



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

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

Monday, August 5, 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.

4. **REQUEST FROM CIRCUIT CLERK KYLE SYLVESTER TO ADJUST THE PAY OF THE CHIEF DEPUTY CIRCUIT CLERK POSITION** (4.1 – 4.2)

5. **REQUEST FROM CIRCUIT CLERK KYLE SYLVESTER TO ADJUST THE PAY OF THE BOOKKEEPER/DATA SUPERVISOR POSITION** (5.1 – 5.2)

6. **REQUEST FROM COUNTY JUDGE JOSEPH WOOD TO CREATE A FULL-TIME ADMINISTRATIVE ASSISTANT POSITION IN THE JUVENILE DETENTION CENTER BUDGET FOR 2019** (6.1 – 6.4)

7. **REQUEST FROM COUNTY JUDGE JOSEPH WOOD TO CHANGE THE TITLE OF MAINTENANCE TECHNICIAN II POSITION, GRADE 15 TO MAINTENANCE TECHNICIAN/LEAD TRAINER POSITION, GRADE 19 IN THE BUILDINGS & GROUNDS BUDGET FOR 2019** (7.1 – 7.5)

8. **PUBLIC COMMENT**

Twelve-minute comment period with a three-minute limit for each individual to comment on items on the agenda.

9. **ADJOURNMENT**



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

July 12, 2019

Dear Committee Members,

This is a request to have Laura Neal adjusted in her pay grade.

Laura was promoted to the position of Chief Deputy Circuit Clerk in July of 2018. Laura has been with Washington County for more than 15 years, all of which have been with the Circuit Clerk's Office. Over the past year, Laura has shown exemplary performance in her job duties, along with assisting me in streamlining office processes, legislative audit, and budgeting. Laura has improved herself over the course of time here at the Circuit Clerk's Office by furthering her education in the legal field along with professional leadership development. She has extensive experience in all aspects of our office and has proven to be an amazing employee for Washington County.

I am requesting that Laura be adjusted to the maximum of her pay grade, which is a grade 21. This will put her at \$28.68/hr. This is also an exempt position (salary).

The current budget for salary will not need any appropriation to adjust for the funding. 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: Chief Deputy Circuit Clerk**

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

**DEPARTMENT: Circuit Clerk**

**DATE REVISED: September 2011**

**SUPERVISOR: Circuit Clerk**

**SUMMARY:**

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

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

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

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

**QUALIFICATIONS:**

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

**1. EXPERIENCE-GENERAL:**

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

**2. EXPERIENCE-MANAGEMENT:**

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

**3. EDUCATION:**

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

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

**4. INITIATIVE & INGENUITY:**

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

**5. MENTAL DEMAND:**

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

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

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

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

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

**8. RESPONSIBILITY FOR FUNDS:**

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

**9. RESPONSIBILITY FOR ACCURACY:**

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

**10. ACCOUNTABILITIES:**

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

**11. CONTACTS WITH PUBLIC:**

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

**12: CONTACTS WITH EMPLOYEES:**

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

**13. MACHINE-COMPUTER OPERATIONS:**

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

**14. WORKING CONDITIONS:**

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

The noise level in the work environment is usually moderate

**15. PHYSICAL DEMAND:**

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

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

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

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



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 PHONE (479) 444-1538  
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**Kyle Sylvester**  
 Circuit Clerk

July 12, 2019

Dear Committee Members,

This is a request to have Kathy Carr adjusted in her pay grade.

Kathy was promoted to the position of Bookkeeper/Data Supervisor in July of 2018. Kathy has been with Washington County for more than 15 years, all of which have been with the Circuit Clerk's Office. Over the past year, Kathy has shown exemplary performance in her job duties, along with assisting leadership staff in streamlining office processes, legislative audit, and budgeting. Kathy has proven her commitment to excellence within the Circuit Clerk's Office by coaching, training, and supervising current and new employees with the day to day operations. Kathy is a key member of our team and will enhance her skillset with professional leadership development in the coming year.. She has extensive experience in all aspects of our office and has proven to be an amazing employee for Washington County.

I am requesting that Kathy be adjusted to the maximum of her pay grade, which is a grade 17. This will put her at \$22.56/hr.

The current budget for salary will not need any appropriation to adjust for the funding. 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: Bookkeeper/Data Supervisor**

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

**DATE REVISED: September 2011**

**DEPARTMENT: Circuit Clerk**

**SUPERVISOR: Circuit Clerk**

**SUMMARY:**

Under the direction of the Circuit Clerk, the Bookkeeper/Data supervisor is responsible for the accurate record keeping of financial transactions for the Circuit Clerk's Office. He/she is also accountable for the effective operations, performance and maintenance of the data processing /scanning equipment and systems applications. He/she is responsible for the successful selection and management of the Jury Panels for six (6) Court judges. Communicating with the Judges and staff to insure all responsibilities are handled in an efficient and accurate manner; training six (6) clerks in the correct procedures of the Judicial System. In the absence of the Circuit clerk and Chief deputy clerk, the incumbent acts as the supervisor of the Circuit Clerk's office. Supervising 18+ deputy clerks in the Circuit Clerk's Office and carries out supervisory responsibilities in accordance with the county's policies and applicable laws. The incumbent assists in overseeing the total operations of the in-house computer system. Maintaining the integrity of the system, organizing workflow of the office, and training users in the system is the job of the incumbent. There is significant accountability of providing quality Service through accurate and timely processing of data. Everyone in the courthouse has access to the index and court cases. The clerks (20) of the Circuit Clerk's office have access to the Verdict side along with the Judges, Case Coordinators and Court Reporters, twenty-six (26) in this category. There are 180 Internet users plus 6 (six) daily downloading users. Included on the system are twenty four (24) printers in various locations in the courthouse. In addition, the incumbent is responsible for the organization and operations of the scanning department along with the responsibility of clerking for the court for Jury trials.

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

1. Perform data entry of all fees collected into the computer system.
2. Make daily deposits for fees collected.
3. Maintain reports for advanced cost as well as Child Support fees.
4. Maintain the bookkeeping on Fee Account, Advancer Cost Account, Interest Bearing Accounts and Child Support Account, which consists of making deposits, writing checks and balancing statements monthly. Must have knowledge of the New Bookkeeping program
5. Maintain daily deposits and reports from our E-Recording customers.
6. Turn over all monies to the Treasurer with reports for State and County agencies each month.
7. Data Entry for Criminal Court, including new case files and pleadings.
8. Expungement of Criminal records with correct documents sent to Government agencies.
9. Back up for the Juvenile Court.



10. Assign E-Recording Customers, index E-Recording and proof E-Recording. Help E-Recording customers with problems.
11. Back up for Real Estate desk and Court Counter
12. Work closely with the prosecuting attorney's office pertaining to Criminal and Juvenile Case files.
13. Oversee the Scanning Department/ Real Estate, Court Orders, Liens, Judgments, etc. Organizes the daily workflow of 7 employees. .
14. Provide training for Scanning of documents
15. Provide assistance to various people who use the in-house system. This includes judges, attorneys, secretaries, abstractors, other county officials, and the Administrative Office of the Courts at the State Capital. Must be able to answer a multitude of questions as they arise
16. Assist co-workers with operation of computer along with other users.
17. In the absence of the Computer Administrator, maintain the physical operations of all equipment, printers, modems, and perform technical repairs, as needed, in order to maximize "up time" of the system. Contact outside vendors to correct problems as necessary.
18. Provide backup for data entry of Juvenile, Domestic Relations and Civil Cases.
19. Work with auditors from the Administrative Office of the Courts; provide information on a daily basis.
20. Filing pleadings in the case files.
21. Clerk for Jury Trials. Maintain accurate Jury records of at least 200 jurors of 4 separate jury terms for six (6) Judges .
22. Train and supervise 7 deputy clerks to sit in on Jury Trials for Judges.
23. Conduct all liaison activities in a professional manner to ensure maximum cooperation between and among the County and other agencies.
24. Maintain a current knowledge of all Arkansas Court laws pertaining to Circuit Court.
25. Interface with the public, other departments, agencies or offices to furnish and/or obtain necessary information.
26. Work Court-department counter in helping customers, as well as processing mail. Assist the public in filing lawsuits, answering questions, etc. either on the phone or in person including, issuing summons, executions, writs, subpoenas, notary bonds as requested and/or certifications.

27. **Maintain accurate records and reports of Jurors for 1<sup>st</sup> through 7<sup>th</sup> division courts. Prepare payout and proof to assure proper credit.**
28. **Notify jurors to appear for court as requested by Judges. Call role, impanel jurors and swear witnesses for six (6) panels.**
29. **Back-up person for the Land Recorders entry work.**
30. **Proof Real Estate entries.**
31. **Assist with other duties as required maintaining smooth operations within the department.**
32. **Travel out of town to classes when required.**

**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.**

**EXPERIENCE-GENERAL:**

**High school diploma with emphasis in accounting; two to four years experience with bookkeeping or banking knowledge. Good math skills and organizational skills are also necessary for this position. In the absence of the Circuit clerk and Chief deputy clerk, the incumbent acts as the supervisor of the Circuit Clerk's office. Supervising 17 + deputy clerks in the Circuit Clerk's Office and carries out supervisory responsibilities in accordance with the county's policies and applicable laws.**

**EXPERIENCE/MANAGEMENT:**

**Directly supervises 7 employees within the Circuit Clerk Department. Carries out supervisory responsibilities in accordance with the County policies and applicable laws. Responsibilities include interviewing, assisting in hiring, terminating and training employees; planning, assigning, and directing work; appraising performance, rewarding and disciplining employees, addressing complaints and resolving problems.**

**EDUCATION:**

**The incumbent must have a minimum of high school diploma or general education degree (GED) with emphasis in accounting; at least two (2) years of experience with bookkeeping or banking knowledge. Good math skills and organizational skills are necessary for this position. Four (4) years of experience in the court system is essential for the performance of duties. This individual must have current knowledge of all Arkansas Court laws pertaining to Circuit Court and extensive knowledge of court procedures. Excellent written and verbal communication skills are needed as well as understanding of legal terminology and judicial proceedings.**

**INITIATIVE & INGENUITY:**

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

**MENTAL DEMAND:**

Problem solving skills are crucial to this position. The individual must be able to use his/her own judgment to determine matters such as where funds are to be credited, and have the skills necessary to interpret the legislation that mandated the use of the funds the office receives. A high degree of concentration is a requirement. In the absence of the Computer Administrator, they must maintain the physical operations of all equipment, printers, and perform technical repairs, as needed, in order to maximize "up time" of the system. They must contact outside vendors to correct problems as necessary.

**ANALYTICAL ABILITY/PROBLEM SOLVING:**

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

**RESPONSIBILITY FOR WORK OF OTHERS:**

The incumbent is responsible for the training and daily work of 7 employees within the scanning department and court department. Each of these areas must be kept up daily. The individual works closely with the assistant bookkeeper. The incumbent carries out supervisory responsibilities in accordance with the County's policies and applicable laws.

**RESPONSIBILITY FOR FUNDS:**

The incumbent has the responsibility for over two and half million (\$3,500,000.00) per year. It is mandatory that these funds are accounted for and entered into the proper funds and paid out to the proper people. There must be undivided attention to detail in collecting, posting, making deposits, writing checks and balancing statements. Also with setting up automatic deposit for customers, reconciling Court desk receipts with entry cash input on as daily basis. Accountability is uppermost. The individual must be able to use their own judgment to determine matters such as where funds are to be credited, and have skills necessary to interpret the legislation that mandated the use of the funds, which the office receives. Assist and work closely with State Auditors to balance accounts.

**RESPONSIBILITY FOR ACCURACY:**

Accuracy of all transactions is crucial to the efficiency of this position. In working with over \$3,500,000.00 yearly, accuracy is mandatory. State audited, books must be balanced daily. Court Orders must be read and the bookkeeper must determine if the funds equal what the order states. In reading the order, is the proper person named, etc. As Criminal Data clerk all pleadings must be read and docketed, expungements must be handled with care. Accuracy to all documents is crucial to the court system.

**ACCOUNTABILITIES:**

In all areas of this job, bookkeeping, data supervision, jury supervision, criminal docketing and working with the public require accountability. Each category has its own group to be answerable too. Bookkeeping, auditors; Data Supervision, employees, abstractors, assessor, tax collector, public; Jury Supervision, Judges, juries, plaintiffs, defendants, public; Criminal Docketing, Court, judges, public, prosecuting attorney, public defender, State of Arkansas, defendants and public. The incumbent must account for all monies collected and must be accountable to the State auditors

**CONTACTS WITH PUBLIC:**

The incumbent must possess the ability to establish good rapport with individuals often under difficult circumstances. Jurors must be treated with great care and respect when being contacted to report on a given day and a given time in a sufficient, pleasing manner. Data supervisor must treat the public with courtesy and care while the criminal side calls for polite firmness.

**CONTACTS WITH EMPLOYEES:**

At all times the incumbent must have the ability to stimulate the employee while keeping a good rapport within the office. They must keep an even balance between being supervisor and fellow employee. They must provide training to 7 employees.

**MACHINE-COMPUTER OPERATIONS:**

Machine skills including typewriter, computer, limited programming, FAX machine, copier, and calculator are required by this individual. They must have a high degree of knowledge of adding machines and calculators. Must have knowledge of the Quicken Bookkeeping program

**WORKING CONDITIONS:**

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.

**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 is regularly required to sit; use hands to finger, handle, or feel objects; and talk or hear. The employee frequently is required to walk, and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or stand.

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

**JOSEPH K. WOOD**  
COUNTY JUDGE



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

August 5, 2019

Members of the JESAP and Personnel Committees,

The JDC has been contemplating for some time to have their current part-time office assistant position become a full-time slot. Currently the part-time person works 32 hours assisting the Executive Assistant with payroll and bill paying. The Director oversees all admin duties and takes over the process in the event the Executive Assistant is on vacation or sick leave. Chronic staffing shortages has made this unviable on a long-term basis.

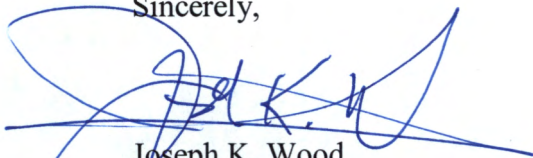
The JDC is keen to re-structure our department by adding more duties to the part-time administrator position. This is due to the increasingly detailed statistical reporting that is required by multiple agencies. This responsibility is currently split between the Executive Assistant and Director. Having an additional full-time position would allow the department to have an improved inventory program as well as maintain a more streamlined process when ordering materials and supplies.

This new position would also free up the Director to dedicate time to creating a more effective staff training program so that professional development can be delivered in a timely fashion.

We currently have the funds to cover the associated costs to the end of the year. We would ask this be a permanent position going forward.

Thank you for your attention to this matter.

Sincerely,



Joseph K. Wood  
Washington County  
County Judge

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

Telephone: (479) 444-1700 • Fax: (479) 444-1889

Joseph.wood@co.washington.ar.us

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

## Washington County Administrative Assistant - Juvenile Detention Center Job Description

**Exempt:** No  
**Department:** Juvenile Detention Center  
**Reports To:** Executive Administrative Assistant  
**Location:** 885 W Clydesdale Drive Juvenile Detention  
**Date Prepared:** July 22, 2019  
**Date Revised:**

### GENERAL DESCRIPTION OF POSITION

Works under the supervision of the Executive Administrative Assistant performing many of the same duties in addition to other duties as assigned.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Administrative Assistant to the Executive Assistant.
2. Retrieve, deliver, process daily mail and daily interoffice mail/documents.
3. Routine trips in County vehicle to courthouse, mailing/shipping facilities and vendor service meetings.
4. Report equipment failures or repairs to Executive Admin. Assist. And/or Director.
5. Attend with Exec. Admin. Assist. Vendor food shows to stay current and informed for pricing and nutrition or new items to stay in compliance.
6. Enter nutrition data for any new food items into Nutrokids database.
7. Data entry support for the Executive Admin.
8. Request purchase orders and process invoices.
9. Order materials or supplies as directed.
10. Maintain Center's resident, inventory and supplies (hygiene, clothing, bedding/linens, etc.).
11. Answer and direct incoming calls to appropriate staff or departments.
12. Verify, process and log invoices and forward to Comptroller for payment in timely manner.
13. Maintain appropriate files as needed by Executive Assist. In a neat and organized manner.
14. Make copies as needed for Center's daily paperwork forms.
15. Perform any other related duties as required or assigned.

## **QUALIFICATIONS**

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

## **EDUCATION AND EXPERIENCE**

High school or GED, plus specialized schooling and/or on the job education in a specific skill area; e.g. data processing, clerical/administrative, equipment operation, etc., plus 12 to 18 months related experience and/or training, and 1 to 6 months related management experience, or equivalent combination of education and experience.

## **COMMUNICATION SKILLS**

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

## **MATHEMATICAL SKILLS**

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

## **CRITICAL THINKING SKILLS**

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

## **REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS**

Not indicated.

## **PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS**

Not indicated.

## **SOFTWARE SKILLS REQUIRED**

Intermediate: 10-Key, Accounting, Alphanumeric Data Entry, Human Resources Systems, Payroll Systems, Word Processing/Typing

Basic: Contact Management, Database, Presentation/PowerPoint, Spreadsheet

## **INITIATIVE AND INGENUITY**

### **SUPERVISION RECEIVED**

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

### **PLANNING**

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work; may also occasionally assist in the planning of work assignments performed by others within a limited area of operation.

### **DECISION MAKING**

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance; the latter of which would affect the work operations of other employees and/or clientele to a moderate degree.

**MENTAL DEMAND**

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

**ANALYTICAL ABILITY / PROBLEM SOLVING**

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

**RESPONSIBILITY FOR WORK OF OTHERS**

Responsibility for work of others: Not indicated.

**RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT**

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 of internal scope should ordinarily be detected within the department or office in which they occur, but may affect the work of others within the unit, requiring additional expenditure of time to trace errors and make all necessary corrections. Errors would require a moderate amount of time to correct.

**ACCOUNTABILITY****FREEDOM TO ACT**

Generally controlled. General processes covered by established policies and standards with supervisory oversight.

**ANNUAL MONETARY IMPACT**

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

None. Job does not create any dollar monetary impact for the organization.

**IMPACT ON END RESULTS**

Modest impact. Job has some impact on the organizations end results, but still from an indirect level. Provides assistance and support services that facilitates decision making by others.

**PUBLIC CONTACT**

Frequent contacts with general public, patrons, or other outside representatives, wherein the manner of handling these contacts has a bearing on the organization's position and operation.

**EMPLOYEE CONTACT**

Contacts occasionally with others beyond immediate associates, but generally of a routine nature. May obtain, present or discuss data, but only as pertains to an immediate and specific assignment. No responsibility for obtaining cooperation or approval of action or decision.



## **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.

While performing the functions of this job, the employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, outdoor weather conditions, wet or humid conditions, extreme cold. The noise level in the work environment is usually moderate.

## **PHYSICAL ACTIVITIES**

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

Semi-repetitive, low physical. Semi-repetitive type work which requires periods of concentration for varied time cycles as prescribed by the tasks.

While performing the functions of this job, the employee is continuously required to use hands to finger, handle, or feel; regularly required to reach with hands and arms, talk or hear; and frequently required to stand, walk, sit; occasionally required to climb or balance, stoop, kneel, crouch, or crawl, taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision; and distance vision.

## **ADDITIONAL INFORMATION**

Not indicated.

## DBCompensation Job Valuing Summary

SCENARIO **Washington County**  
**July 2019**

POSITION **Administrative Assistant - Juvenile Detention Ctr.**

FACTOR	BASIS FOR JOB VALUING	DEGREE	VALUE	
1	Experience-General: Minimum time to become familiar with requirements of the job.	3	34	
2	Experience-Minimum time to become familiar with management requirements of the job.	1	33	
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 3	4	29
		4B 3		
		4C 3		
5	Mental Demand: Measure of degree of concentration and sensory alertness.	3	28	
6	Analytical Ability/Problem Solving: Opportunity to apply analytical ability and self-starting thinking.	4	46	
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.	2	19	
10	Accountabilities: Freedom to act, monetary impact, and impact on end results.	10A 4	5	43
		10B 0		
		10C 2		
11	Contacts with Public: Responsibility for effective handling of contacts.	3	41	
12	Contacts with Employees: Responsibility for effective handling of others.	2	17	
13	Machine-Computer Operations	4	38	
14	Working Conditions	2	12	
15	Physical Demand	3	13	
<b>TOTAL VALUE</b>			<b>417</b>	

SIGNED: \_\_\_\_\_

Item 19-I-082

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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 CREATING THE POSITION  
OF ADMINISTRATIVE ASSISTANT IN THE  
JUVENILE DETENTION CENTER BUDGET  
FOR 2019.**

**WHEREAS,** the Washington County Juvenile Detention Center desires to create a new full time position for 2019.

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

**ARTICLE 1.** There is hereby created the personnel position of Administrative Assistant (0444008) in the Juvenile Detention Center Budget (10000444) for 2019.

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

\_\_\_\_\_  
DATE

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

Introduced by: **JP Butch Pond**  
Date of Passage:  
Members Voting For:  
Members Voting Against:  
Members Abstaining:  
Members Absent:

**Joseph K. Wood**  
COUNTY JUDGE



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

August 5, 2019

JESAP and Personnel Committees,

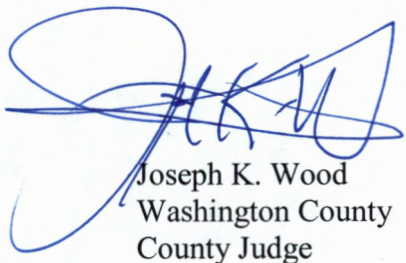
I am requesting that the Maintenance Technician II position be retitled as the Maintenance Technician/Lead Trainer due to Building & Grounds requiring continuous service of the County's aging infrastructure.

Our current Maintenance Technician II has done a commendable job as an all-round asset in servicing not only the HVAC equipment but in various other duties as well: general repair, plumbing, electrical work and other duties. Mr. Howard has held various roles within Building & Grounds and his wide experience has served him and colleagues well in his role as a mentor.

Mr. Howard has proven that he has the technical competence to perform at a high standard during his 20+ years with the County. Filling this position requires an additional \$1171 to the Building & Grounds personnel budget.

Thank you for your consideration.

Respectfully,



Joseph K. Wood  
Washington County  
County Judge

## Washington County Maintenance Technician/Lead Trainer Job Description

**Job Code:** 19  
**Exempt:** Yes  
**Department:** Building & Grounds  
**Reports To:** Night Maintenance Manager  
**Location:** Washington County Buildings and Grounds  
**Date Prepared:** July 25, 2019  
**Date Revised:**

### GENERAL DESCRIPTION OF POSITION

The Maintenance Technician/Lead Trainer is responsible for installation and repairs on sophisticated electronic systems, HVAC equipment, plumbing, electrical work, maintenance, boilers, commercial kitchen equipment, refrigeration, locksmithing, commercial laundry equipment and custodial tasks for all county buildings and grounds. The incumbent must prioritize when and how to complete repairs with various office/department staff. The person in this position may provide recommendations to the Building & Maintenance Director as to the best method of maintaining and repairing elements to County facilities. Provide training to staff on proper use and function of County HVAC, lighting, electrical, plumbing, and general maintenance items.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Maintain and troubleshoot all County systems.
2. Perform general and detailed carpentry, electrical, plumbing and maintenance work involved in the alteration, repair and maintenance of County buildings and equipment. Installation of complicated heating and air-conditioning systems, plumbing fixtures and electrical circuitry.
3. Schedule and perform routine and preventative maintenance of air-conditioning and heating systems, boilers, kitchen equipment, refrigerators, laundry equipment and door locks.
4. Determine with assistance of the Building & Maintenance Director whether to perform maintenance projects internally or to obtain outside professional services.
5. Provide maintenance lead instruction for other maintenance staff. Training for HVAC systems and controls, plumbing, and minor electrical systems.
6. Oversee, train, and directly supervise all new building maintenance technicians.
7. Coordinate all repairs with various County supervisors.
8. Participate in safety and training programs, as necessary.
9. Perform all maintenance duties in an efficient, safe, timely manner, and in accordance to all County safety policies.
10. Perform any other related duties as required or assigned.

## **QUALIFICATIONS**

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

## **EDUCATION AND EXPERIENCE**

Knowledge of a specialized field (however acquired), such as basic accounting, computer, etc. Equivalent of four years in high school, plus night, trade extension, or correspondence school specialized training, equal to two years of college, plus 8 years related experience and/or training, and 12 to 18 months related management experience, or equivalent combination of education and experience.

## **COMMUNICATION SKILLS**

Ability to read and understand documents such as policy manuals, safety rules, operating and maintenance instructions, and procedure manuals; Ability to write routine reports and correspondence. Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization.

## **MATHEMATICAL SKILLS**

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

## **CRITICAL THINKING SKILLS**

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

## **REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS**

EPA Certification

## **PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS**

Not indicated.

## **SOFTWARE SKILLS REQUIRED**

Advanced: Other

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

## **INITIATIVE AND INGENUITY**

### **SUPERVISION RECEIVED**

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

### **PLANNING**

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work; may also occasionally assist in the planning of work assignments performed by others within a limited area of operation.

### **DECISION MAKING**

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance; the latter of which would affect the work operations of other employees and/or clientele to a moderate degree.

## **MENTAL DEMAND**

Close mental demand. Operations requiring close and continuous attention for control of operations. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

## **ANALYTICAL ABILITY / PROBLEM SOLVING**

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

## **RESPONSIBILITY FOR WORK OF OTHERS**

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

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

## **RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT**

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

## **ACCURACY**

Probable errors would 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.

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

Regular use of highly complex machines and equipment; specialized or advanced software programs.

## **WORKING CONDITIONS**

Disagreeable working conditions. Continuously exposed to several elements such as, noise, intermittent standing, walking; and occasional pushing, carrying, or lifting.

## **ENVIRONMENTAL CONDITIONS**

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

While performing the functions of this job, the employee is occasionally exposed to work near moving mechanical parts, work in high, precarious places, fumes or airborne particles, outdoor weather conditions, risk of electrical shock. The noise level in the work environment is usually loud.

## **PHYSICAL ACTIVITIES**

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

Moderate diversity, moderately physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which requires somewhat diversified physical demands of the employee.

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

## **ADDITIONAL INFORMATION**

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

High School diploma and or equivalent to two years of college; trade school training and minimum of eight (8) years of experience in plumbing and electrical. The incumbent must possess EPA certification to perform air-conditioning/heating repairs and hold additional training certificates in plumbing and/or electrical installation and repair. Ability to understand and work with complex electronic and computerized systems. Familiar with and ability to maintain very complex machine hardware/electronics and control systems.



**OTHER SKILLS and ABILITIES:**

The incumbent must have ability to read blue prints and have knowledge associated with understanding operation of complex mechanical equipment and construction details. The incumbent must be able to analyze problems and determine best method for repairs. The incumbent will be working in close proximity to the public and elected officials. Must be alert to conditions and keep happenings confidential. Should possess excellent communication and interpersonal skills, as the incumbent must work with others when completing maintenance duties. Computer and electronic skills are required.

## DBCompensation Job Valuing Summary

SCENARIO **Washington County**  
**July 2019**  
 POSITION **Maintenance Technician/Lead Trainer**  
 JOB CODE: **19**

FACTOR	BASIS FOR JOB VALUING	DEGREE	VALUE	
1	Experience-General: Minimum time to become familiar with requirements of the job.	11	134	
2	Experience-Minimum time to become familiar with management requirements of the job.	3	99	
3	Education: Preliminary formalized training or self-development expressed in terms of equivalent formal education.	4	45	
4	Initiative & Ingenuity: Measure of ability to proceed alone, make decisions within authority, and ability to comprehend assignment.	4A 4	5	36
		4B 4		
		4C 2		
5	Mental Demand: Measure of degree of concentration and sensory alertness.	4	49	
6	Analytical Ability/Problem Solving: Opportunity to apply analytical ability and self-starting thinking.	5	70	
7	Responsibility for Work of Others - Supervision: Appraises responsibility for work and direction of others.	1	10	
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 5	8	90
		10B 2		
		10C 2		
11	Contacts with Public: Responsibility for effective handling of contacts.	5	80	
12	Contacts with Employees: Responsibility for effective handling of others.	4	38	
13	Machine-Computer Operations	6	120	
14	Working Conditions	4	26	
15	Physical Demand	5	24	
<b>TOTAL VALUE</b>			<b>913</b>	

SIGNED: \_\_\_\_\_

**WASHINGTON COUNTY**  
Job Evaluation

**JOB TITLE: Maintenance Technician/Lead Trainer**

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.	<b>8</b>	<b>11</b>	<b>134</b>
2	<u>Experience:</u> Minimum time to become familiar with management requirements of the job.	3	3	99
3	<u>Education:</u> Preliminary formalized training or self-development expressed in terms of equivalent formal education.	4	4	45
4	<u>Initiative &amp; Ingenuity:</u> Measure of ability to proceed alone, make decisions within authority, & ability to comprehend assignment.	5	5	36
5	<u>Mental Demand:</u> Measure of degree of concentration and sensory alertness.	4	4	49
6	<u>Analytical Ability/Problem Solving:</u> Opportunity to apply analytical ability and self-starting thinking.	5	5	70
7	<u>Responsibility for Work of Others - Supervision:</u> Appraises responsibility for work and direction of others.	<b>0</b>	<b>1</b>	<b>10</b>
8	<u>Responsibility for Funds, Equipment, Property, Etc.:</u> Personal responsibility and accountability for receipt, storage, issue, or use.	5	5	48
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.	<b>4</b>	<b>5</b>	<b>80</b>
12	<u>Contacts with Employees:</u> Responsibility for effective handling of contacts.	4	4	38
13	<u>Machine Operations:</u>	6	6	120
14	<u>Working Conditions:</u>	4	4	26
15	<u>Physical Demand:</u>	5	5	24
		<b>835</b>		<b>913</b>
	<u>Washington County Salary Grade Level</u>	<b>18</b>		<b>19</b>

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

Date: July 25, 2019

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 MAINTENANCE TECHNICIAN II TO MAINTENANCE TECHNICIAN/LEAD TRAINER IN THE BUILDINGS & GROUNDS BUDGET FOR 2019; AND, APPROPRIATING \$1,171 TO THE BUILDINGS & GROUNDS BUDGET FOR 2019.

WHEREAS, the Washington County Buildings & Grounds 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 Maintenance Technician II (0108003), Grade 15, in the Buildings & Grounds Budget (10000108) is hereby changed to Maintenance Technician/Lead Trainer (0108003), Grand 19, for 2019.

ARTICLE 2. There is hereby appropriated the total amount of \$1,171 from unappropriated reserves in the General Fund (1000) to the following line items in the Buildings & Grounds Budget (10000108) for 2019:

Salaries, Full-Time	(10000108-1001)	\$ 952
Social Security Matching	(10000108-1006)	73
Noncontributory Retirement	(10000108-1008)	146

**TOTAL APPROPRIATION \$ 1,171**

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

\_\_\_\_\_  
DATE

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

Introduced by: **JP Butch Pond**