



WASHINGTON COUNTY, ARKANSAS
County Courthouse

MEETING OF THE
WASHINGTON COUNTY QUORUM COURT
PERSONNEL COMMITTEE

Monday, February 10, 2020
6:00 P.M.

Washington County Quorum Court Room

Vice-Chair Susan Cunningham
Judith Yanez
Lisa Ecke

Chair Butch Pond

Sam Duncan
Shawndra Washington
Sue Madison

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. REQUESTS FROM ASSESSOR RUSSELL HILL:

- **ADJUST THE PAY OF THE DEPUTY ASSESSOR II POSITION** (4.1 – 4.2)
- **ADJUST THE PAY OF THE DEPUTY ASSESSOR II POSITION** (4.3 – 4.4)
- **ADJUST THE PAY OF THE BUSINESS PERSONAL PROPERTY POSITION** (4.5 – 4.6)

5. REQUEST FROM CORONER ROGER MORRIS:

- **CHANGE THE TITLE OF DEPUTY CORONER, GRADE 17 TO LEAD DEPUTY CORONER, GRADE 18 AND ADJUST THE PAY IN THE COUNTY CORONER'S BUDGET FOR 2020** (5.1 – 5.5)

6. PUBLIC COMMENT

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

7. ADJOURNMENT



RUSSELL HILL
Washington County Assessor

280 North College, Suite 250
Fayetteville, Arkansas 72701

This letter is to respectfully request a pay increase for a Deputy Assessor 2 position. The requested increase is merited by the experience, skill, training and responsibilities required for this position. The employee has been in service with the county for 7 years and holds a Level IV appraisal certification through the State of Arkansas. With her certification and experience as stated previously, I believe she should be elevated from mid second quartile to the top of second quartile.

We do have enough money in the current budget to cover the increase.

Valuing Washington County and You,

Russell Hill

Washington County Assessor

Washington County Deputy Assessor II Job Description

Job Code: 12
Exempt: No
Department: Assessor
Reports To: Real Estate/Personal Property Supervisor
Location: Assessor's Office
Date Prepared: August 12, 2019
Date Revised: August 21, 2019

GENERAL DESCRIPTION OF POSITION

The Deputy Assessor II is responsible for the update of real estate and/or personal property assessment records and will interact with the public in an information/problem solving capacity. The incumbent may assist in processing business personal property assessments. This position is responsible for generated reports from various report queries for in-house use and for the public. Collect monies for copies of assessment records and maps and reports. Ensure that all assessment transactions and interpersonal exchanges are performed efficiently and in a professional and timely manner often under adverse conditions. All assessments must be accurate in accordance with state law to provide the records base for the County Collector to collect the appropriate amount of tax for the operation of schools, cities, and County organizations. Ensure each situation is handled according to County policies. Ensure that assessment values are correctly posted on assessment records. Each Deputy Assessor II is responsible for the generation of at least \$18.8 billion value through their accuracy of records and providing support for Deputy Assessors. The Deputy Assessor II is responsible for making subjective determinations regarding application of documents affecting real estate and personal property assessments.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Using copies of deeds received from Circuit Clerk office, determine affected records and update to the CAMA system.
2. Assist the public in person or on the telephone in order to correctly assess land and buildings parcels, provide information pertaining to splits, property values, ownership of parcels, and other data and reports which may be requested.
3. Make business personal property assessments using the depreciation tables. This can be time consuming and complex, as there are different schedules for different types of equipment.
4. Make personal property assessments both in person, by phone, fax, email and by verifying online assessments.
5. Handle large volumes of calls, occasionally with disgruntled citizens, with professionalism and tact. Be able to establish control of emotions of self, staff, and customers, in person or by telephone.
6. As ownership changes warrant, update values for both current and previous years using necessary corrective documents.
7. Organize work for daily goals and stay current on a daily basis.

8. Assist customers with locating a piece of property on a map or locating a specific property owner by legal description or an address, using hard copy maps and digital mapping software.
9. Collect and receipt for money collected from customers for reports and photocopies.
10. Provide legal descriptions for the public on their own property.
11. Conduct all liaison activities in a professional manner to ensure maximum cooperation between and among other Washington County departments, other Arkansas County Assessor's Offices, and other State and local agencies.
12. Ensure that all activities are professionally and ethically performed in accordance with State law to protect the individual rights of all citizens in Washington County.
13. Ensure proper documentation of all information needed for assessments is organized for scanning to ensure proper record retention and retrieval.
14. Assist Personal Property Supervisor in overseeing 10 or more employees at four locations.
15. Assist customers with required forms including Business Personal Property renditions, exemptions request applications, homestead credit applications, and parcel combination forms.
16. Must be proficient and knowledgeable of various report building programs, including parcel select reports in the CAMA and PPACT systems.
17. Make decisions regarding appropriate methods to correct errors on assessment records, which requires knowledge and understanding of the appropriate documents required to accomplish the correction.
18. Successfully complete continuing education (classes and/or seminars) as may be required by the Assessor.
19. Successfully cross-train in other departments as required by the Assessor.
20. Must be able to read and define GIS digital maps to use for assessment record changes.
21. Must be able to interpret digital maps to assess school district boundaries to assign the correct millage rate to personal property and real estate assessments.
22. Use titles and or Bill of Sales, assessing the personal property of individuals and businesses for the purpose of taxation by phone, online, or in person. This would include vehicles, boats, planes, trailers, motorcycles, ATV's, motor homes, livestock, etc.
23. Updating personal information on individual and business accounts such as an address and phone numbers. If the taxpayer has not been assessed in our county before, the deputy assessor must find out if the individual has previously been in another state, moved from another county or is a first time car owner and make the appropriate notes for tax clearance purposes.
24. Answering questions through phone or email, as well as directing walk-in customers and phone calls to the proper office or department.

25. Make corrections to assessments of current as well as prior years. This person is responsible for initiating changes that require paid issue refunds.

- Assist Personal Property Supervisor in supervising the online assessments to make sure they are received and completed in a timely manner.
- Verifying each item on the taxpayer's previous year assessment and removing items when necessary, and requesting proper documentation for such. If the items remaining on the assessment are items that do not automatically depreciate, you must make sure that proper depreciation is given from pricing manuals or from internet research, and revalue older vehicles whose value must be rated and determined by its particular condition.
- Determine, by taxpayer address, the proper tax district in order to establish the correct millage for taxation purposes. If the taxpayer has moved, the tax district must be verified while amending the assessment address.
- Correct assessments based on reports that are designed for the purpose of checking for accuracy. Also, analyzing reports supplied by the State, which show items tagged by the Revenue Department for the Assessor's, Office to verify that same item is being properly assessed.
- Responsible for using general affidavits to remove permanently tagged items from current assessments.
- Responsible for acquiring the proper paperwork and separating accounts, when necessary.
- Must demonstrate the ability to make decisions concerning correspondence to outside agencies to correct documents affecting assessment records and be able to prioritize assigned tasks and daily work flow.
- Must be able to assess each situation encountered and decide on the appropriate action or response with the information supplied. If there is not sufficient information available, he or she may be required to supply all appropriate responses based on their knowledge and experience and in accordance with State law and County regulations. This includes the ability to research valuation issues by utilizing the internet and different cost manuals for the pricing of rare, unusual or antique vehicles.

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

QUALIFICATIONS

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

EDUCATION AND EXPERIENCE

Knowledge of a specialized field (however acquired), such as basic accounting, computer, etc. Equivalent of four years in high school, plus night, trade extension, or correspondence school specialized training, equal to two years of college, plus 2 years related experience and/or training, or equivalent combination of education and experience.

COMMUNICATION SKILLS

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

MATHEMATICAL SKILLS

Ability to 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

The incumbent is required to complete State of Arkansas Assessment Coordination Department courses; Part One: Real Estate, Part Two: Personal Property, within two years. The incumbent should also complete the five 30 hour International Association of Assessing Officers courses along with the 15 hour Marshall and Swift course within two years in order to receive the State of Arkansas Assessment Coordination Department's Level IV Appraiser/Administrator certification.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Intermediate: Database

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

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 \$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.

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

IMPACT ON END RESULTS

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

PUBLIC CONTACT

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

EMPLOYEE CONTACT

Contacts of considerable importance within the department or office, such as those required in coordination of effort, or frequent contacts with other departments or offices, generally in normal course of performing duties. Requires tact in discussing problems and presenting data and making recommendations, but responsibility for action and decision reverts to others.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

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

WORKING CONDITIONS

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

ENVIRONMENTAL CONDITIONS

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

The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES

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

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

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

ADDITIONAL INFORMATION

EDUCATION and/or EXPERIENCE:

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

OTHER SKILLS and ABILITIES:

The incumbent should possess PC computer skills in Windows based programs, Excel, Word, Arc Map, Deed Plotter, and accurate data entry and typing skills. The incumbent is required to complete State of Arkansas Assessment Coordination Department courses; Part One: Real Estate, Part Two: Personal Property, within two years. The incumbent should also complete the five 30 hour International Association of Assessing Officers courses along with the 15 hour Marshall and Swift course within two years in order to receive the State of Arkansas Assessment Coordination Department's Level IV Appraiser/Administrator certification. The incumbent should possess knowledge of modern office practices, procedures, keyboarding skills and equipment such as all types of copiers, printers, FAX machines, etc., and have strong written and verbal communication skills as this position deals with the public most of the time, and in some cases, the citizens' emotions can be extreme. The incumbent should be knowledgeable and proficient with real estate legal descriptions, vehicle makes, models, etc., and the ability to use depreciation schedules. Must be a self-starter and able to do a variety of duties in an open area office. This position also requires a high level of accuracy for all data entry functions.



RUSSELL HILL
Washington County Assessor

280 North College, Suite 250
Fayetteville, Arkansas 72701

This letter is to respectfully request a pay increase for a Deputy Assessor 2 position. The requested increase is merited by the experience, skill, training and responsibilities required for this position. The employee has been in service with the county for 10 years and is responsible for training all of our new personal property employees. With her experience as stated previously, I believe she should be elevated from low third quartile to the mid of the third quartile.

We have the increase already budgeted for the position this year.

Valuing Washington County and You,

Russell Hill

Washington County Assessor

Washington County Deputy Assessor II Job Description

Job Code:	12
Exempt:	No
Department:	Assessor
Reports To:	Real Estate/Personal Property Supervisor
Location:	Assessor's Office
Date Prepared:	August 12, 2019
Date Revised:	August 21, 2019

GENERAL DESCRIPTION OF POSITION

The Deputy Assessor II is responsible for the update of real estate and/or personal property assessment records and will interact with the public in an information/problem solving capacity. The incumbent may assist in processing business personal property assessments. This position is responsible for generated reports from various report queries for in-house use and for the public. Collect monies for copies of assessment records and maps and reports. Ensure that all assessment transactions and interpersonal exchanges are performed efficiently and in a professional and timely manner often under adverse conditions. All assessments must be accurate in accordance with state law to provide the records base for the County Collector to collect the appropriate amount of tax for the operation of schools, cities, and County organizations. Ensure each situation is handled according to County policies. Ensure that assessment values are correctly posted on assessment records. Each Deputy Assessor II is responsible for the generation of at least \$18.8 billion value through their accuracy of records and providing support for Deputy Assessors. The Deputy Assessor II is responsible for making subjective determinations regarding application of documents affecting real estate and personal property assessments.

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1. Using copies of deeds received from Circuit Clerk office, determine affected records and update to the CAMA system.
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3. Make business personal property assessments using the depreciation tables. This can be time consuming and complex, as there are different schedules for different types of equipment.
4. Make personal property assessments both in person, by phone, fax, email and by verifying online assessments.
5. Handle large volumes of calls, occasionally with disgruntled citizens, with professionalism and tact. Be able to establish control of emotions of self, staff, and customers, in person or by telephone.
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8. Assist customers with locating a piece of property on a map or locating a specific property owner by legal description or an address, using hard copy maps and digital mapping software.
9. Collect and receipt for money collected from customers for reports and photocopies.
10. Provide legal descriptions for the public on their own property.
11. Conduct all liaison activities in a professional manner to ensure maximum cooperation between and among other Washington County departments, other Arkansas County Assessor's Offices, and other State and local agencies.
12. Ensure that all activities are professionally and ethically performed in accordance with State law to protect the individual rights of all citizens in Washington County.
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20. Must be able to read and define GIS digital maps to use for assessment record changes.
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ADDITIONAL INFORMATION

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RUSSELL HILL
Washington County Assessor

280 North College, Suite 250
Fayetteville, Arkansas 72701

This letter is to respectfully request a pay increase for a Business Personal Property position. The requested increase is merited by the experience, skill, training and responsibilities required for this position. The employee has been in service with the county for a total of 14 years and holds a Level IV appraisal certification through the State of Arkansas. The person holding this position was first employed by Washington County on May 3, 2004 through September 16, 2016 where she worked in Business Personal Property. She was rehired on May 8, 2017 and currently works in the previous position she held in Business Personal Property. With her certification and experience as stated previously, I believe she should be elevated from third quartile to fourth quartile. We currently have two other employees with similar amounts of skill, certification and years of service in the fourth quartile.

We do have enough money in the current budget to cover the increase.

Valuing Washington County and You,

Russell Hill

Washington County Assessor

Washington County Business Personal Deputy Assessor Job Description

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

GENERAL DESCRIPTION OF POSITION

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

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

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

19. Be familiar with and able to use online mapping software for field checks and the annual new business canvas.20.Do online and directory research along with field checks to establish if a business was operational or relocated as off the May 31 deadline.

20. Do online and directory research along with field checks to establish if a business was operational or relocated as off the May 31 deadline.

21. Desk audit and enter self-reported assessments. If there is no contact, then discover if still in business or relocated and try to get tax payer to provide yearly assessment by phone, email or letter. If no response and business is still operational Business Personal Property Deputy will assess the business by square foot, force, or comparable method.

22. Make comparisons of like businesses. If the business is outside normal ranges for their square footage and asset reporting, contact by letter requesting a revision of the assessment.

23. Defend business assessments at Equalization Board, County and Circuit Court hearings and give testimony at trials if necessary. Make adjustments to assessed values according to the determinations from these hearings.

24. Ensure that all information requested by the Arkansas Assessment Coordination Department, taxpayers, tax consultants, and others is available in a timely manner.

25. Must be knowledgeable of all legislative amendments and state regulations affecting the valuation of business property.

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

QUALIFICATIONS

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

EDUCATION AND EXPERIENCE

Knowledge of a specialized field (however acquired), such as basic accounting, computer, etc. Equivalent of four years in high school, plus night, trade extension, or correspondence school specialized training, equal to two years of college, plus 2 years related experience and/or training, or equivalent combination of education and experience.

COMMUNICATION SKILLS

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

MATHEMATICAL SKILLS

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

CRITICAL THINKING SKILLS

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

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

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

SOFTWARE SKILLS REQUIRED

Intermediate: Database, Other

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

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

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

PLANNING

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

DECISION MAKING

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

MENTAL DEMAND

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

ANALYTICAL ABILITY / PROBLEM SOLVING

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

RESPONSIBILITY FOR WORK OF OTHERS

Responsibility for work of others: Not indicated.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

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

ACCURACY

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

ACCOUNTABILITY

FREEDOM TO ACT

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

ANNUAL MONETARY IMPACT

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

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

IMPACT ON END RESULTS

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

PUBLIC CONTACT

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

EMPLOYEE CONTACT

Contacts of considerable importance within the department or office, such as those required in coordination of effort, or frequent contacts with other departments or offices, generally in normal course of performing duties. Requires tact in discussing problems and presenting data and making recommendations, but responsibility for action and decision reverts to others.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

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

WORKING CONDITIONS

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

ENVIRONMENTAL CONDITIONS

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

While performing the functions of this job, the employee is occasionally exposed to outdoor weather conditions. The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES

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

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

While performing the functions of this job, the employee is regularly required to stand, walk, sit, talk or hear; occasionally required to use hands to finger, handle, or feel, reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; and ability to adjust focus.

ADDITIONAL INFORMATION

QUALIFICATION REQUIREMENTS:

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

OTHER SKILLS and ABILITIES:

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

Must maintain a good driving record.

WASHINGTON COUNTY

STATE OF ARKANSAS
2769 S. Brink Dr
Fayetteville, Arkansas 72701



Roger W. Morris, D-ABMDI
Coroner
479-444-1730 – Office
479-444-1582 – Fax

Dear JESAP and Personnel Committees,

I am requesting \$7,700.00 to be moved from my part-time line item to be placed for a raise for the current Deputy Coroner and his position be retitled to LDC (Lead Deputy Coroner). His duties will now include being in charge of all deputy coroners and their training. The new Coroner Laws that just went into effect mandate that they receive their *Arkansas Medical Death Investigation* certification and maintain their CEUs to keep their credentials. Without the AR-MDI, by law, they will not be allowed on a death scene. Which I do agree with - we don't want anyone who does not know what they are doing on any crime scene.

The incumbent is in the process of finishing their D-ABMDI (Diplomat - American Board of Medical Death Scene Investigation) which is a national program. With that being said, Benton County was approved for 2 new Deputy Coroner positions at \$45,000 each. Our county may be 3rd in population but it's 2nd in number of deaths. We are doing it with a 1/8 of what Pulaski County does and half of what Benton County. My office has gone from doing 600-800 calls a years to between 2,000 to 2,500 calls a year and it is being done with the same amount of people that I started with. By making this move, I am getting my office ready to hopefully have another full time deputy at some point in the near future. By bumping the current position's salary to a competitive pay point, it will allow us to implement some of the changes needed to ensure that no one attending a callout will run over time.

Just so the JESAP and Personal committees know, we have been chronically short-handed for years but I was always asked not to ask for additional resources. After working with the same amount of staff for 18 years and not moving with the growth from 600 calls to over four times that amount, we have waited as long as we can. By putting Deputy Neville on salary, we are back on track to keeping our Coroner's Office one of the best in the state with its high standards of professional education. I am attaching a list of the incumbent's credentials so you will know the person is more than ready to take on this task and I don't want to potentially lose him to Benton County or Pulaski County. With the plan we have of eventually moving another staff member to full-time and another part timer we have working on weekends, we hope that we will have everything in place for ensuring that the Coroner's Office can attend every emergency room-, nursing home- or any other type of death that requires our attention. Washington County won't be short-changed.

With the increase in the administrative end of the Coroner's Office, it is leaving me tied up most of the time with FOIA, insurance forms, doing over 2,000 death certificates a years and dealing with lawyers. I have been working on coroner-related and other related issues at the state level, I really need to move forward with this request, I hope you will take this under advisement while considering the reasons behind this request. It would mean so much to my office and enhance the service being provided for the people of Washington County.

Roger W. Morris
Washington County Coroner
2769 South Brink Drive
Fayetteville, AR 72701
479-444-1730

WASHINGTON COUNTY

STATE OF ARKANSAS
2769 S. Brink Dr
Fayetteville, Arkansas 72701



Roger W. Morris, D-ABMDI
Coroner
479-444-1730 – Office
479-444-1582 – Fax

1. Blood draw Certification
2. Medicolegal investigation of death
3. Death investigation
4. Emergency Medical Technician
5. Field interviewing and interrogating
6. Evidence collection and preservation
7. Prevention and response to suicide bombings
8. How Kids are learning to Kill Univ.
9. Certified Law Enforcement Instructor
10. Certified Drug Recognition Expert
11. Certified Law Enforcement Officer
12. Certified Firefighter I,II,III Academy)
13. Investigating Infant Death
14. Investigating drug overdoses
15. Fighting the Opioid crisis
16. Emergency Vehicle Operations
17. Responding to terrorist actions
18. Principles of supervision
19. Conflict resolution for supervisors

Arkansas State Crime Lab
Wayne State Univ. School of Medicine
Intl. Forensic Medicine Association
Arkansas Dept. of Health
John E. Reid and Associates
Benton Co. Sheriff's Office (ALETA)
New Mexico Tech University
Lt. Col. Dave Grossman / Missouri Southern State Univ.

ALETA
Intl. Association of Chiefs of Police
ALETA
Southern Arkansas University Tech. (Arkansas Fire Academy)

Arkansas State Crime Lab
Arkansas State Crime Lab
Arkansas State Crime Lab
ALETA
New Mexico State University
Missouri State Police Academy
Missouri State Police Academy

Washington County Lead Deputy Coroner Job Description

Job Code:	18
Exempt:	Yes
Department:	Coroner
Reports To:	Coroner
Location:	Coroner Facility
Date Prepared:	February 13, 2018
Date Revised:	February 04, 2020
Safety Sensitive:	No

GENERAL DESCRIPTION OF POSITION

Responsible for the investigation of human death cases reported to the coroner under Arkansas law and rendering of rulings as to cause, manner, and time of death. The Lead Deputy Coroner directs and trains Deputy Coroners as directed by the County Coroner.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Receives and investigates reports of human deaths within the County as prescribed by law and policies.
2. Investigates death scenes by gathering of evidence, photographing the area and body, measuring and sketching scene and location of victim, and recording all details of scene, victim, and circumstances that would facilitate the identification of cause and nature of death.
3. Interviews witnesses, family members, acquaintances and friends of victim and investigative personnel to determine pertinent facts concerning the death.
4. Prepares and transports deceased bodies to appropriate agencies.
5. Examines physical changes such as lividity, temperature, and rigor mortis of deceased body to determine time and position at death.
6. Examines nature of any wounds to determine exact cause of death.
7. Draws body fluids such as blood, vitreous humor, and urine from victims for lab analysis and prepares reports for submission of samples to proper investigative agency.
8. Maintains written narrative reports on each case investigated and puts records into computer; submits reports with determination of nature of death to supervisor for review and completion of death certificates.
9. Attends autopsies and assists Medical Examiner as requested.
10. Answers questions from family members, insurance companies, investigative personnel, attorneys, funeral homes, etc., regarding death investigations.
11. Ensures County vehicle maintenance and maintenance of supply and equipment inventory.

12. May be required to issue subpoenas, swear witnesses or exercise the power of arrest as necessary during investigations.

13. Conducts classes for Law Enforcement Agencies, emergency personnel, and the general public concerning crime scene and evidence preservation, investigative methods and procedures, suicide prevention, criminal behavior, etc.

14. Testifies in court regarding death scene investigations.

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 3 years related experience and/or training, and 2 years related management experience, or equivalent combination of education and experience.

COMMUNICATION SKILLS

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

MATHEMATICAL SKILLS

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

CRITICAL THINKING SKILLS

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Must possess or be able to immediately obtain a valid Arkansas Driver's License.

Must pass criminal and personal background investigation.

Must be able to complete training for certification by State Crime Laboratory for the removal of body fluids for toxicology testing.

Must be able to obtain diplomat American board of Medicolegal Death Investigator certification within two year of employment

Must obtain certification as law enforcement instructor by the Arkansas Commission on Law Enforcement Standards and Training within one year of employment.

Employment is contingent upon satisfactory completion of the following pre-employment requirements: criminal background check, drug screening, sexual offender check and physical examination by appropriate licensed agencies.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Intermediate: Database

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

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

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

PLANNING

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

DECISION MAKING

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

MENTAL DEMAND

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

ANALYTICAL ABILITY / PROBLEM SOLVING

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

RESPONSIBILITY FOR WORK OF OTHERS

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

Supervises a small group (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.

Supervises the following departments: Not indicated.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

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

ACCURACY

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

ACCOUNTABILITY

FREEDOM TO ACT

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

ANNUAL MONETARY IMPACT

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

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

IMPACT ON END RESULTS

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

PUBLIC CONTACT

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

EMPLOYEE CONTACT

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

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

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

WORKING CONDITIONS

Outside working environment, wherein there are disagreeable working conditions part of the time.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an

employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is frequently exposed to outdoor weather conditions; and. The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES

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

Moderate diversity, 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 frequently required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms, stoop, kneel, crouch, or crawl, talk or hear, taste or smell; occasionally required to sit, climb or balance. The employee must occasionally lift and/or move more than 100 pounds; frequently lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

ADDITIONAL INFORMATION

REQUIRED SKILLS, KNOWLEDGE, AND ABILITIES:

Considerable knowledge of the principles, practices, and terminology of forensic medicine.

Comprehensive knowledge of criminal investigative techniques.

Considerable knowledge of interviewing techniques and methods.

Ability to prepare detailed written narrative reports.

Ability to maintain a detailed record keeping system.

Ability to tactfully and effectively communicate with and gather information from family and friends of victims, investigative personnel, attorneys, and the general public.

Ability to conduct duties in uncomfortable weather conditions including cold, heat, rain, etc.

Ability to remove fluid samples from deceased bodies.

Skill in the operation of a computer.

PHYSICAL REQUIREMENTS:

Ability to lift and carry loads up to 150 pounds with assistance.

Ability to climb ladders, trees, and other obstacles within crime scenes.

Visual acuity sufficient to observe details at death scene.

Manual dexterity necessary to sketch death scene, operate computer keyboard, and draw body fluids.

Ability to communicate orally, individually and to groups.

WORKING CONDITIONS:

Work is primarily performed in the field and may require performance of duties in uncomfortable weather conditions including cold, heat, rain, etc.

MINIMUM QUALIFICATIONS:

Completion of high school; completion of training in forensic medicinal methods and terminology; considerable experience with death scene investigation or any equivalent combination of experience and training which provides the required skills, knowledge, and abilities.

Must possess or be able to immediately obtain a valid Arkansas Driver's License.

Must have vision level of or correctable to 20/20.

Must be 21 years of age or older.

Must pass criminal and personal background investigation.

Must be able to complete training for certification by State Crime Laboratory for the removal of body fluids for toxicology testing.

Must obtain certification as law enforcement instructor by the Arkansas Commission on Law Enforcement Standards and Training within one year of employment.

Employment is contingent upon satisfactory completion of the following pre-employment requirements: criminal background check, drug screening, sexual offender check and physical examination by appropriate licensed agencies.

Must obtain Certification Diplomat American Board of Medicolegal Death Investigator within two year of employment

Subject to random drug testing.

DBCompensation Job Valuing Summary

SCENARIO **Washington County**
February 2020
 POSITION **Lead Deputy Coroner**
JOB CODE: 18

FACTOR	BASIS FOR JOB VALUING	DEGREE	VALUE
1	Experience-General: Minimum time to become familiar with requirements of the job.	6	64
2	Experience-Minimum time to become familiar with management requirements of the job.	4	132
3	Education: Preliminary formalized training or self-development expressed in terms of equivalent formal education.	3	32
4	Initiative & Ingenuity: Measure of ability to proceed alone, make decisions within authority, and ability to comprehend assignment.	4A 4	5 36
		4B 3	
		4C 3	
5	Mental Demand: Measure of degree of concentration and sensory alertness.	5	70
6	Analytical Ability/Problem Solving: Opportunity to apply analytical ability and self-starting thinking.	5	70
7	Responsibility for Work of Others - Supervision: Appraises responsibility for work and direction of others.	1	10
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.	5	57
10	Accountabilities: Freedom to act, monetary impact, and impact on end results.	10A 6	9 110
		10B 1	
		10C 3	
11	Contacts with Public: Responsibility for effective handling of contacts.	5	80
12	Contacts with Employees: Responsibility for effective handling of others.	5	49
13	Machine-Computer Operations	4	38
14	Working Conditions	5	32
15	Physical Demand	5	24
TOTAL VALUE			836

SIGNED: _____

WASHINGTON COUNTY
Job Evaluation

JOB TITLE: Lead Deputy Coroner

Deputy Coroner

Factor	Basis for Rating	Current Rating	Proposed Rating	Points
1	<u>Experience-General</u> : Minimum time to become familiar with requirements of the job.	6	6	64
2	<u>Experience-Mgmt</u> : Minimum time to become familiar with management requirements of the job.	3	4	132
3	<u>Education</u> : Preliminary formalized training or self-development expressed in terms of equivalent formal education.	3	3	32
4	<u>Initiative & Ingenuity</u> : Measure of ability to proceed alone, make decisions within authority, & ability to comprehend assignment.	5	5	36
5	<u>Mental Demand</u> : Measure of degree of concentration and sensory alertness.	5	5	70
6	<u>Analytical Ability/Problem Solving</u> : Opportunity to apply analytical ability and self-starting thinking.	5	5	70
7	<u>Responsibility for Work of Others - Supervision</u> : Appraises responsibility for work and direction of others.	0	1	10
8	<u>Responsibility for Funds, Equipment, Property, Etc.</u> : Personal responsibility and accountability for receipt, storage, issue, or use.	4	4	32
9	<u>Responsibility for Accuracy</u> : Opportunity for and probable effect of errors.	5	5	57
10	<u>Accountabilities</u> : Freedom to act, monetary impact, & impact on end results.	8	9	110
11	<u>Contacts with Public</u> : Responsibility for effective handling of contacts.	5	5	80
12	<u>Contacts with Employees</u> : Responsibility for effective handling of contacts.	5	5	49
13	<u>Machine Operations</u> :	4	3	38
14	<u>Working Conditions</u> :	5	5	32
15	<u>Physical Demand</u> :	5	5	24
		773		836
	<u>Washington County Salary Grade Level</u>	17		18

Signed: _____

Date: February 4, 2020

Item 20-O-005

ORDINANCE NO. 2020-

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 DEPUTY CORONER IN THE COUNTY CORONER’S BUDGET FOR 2020.

WHEREAS, the Washington County Coroner desires to change the title of Deputy Coroner to Lead Deputy Coroner.

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

ARTICLE 1. The title of the personnel position of Deputy Coroner, Grade 17 (Position 0419003) in the County Coroner budget of the General Fund (10000419) is hereby changed to Lead Deputy Coroner, Grade 18 (Position 0419003).

ARTICLE 2. The salary of Lead Deputy Coroner (Position 0419003) in the County Coroner budget is hereby increased by \$7,664.

ARTICLE 3. There is hereby reduced the total amount of \$7,664 from the Salaries, Part Time line item in the County Coroner Budget (10000419.1002) and appropriated said amount to the Salaries Full Time line item in the County Coroner Budget (10000419.1001) for 2020.

ARTICLE 4. There is hereby appropriated the total amount of \$1,762 from unappropriated reserves in the General Fund (1000) to the following line items in the County Coroner Budget (10000419) for 2020:

Social Security Matching	(10000419.1006)	587
Noncontributory Retirement	(10000419.1008)	1,175

TOTAL APPROPRIATION \$ 1,762

42 _____
43 JOSEPH K. WOOD, County Judge

DATE

44
45
46 _____
47 BECKY LEWALLEN, County Clerk

48
49 Introduced by: **JP Butch Pond**

50 Date of Adoption:

51 Members Voting For:

52 Members Voting Against:

53 Members Abstaining:

54 Members Absent:

55

56

57 Committee History:

58 Quorum Court History: