician position should be titled Desktop Support Technician to better reflect the role that it performs in line with comparable positions in the work area.

We appreciate your consideration of this request.

Respectfully,



Joseph K. Wood  
Washington County  
County Judge

280 N. College Avenue, Suite 510 • Fayetteville, Arkansas 72701

Telephone: (479) 444-3360 • Fax: (479) 444-1889

[joseph.wood@co.washington.ar.us](mailto:joseph.wood@co.washington.ar.us)

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



## WASHINGTON COUNTY

## Job Description

**JOB TITLE: Desktop Support Technician**

Exempt (Y/N): Yes

DEPARTMENT: Information Systems

DATE REVISED: August 2017

SUPERVISOR: Technology Director

**SUMMARY:**

The IT Service Desk is the central point of contact for all IT related incidents and service requests. The role of the Desktop Support Technician is to provide technical assistance and support related to computer systems, hardware, or software for all Washington County staff.

IT Support staff work in a dynamic, fast-paced environment which provides services over the phone, through e-mail, phone, in person (for walk-in customers) and self-service. Additionally, the Desktop Support Technician is on call 24/7.

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

1. Installation, configuration and ongoing usability of desktop computers, laptops, tablets, peripheral equipment and software with established standards and guidelines.
2. Support includes testing of computer systems and peripherals within established standards and guidelines.
3. The position utilizes one-on-one consultancy to end users and Network staff. Alerts management to recurring problems and patterns of problems.
4. Activities require interaction with application software and operating systems to diagnose and resolve unique, non-recurring problems.
5. Works with Help Desk and other IT staff as appropriate to determine and resolve problems received from users.
6. Ensure desktop computers interconnect seamlessly with diverse systems including associated validation systems, file servers, email servers, application servers and administrative systems.
7. To maintain a first class level of customer service ensuring that all customers are treated efficiently and in an appropriate manner.

8. Escalates unresolved problems to the appropriate personnel to ensure the overall quality of information service delivery is being maintained at all times.
9. Follows up to ensure that the service was performed successfully
10. Recommends and / or performs upgrades on systems to ensure longevity.
11. Works with vendor support contacts to resolve technical problems with desktop computing equipment and software.
12. Keeps up with the latest technologies through studying books, online content, attending classes and certifications.
13. Records events and problems and their resolution in help desk software.
14. Follows-up and updates customer status and information.
15. Passes on any feedback or suggestions by customers to the appropriate internal team members.
16. Performs both on site and remote troubleshooting through standardized diagnostic techniques.

#### **QUALIFICATION REQUIREMENTS:**

Must have proven experience as a help desk technician or other customer support role and have a good understanding of computer systems, mobile devices and other tech products. The incumbent must also possess good communication skills and have the ability to diagnose and resolve technical issues associated with a local network environment.

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

3-4+ years of technical experience in an enterprise helpdesk or desktop support role. Comptia A + or higher is required at the time of hire or required to achieve in the first 6 months. Network + and Security + or higher is also required. However, if the incumbent does not already possess these certifications, an agreement and timeline will be established during the selection process.

#### **SUPERVISION RECEIVED:**

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

#### **OTHER SKILLS and ABILITIES:**

Must be knowledgeable with the concepts and policy controls of Active Directory.

Knowledge of and experience with printer mapping, LAN/WAN network configuration, imaging and troubleshooting, as well as VPN client connectivity.

**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 position, the employee is regularly required to sit; use hands and fingers to handle, or feel objects; reach with hands and arms; talk and hear.

The employee must occasionally lift and/or move up to 10 pounds.

The employee must possess close, color, distance and peripheral vision; depth perception and the ability to adjust focus.

**WORK ENVIRONMENT:**

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

The noise level in the work environment is usually moderate.

Item 19-I-045

**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  
COMPUTER SOFTWARE DESIGN  
TECHNICIAN TO DESKTOP SUPPORT  
TECHNICIAN IN THE INFORMATION  
TECHNOLOGY BUDGET FOR 2019.**

**WHEREAS**, the Washington County Information Technology  
Department desires to change the title of one full-time position for 2019.

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

**ARTICLE 1.** The title of the personnel position of Computer  
Software Design Technician (0115021), Grade 18, in the Information Technology  
Department Budget of the General Fund (Position 10000115) is hereby changed to  
Desktop Support Technician (Position 0115021), Grade 18, for 2019.

\_\_\_\_\_  
JOSEPH K. WOOD, County Judge

\_\_\_\_\_  
DATE

\_\_\_\_\_  
BECKY LEWALLEN, County Clerk

Introduced by: **JP Ann Harbison**  
Date of Passage:  
Members Voting For:  
Members Voting Against:  
Members Abstaining:  
Members Absent:



# OFFICE OF THE PROSECUTING ATTORNEY

**MATT DURRETT**

*District Prosecutor*

FOURTH JUDICIAL DISTRICT  
WASHINGTON AND MADISON COUNTIES

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**DEPUTY PROSECUTORS:**

Mieka Hatcher • Terra Stephenson • Charles M. Duell • Brian Lamb • Kevin Metcalf • Sarah Ashley • Natalie Morrison • Sara Swearengin • Courtney Cassidy  
John Snyder • Chloe Fackler • Darrington Parrish • Jonathan Dixon • Jera Houghtaling • Brent Bryant • Dylan Weisenfels • Whitney Doolittle

April 29, 2019

Mr. Michael Watson  
Washington County Human Resources  
VIA EMAIL  
[mwatson@co.washington.ar.us](mailto:mwatson@co.washington.ar.us)

RE: Personnel change

Dear Mr. Watson:

I was recently notified by our juvenile case coordinator that she is going to be leaving her position in the near future. Our office manager, Amanda Walker, has indicated an interest in filling the position once it becomes vacant. However, this would be a demotion from her current position.

The position of juvenile case coordinator is graded at a 15, while the office manager position is at 17. I am requesting that we be permitted to fill the position at a rate of \$19.00 per hour. This would be a reduction in both pay and grade for Ms. Walker. It would also be less than our current juvenile case coordinator makes. This would allow Ms. Walker to accept a voluntary demotion without it having too great of a financial impact on her.

If we are able to do that, it would be beneficial to our office, in that Ms. Walker would still be on staff and therefore available to train and advise her replacement. If you need any additional information about this request, please let me know.

Very Truly Yours,

Matt Durrett  
District Prosecutor

**WASHINGTON COUNTY**  
Job Description

**JOB TITLE: Juvenile Case Coordinator**

Exempt (Y/N): No

DEPARTMENT: Prosecuting Attorney

DATE PREPARED: August 2010

SUPERVISOR: Juvenile Prosecuting Attorney

**SUMMARY:**

The incumbent is accountable for paraprofessional work in the office of the Juvenile Prosecuting Attorney. This includes the gathering of information and preparation of case material to be used in court by the Juvenile Prosecutors. Work involves considerable interaction with the public, various agencies, and police departments, often under stressful or difficult conditions. This person will evaluate citizen and police reports to determine whether any further investigation is needed prior to filing charges and to determine the value of witnesses, their testimony, and other evidence prior to trial. The incumbent will file all petitions, issues summons (if needed) in the Circuit Clerk's Office. The incumbent will prepare the files for arraignment, adjudication, and trials. The incumbent will prepare all revocation of probation petitions and file mark them in the Circuit Clerk's Office. This person will assist and consult with the Juvenile Prosecutors prior to cases that go to trial and release witnesses if needed.

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

1. File all delinquency petitions and summons as needed.
2. Prepare the criminal files for Court.
3. Docket all disposition orders, orders of restitution and any other orders that come back from Court.
4. Prepare all adjudication orders, disposition orders, orders of restitution, and blank orders for Court.
5. Mail out restitution letters to victims in violent cases after the defendant has been arraigned.
6. Supervise law clerks and assist them with any questions they have.
7. Prepare all revocation petitions (including warrants and orders when requested).
8. Assist the Prosecutors by gathering information from police agencies, if additional discovery is needed.
9. Send all discovery to defense attorneys.

10. Notify all parties of Court dates; reschedule Court dates as required.
11. Serve as a liaison between the Juvenile Prosecuting Attorney's Office and police departments.
12. Check with all local police departments and agencies concerning on going and filed cases for new evidence.
13. Assist with scheduling and rescheduling cases. Ensure that all dispositions are Docketed.
14. Check on Victim Restitution letters, evidence and police reports and other information to assist the office in determining whether to go to trial or not and in the preparation of case material to be used in Court by the attorneys.
15. Ensure that all activities are professionally and ethically performed in accordance with the law to protect the individual rights of all citizens in Washington County.
16. Coordinate witnesses and evidence for trial to accommodate the varied schedules of each individual.
17. Perform all liaison activities in a professional manner to ensure maximum cooperation between and among the County and other agencies.
18. Review the Juvenile Detention census on a daily basis to determine the arraignment dates for juveniles that have been detained, and prepare for the Court date.
19. Organize arraignment paperwork, gathering police reports from various agencies for formal charges to be filed. Paperwork must be filed on a timely basis.
20. Work closely with the Judge's Case Coordinator to insure calendar is accurate and up to date.
21. Assist in development of continued improvements in current case management system and enter information in case management system.
22. Have all orders file marked at the Circuit Clerk's Office.
23. Make sure all files for each full day of Court are complete and available to the Prosecutor in Court.
24. Assist citizens in filing citizen complaints.

25. Keep track of all statistics for the year including; petitions, revocations, DYS commitments, juveniles filed as adult, FINS cases, and show causes and give to the Prosecuting Attorney.
26. Monitor FINS work, and advise the Legal Secretary for the Juvenile Prosecutor's Office in proper office procedures as needed.

**QUALIFICATION REQUIREMENTS:**

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

**EDUCATION and/or EXPERIENCE:**

The incumbent must have completed at least two years of college and have no less than five years experience with a law enforcement agency or equivalent combination of education and experience.

**OTHER SKILLS and ABILITIES:**

The Juvenile Case Coordinator should be able to organize work so as to work without supervision. Must have diplomatic skills to work with attorneys, police agencies, state and out of state agencies. Knowledge of modern office practices, procedures, and equipment is necessary. Must possess strong written and verbal communication skills, understanding of legal terminology, knowledge of judicial proceedings and rules of evidence. The ability to analyze facts, statements, and evidence as well as the ability to establish a good rapport with individuals often under difficult circumstances is required. The Juvenile Case Coordinator should also possess computer skills with a good understanding of Word. Ability to independently resolve problems.

**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 to finger, handle, or feel objects and talk or hear. The employee is frequently required to walk, stand and reach with hands and arms.

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

The employee must occasionally lift and/or move up to 10 pounds.

**WORK ENVIRONMENT:**



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

The noise level in the work environment is usually moderate.



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

**Kyle Sylvester**  
Circuit Clerk

April 25<sup>th</sup>, 2019

Dear Committee Members,

This is a request to have Kimberly Giddens adjusted in her pay grade.

Kimberly came to us on April 15<sup>th</sup>, 2019 from the Washington County Clerk's Office. Kimberly has more than five years of experience with our court system, including our current court management system and eFlex filing system. She has extensive experience in the customer service aspect of our courthouse and has proven to be a good employee for Washington County.

Kimberly was being paid \$15.65/hr at her previous position in the County Clerk's Office. The job description that she has taken on in the Circuit Clerk's Office is very similar, although the style of cases that she will be dealing with will be different. Having said that, I would like to have her moved to the point in her new pay grade to match what she was making in the County Clerk's Office.

The current budget for salary will not need any appropriation to adjust for the funding as I have had an employee resign and she will be replacing that person. This is not an additional position.

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

Sincerely,

Kyle Sylvester  
Washington County Circuit Clerk

**Washington County  
Job Description**

**JOB TITLE: Deputy Circuit Clerk I**

**Exempt: (Y/N):**

**DATE REVISED: September 2011**

**DEPARTMENT: Circuit Clerk**

**SUPERVISOR: Circuit Clerk, Chief Deputy Clerk, Data Supervisor**

**SUMMARY:**

Under the direction of the Circuit Clerk, the Deputy Circuit Clerk provides support service to the Circuit Clerk's office by providing assistance to attorneys and the general public. The incumbent performs data entry for seven (7) different courts, filing, ledger entry and typing. The incumbent provides assistance to the public in the filing of lawsuits for seven (7) different courts. Providing service to the Court in the selection of the Jury is part of this job. Records of attendance and pay-out reports must be kept. In addition, the incumbent prepares various reports, assists with telephone calls, and provides back up in the Child Support area with data entry, when necessary. Indexing, proofing and scanning of Real Estate documents are important duties of this incumbent. All functions should be performed efficiently and in accurate, timely, and professional manner as accurate data entry and records are of vital importance.

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

1. Perform data entry for seven (7) courts.
2. Provide assistance to the public in filing of lawsuits, answering questions, etc, either on the telephone or in person.
3. Provide assistance to attorneys, to include filing new lawsuits, filing of re-opens, issue summons, executions, writs of garnishment, subpoenas, notary bonds, file pleadings as they are received and make certified copies.
4. Prepare Certification of Authentications for Out of State Courts.
5. File for all courts to include separating court work, numbering orders, docketing pleadings and indexing by year and case number, preparing and typing summons and writs of garnishment and returning requested certified copies by mail.
6. Open and set up new juvenile, criminal, civil and domestic relations files 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.
7. Provide assistance to attorneys, surveyors, and abstractors, complete information sheets, make copies for customers and assist them in searches for old records. Assist surveyors with plats and surveys, by making copies.

8. **Keep pleadings in numerical and court order for the purpose of filing in correct court files.**
9. **Maintain accurate records and reports of Jurors for 1<sup>st</sup> through 7<sup>th</sup> Divisions Courts, when necessary.**
10. **Call Jurors to report for duty. Call Jurors back to not report when case is settled before trial date.**
11. **Attend Court, call attendance, help to seat the 12 person jury, swear in the Jury, swear in the witnesses.**
12. **Prepare the list for the 1<sup>st</sup> through 7<sup>th</sup> Division Court Jurors each quarter and send to the Sheriff's Office. Prepare worksheets for the judicial department on all cases filed and terminated.**
13. **Prepare and mail out all juror payment/information for the 1<sup>st</sup> through 6<sup>th</sup> Division Court and send to the Comptroller's office.**
14. **Receive, index, record, certify and mail out mortgages, deeds, financing statements, releases, liens and surveys and other instrument that are recorded.**
15. **Fill out divorce coupons with the case number, plaintiff and defendant's names that are filing, date married, and when the divorce is final. Mail to the state for recording.**
16. **Proof read all computer entries ensuring accurate entry. Make corrections, as necessary.**
17. **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.**
18. **Maintain DD214's in a "confidential" manner and not release to anyone except an authorized person.**
19. **Scan Real Estate, misc. judgments, bonds, Lis pendens, plats, etc into the system to be viewed by public. Proof new case files in Court records.**
20. **Create CD's of all records.**
21. **Do Internet billing and posting of payments.**
22. **File process servers packets, sent to judge for signature and index names.**
23. **File, sign and seal Appeal transcripts for court reporter to sent to Supreme Court. Index and check out appeals to individuals. Maintain and destroy at proper time.**
24. **Billing of faxed documents. Maintain First Appearance Proceeding documents.**
25. **Prepare Commitment papers for Sheriff's Department.**

## **QUALIFICATIONS REQUIREMENTS:**

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

### **1. EXPERIENCE-GENERAL:**

The incumbent should possess good typing, strong computer skills; excellent interpersonal skills; have strong written and verbal communication skills. The incumbent must have working knowledge of general office machines such as computer, copiers, Fax, printer, etc.

### **2. EXPERIENCE - MANAGEMENT:**

None

### **3. EDUCATION:**

Minimum of high school diploma or general education degree (GED); two (2) years previous office experience; and general knowledge of legal and real estate terminology. Must have knowledge of computer system. Must be able to speak in front of people to perform Jury selection.

### **4. INITIATIVE & INGENUITY:**

This individual must be a self-starter and proceed without supervision in order to keep up with the volume of documents filed on a daily basis. The incumbent must be capable of making decisions on proper indexing without direction from others. They must be able to think quickly and effectually to research information for the customer.

### **5. MENTAL DEMAND:**

Must be able to concentrate on a high level. The incumbent must be able to multi task at a moment's notice.

### **6. ANALYTICAL ABILITY/PROBLEM SOLVING:**

The individual requires continuous attention to details. They must have the ability to second guess and problem solve with little information or wrong information. They must have the ability to use common sense in order to carry out written, oral or diagrammed instructions and the ability to deal with problems involved in a situation of a routine nature.

### **7. RESPONSIBILITY FOR WORK OF OTHERS:**

None

### **8. RESPONSIBILITY FOR FUNDS:**

Money passes through the incumbent's hands on a daily basis. It is their responsible to accurately collect and receipt filing fees and payments of fines.

### **9. RESPONSIBILITY FOR ACCURACY:**

The individual in this position must possess above average computer skills and above average accuracy in data entry. The data input effects decisions made in the court system.

### **10. ACCOUNTABILITIES:**

The incumbent is accountable not only to the Circuit Clerk's office but to the public as a whole. They are accountable to the court system, property owners, abstractors, lending institution. One error in data entry would be monumental to an individual's life. This involves Real Estate, Domestic Relations, Child Support, Civil suits, Juveniles and Criminal actions.

**11. CONTACTS WITH PUBLIC:**

Deputy Clerks' have contact with the public constantly. Whether it is in their capacity as Jury trial clerk, their daily job as office clerk or by way of telephone, it is mandatory to be courteous, understanding and helpful. They must have the ability to effectively communicate information and respond to questions in person- to- person and small group situations with customer, clients, general public.

**12: CONTACTS WITH EMPLOYEES:**

The incumbents must have a high degree of camaraderie to work together daily. They must be able to get along with their fellow employees and cover for each other.

**13. MACHINE-COMPUTER OPERATIONS:**

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

**14. WORKING CONDITIONS:**

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

The noise level in the work environment is usually moderate.

**15. PHYSICAL DEMAND:**

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

While performing the duties of this job, the employee must frequently sit and to talk or hear; occasionally stand and walk; use hands to finger, handle or feel objects. Also, the employee must Occasionally reach with hands and arms.

Specific vision abilities required by this job include close vision.

The employee must frequently lift or move up to 10 pounds and occasionally be required to lift or move up to 25 pounds.

**Joseph K. Wood**  
COUNTY JUDGE



**WASHINGTON COUNTY, ARKANSAS**  
**COUNTY JUDGE**

May 6, 2019

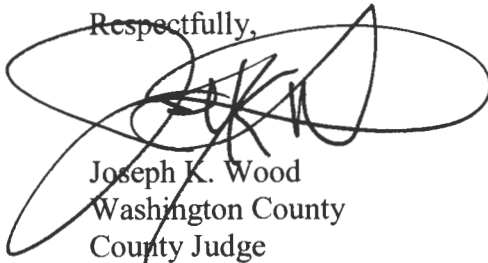
To: JESAP and Personnel Committees

The Road Department is requesting that one of its unfilled Heavy Equipment Operator (Grade 11) positions be converted into an Assistant Office Manager (Grade 10) position.

Due to reorganization in the department, the anticipated work load warrants having an additional staff member to assist with effectively handling the various tasks that have to be addressed on a daily basis.

We appreciate your consideration of these requests.

Respectfully,



Joseph K. Wood  
Washington County  
County Judge

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

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

**WASHINGTON COUNTY**  
Job Description

**JOB TITLE: Assistant Office Manager**

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<b>Exempt (Y/N):</b> No	<b>DEPARTMENT:</b> Road Department
<b>DATE PREPARED:</b> October 2011	<b>SUPERVISOR:</b> Office Manager

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**SUMMARY:**

incumbent provides general secretarial assistance receptionist and answers the telephone for the department. Ensures that all office functions are performed efficiently and in a professional and timely manner to maintain office continuity. The incumbent is essentially the 'gatekeeper' for the office as well as providing secretarial support. Interacts with the public over incoming road matters. Initiate and install new ideas for efficient operations. Ensure that each situation is handled according to County, State and Federal policies and guidelines.

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

1. Acts on behalf of Office Manager in his/her absence.
2. Greet individuals entering the office, provide information, or direct them to the appropriate individual within the office.
3. Answer telephone, direct phone calls to appropriate person, or take messages in a polite and efficient manner.
4. Resolve problems and deal with customers in as professional manner, when required.
5. Perform secretarial duties, which include word processing, data entry, photocopying, filing, prepare and send mailings/correspondence, open/distribute mail, FAX documents. Billing documents and help in the building and maintenance of all databases. Basic computer skills in MS Word, Excel, Access, and Outlook required.
6. Maintain office files in an accurate and efficient manner.
7. Maintain office equipment in working conditions. Call for service and/or repair, as required.
8. Receive, review, enter and maintain weekly filing of Brush Hog, Grader, Time and Equipment and gravel reports. Prepare weekly summary of missing reports for supervisors.



9. Responsible for issuing, filing and closing Road Permits. Maintains logs, database and financial records.
10. Responsible for Tile receipts, proceeds, records and inventory control.
11. Responsible for receivable entries into database. Prepare and file paperwork for monthly Purchase Card statements, as well as input repair/ work orders for shop.
12. Figure time cards, hours, sick-leave, etc. Maintain files for Sick/Vacation time used.
13. Provide assistance to other office staff and perform miscellaneous duties as assigned by a supervisor.
14. Conduct all liaison activities in a professional manner to ensure maximum cooperation between and among County and other agencies.
15. Ensure that all duties assigned are professionally and ethically performed in accordance and within the law to protect the individual rights of all citizens in Washington County.
16. Ensure that all activities are professionally and ethically performed in accordance and within the law to protect the individual rights of all citizens in Washington County.
17. Ensure that all duties assigned are performed in an efficient and responsible manner according to office policy and procedures.
18. Must be capable of performing the Office Managers duties in his/her absence.
19. Maintain checks and monies for tile, gravel, vehicle repairs and sign sales, record and deliver to Treasurer's Office on a daily basis. Also, maintain petty cash; approximately \$200,000 in checks per year.
20. Regular attendance is mandatory for this position.
21. Due to staggered working hours of Office Manager and Assistant Office Manager, the Assistant Office Manager assumes all responsibilities of the office during certain periods of the day.
22. Perform other duties as assigned.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty

satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

Minimum of high school diploma or general education degree (GED) with two (2) years clerical/secretarial schooling and/or word processing training; and minimum two (2) years previous secretarial/clerical experience in general office skills and computer software application knowledge..

**OTHER SKILLS and ABILITIES:**

The incumbent should possess good communication skills, as frequent contact is required with the public and others. The incumbent should also possess good organizational skills for prioritizing workloads. The incumbent must have knowledge of modern office practices, procedures, Microsoft Office software and equipment. Clerical/Secretarial skills include computer navigation in Microsoft Word, Excel, Publisher and Power Point, software application knowledge, accurate typing/data-entry, calculator (10-key), copier, FAX, etc.

**PHYSICAL DEMANDS:**

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

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

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

**WORK ENVIRONMENT:**

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

The noise level in the work environment is usually moderate.

Item 19-I-046

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**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  
HEAVY EQUIPMENT OPERATOR TO  
ASSISTANT OFFICE MANAGER IN THE  
ROADS DEPARTMENT BUDGET FOR 2019.**

**WHEREAS,** the Washington County Roads Department  
desires to change the title of one full time position for 2019.

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

**ARTICLE 1.** The title of the personnel position of Heavy  
Equipment Operator (Position 0200246), Grade 11, in the Roads Department budget of  
the Road Fund (20000200) is hereby changed to Assistant Office Manager (Position  
0200246), Grade 10, for 2019.

\_\_\_\_\_  
JOSEPH K. WOOD, County Judge

\_\_\_\_\_  
DATE

\_\_\_\_\_  
BECKY LEWALLEN, County Clerk

Introduced by: **JP Ann Harbison**  
Date of Passage:  
Members Voting For:  
Members Voting Against:  
Members Abstaining:  
Members Absent: