

2021 BUDGET
WASHINGTON COUNTY, AR



CIRCUIT COURT VI
JUDGE LINDSAY



MARK LINDSAY
CIRCUIT JUDGE
SIXTH DIVISION

STATE OF ARKANSAS

CIRCUIT COURT
FOURTH JUDICIAL CIRCUIT
WASHINGTON AND MADISON COUNTIES
P.O. BOX 1612
FAYETTEVILLE, AR 72702-1612
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Personnel
10000406
Circuit Court VI
Judge Lindsay

DENISE MULLIKEN
OFFICIAL COURT REPORTER
CHERYL OSWALT
TRIAL COURT ADMINISTRATOR

August 14, 2020

Washington County Judge Joseph Wood
Washington County Justices of the Peace

Re: Criminal Court

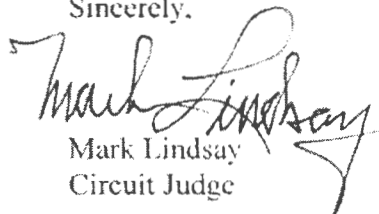
Dear Ladies and Gentlemen:

As you may imagine, when our pandemic does subside to the extent that I can safely bring people into the courtroom, including defendants, lawyers, prosecutors, jurors, staff, and the public. I am going to need to be in the courtroom every available minute. The backlog of cases is going to be horrendous because we have been at a standstill, almost, since the third week of March.

If I am in the courtroom I will not be able to spend time reviewing files, doing research, dealing with lawyers, etc. as I normally have some time to do. I am asking that the Quorum Court hire a full time law clerk to take up these responsibilities enabling me to stay in the courtroom, and catch up on the docket. This will dispose of cases and will result in keeping the jail population at an acceptable level. I expect that it will take more than a year.

I am hoping that conditions are good enough by January, 2021 to at least start preparing to get the ball rolling, and I would like to hire this person by then. I suggest that the money would come from the same funds that were used to pay the Ombudsman, and believe the results would be better than they were for the money spent on Mr. Adelman. I stand ready to answer any questions I can, and appreciate your consideration of this matter.

Sincerely,


Mark Lindsay
Circuit Judge

**Washington County
Circuit Court Staff Attorney-Circuit Court Division 6
Job Description**

Exempt: Yes
Department: Circuit Court Division 6
Reports To: Circuit Judge Mark Lindsay
Location: County Court Building
Date Prepared: August 14, 2020
Date Revised:

GENERAL DESCRIPTION OF POSITION

Case management for Criminal Division of Washington County Circuit Court. As well as, administrative, legal research and writing support for Judge Lindsay. Review motions and briefs submitted by parties, verify cited legal authority, perform legal research and draft a variety of legal documents inclusive of written orders and memos as directed by the Circuit Judge.

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

1. The following duties will be performed weekly for Division 6:
 - a) Review Motions, including but not limited to Motions to Suppress, Motions to Dismiss, Motions to Strike, Motions to Compel, and Motions for Expedited Hearings.
 - b) Check propriety of timeliness of Motions, and responsive pleadings filed by the parties.
 - c) Research legal issues and draw legal conclusions based on the facts of the case, and present recommendations supported by legal authority to the Judge.
 - d) Draft Orders and Memorandums.
 - e) Communicate with attorneys regarding issues that will be presented to the court, the basis for requested hearings, and success or failure of settlement discussions.
2. 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

The incumbent must possess a Juris Doctorate Degree, and experience and/or training preferred or equivalent combination of education and experience.

OTHER SKILLS AND ABILITIES

The incumbent must possess strong written and verbal communication skills and excellent interpersonal skills; must possess the ability to establish and maintain good rapport with individuals often under difficult circumstances; must be able to read, analyze, and understand common scientific and technical journals, financial reports, and legal documents; must be able to respond to complex or difficult inquiries or complaints. The incumbent should also possess computer skills, and have knowledge of general office machines such as a calculator, copier, fax, etc.

WORKING CONDITIONS

Normal working conditions as found within an office setting, wherein there is controlled temperature and a low to moderate noise level, plus a minimum of distractions.

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 low to 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.

While performing the functions of this job, the employee is regularly required to stand, sit, and walk; and to talk or hear; and occasionally, reach with hands and arms; stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision; color vision and distance vision.

ADDITIONAL INFORMATION

Proficient in legal research and writing skills.

WASHINGTON COUNTY						
2021 BUDGET Circuit Court VI						
FUND: 1000 General Fund DEPT: 0406 Circuit Court VI - Judge Lindsay						
Line Item	Description	2017 Expenditures	2018 60000	2019 Expenditures	2020 Budget	2021 Budget
PERSONAL SERVICES						
1001	SALARY FULL-TIME					60,000.00
1005	OVERTIME/OTHER PREMIUM COMP					-
1006	SOCIAL SECURITY MATCHING					4,590.00
1008	NONCONTRIBUTORY RETIREMENT					9,192.00
1009	HEALTH INSURANCE MATCHING					5,592.00
1010	WORKMEN'S COMPENSATION					0.00
1016	LIFE INSURANCE					132.00
1999	LONGEVITY					-
	TOTAL PERSONAL SERVICES	-	-	-	-	79,506.00
SUPPLIES						
2001	GENERAL SUPPLIES	2,693.49	2,785.75	2,612.11	2,500.00	2,500.00
2002	SMALL EQUIPMENT	75.02	531.15	210.70	1,200.00	1,200.00
2003	JANITORIAL SUPPLIES	43.11		5.47	25.00	25.00
2005	FOOD	3,211.54	5,120.54	5,278.86	10,000.00	10,000.00
2006	CLOTHING/UNIFORMS	-			50.00	50.00
2009	COMPUTER/IT EQUIPMENT	-	1,611.50			
	TOTAL SUPPLIES	6,023.16	10,048.94	8,107.14	13,775.00	13,775.00
OTHER SERVICES AND CHARGES						
3009	OTHER PROFESSIONAL SERVICES	35.37		17.12	200.00	200.00
3020	TELEPHONE/FAX - LANDLINE	-				
3021	POSTAGE	466.22	371.10	342.79	400.00	400.00
3022	CELL PHONE/PAGER/RADIO	365.00	414.32	513.52	500.00	500.00
3023	INTERNET CONNECTION	489.00	498.61	502.34	500.00	500.00
3032	MILEAGE	-			400.00	400.00
3052	FIRE AND EXTENDED COVERAGE	88.08	91.26	112.73	100.00	100.00
3054	OTHER SUNDRY INSURANCE	35.00			35.00	35.00
3073	LEASE - MACHINERY AND EQUIPMEN	3,771.94	3,832.95	3,338.31	4,000.00	4,000.00
3074	CONTRACT - OVERAGE	140.99	0.38	(54.92)	300.00	300.00
3090	DUES AND MEMBERSHIPS	1,156.00	1,430.39	1,039.00	1,200.00	1,200.00
3092	JURORS & WITNESSES	26,151.23	22,024.89	20,420.39	33,500.00	33,500.00
3094	MEALS AND LODGING	-			1,000.00	1,000.00
3101	TRAINING/EDUCATION	70.00	70.00	309.00	300.00	300.00
3102	SOFTWARE SUPPORT MAINT AGRMT	-	371.14			
	TOTAL OTHER SERVICES AND CHARGES	32,768.83	29,105.04	26,540.28	42,435.00	42,435.00
2021	BUDGET Circuit Court VI	38,791.99	39,153.98	34,647.42	56,210.00	135,716.00
					56,210.00	56,210.00
					non p.s.	0.0%
					overall	141.4%
					\$ chg. overall	79,506.00

WASHINGTON COUNTY			POSITIONS	
2021	BUDGET Circuit Court VI		1	-
FUND: 1000 General Fund DEPT: 0406 Circuit Court VI - Judge Lindsay				
			2021	2020
Slot	Title	Grade	Salary	Salary
TBD	LAW CLERK	TBD	60,000.00	-
			60,000.00	-