



WASHINGTON COUNTY, ARKANSAS
County Courthouse

ORGANIZATIONAL MEETING OF THE
WASHINGTON COUNTY QUORUM COURT
PERSONNEL COMMITTEE

Monday, February 08, 2021
6:00 P.M.

Washington County Quorum Court Room/Via Zoom

Robert Dennis
Lisa Ecke
Willie Leming

Personnel Committee

Shannon Marti
Butch Pond
Evelyn Rios Stafford
Shawndra Washington

A G E N D A

1. **CALL TO ORDER AND WELCOME**
2. **PRAYER AND PLEDGE**
3. **INTRODUCTION OF COMMITTEE MEMBERS** – Members of the 2021-2022 Personnel Committee are: Robert Dennis, Lisa Ecke, Willie Leming, Shannon Marti, Butch Pond, Evelyn Rios Stafford, and Shawndra Washington
4. **SELECTION OF CHAIR AND VICE-CHAIR**
5. **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.
6. **REVIEW THE RESPONSIBILITIES OF THE PERSONNEL COMMITTEE:**
The responsibilities are to review and make recommendations regarding the development of a comprehensive human resource system for Washington County. This includes salary levels, policies, affirmative action review, employees insurance, fringe benefits, and travel policies.

NEW BUSINESS

7. **REQUEST FROM ASSESSOR RUSSELL HILL:** (7.1 – 7.13) Ordinance Item 21-O-017
 1. Change the title and grade of the personnel position of Senior Appraiser, Grade 18 to Appraisal Supervisor, Grade 19 (7.2 – 7.4)
 2. Change the grade of the personnel position of Research Analyst, Grade 16 to Grade 17 (7.5 – 7.7)
 3. Change the grade of the personnel position of Appraiser IV, Grade 16 to Grade 17 (7.8 – 7.10)
 4. Change the grade of four personnel positions of Business Personal Property, Grade 13 to Grade 14 (7.11 – 7.13)
8. **REQUEST FROM JUDGE STACEY ZIMMERMAN:** (8.1 – 8.5) Ordinance Item 21-O-019
 1. Change the title and grade of the personnel position of Juvenile Probation Officer II/SPO, Grade 16 to Specialized Probation Officer, Grade 17
9. **REQUEST FROM COUNTY JUDGE JOSEPH WOOD:** (9.1 – 9.4) Ordinance Item 21-O-018
 1. Change the grade of two personnel positions of Assistant Office Manager, Grade 10 to Grade 11
10. **REQUEST FROM SHERIFF TIM HELDER:** (10.1 – 10.4) Ordinance Item 21-O-016
 1. Change the title of thirty-seven personnel positions of Corporal to DFC/Corporal Flex Slot (10.1)
 2. Change the title of the personnel position of Animal Control/Corporal to Lead Civilian Animal Control Officer (10.2 – 10.4)
11. **PUBLIC COMMENTS**

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

Item 21-O-017

ORDINANCE NO. 2021-

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 AND GRADES OF VARIOUS POSITIONS IN THE COUNTY ASSESSOR BUDGET FOR 2021.

WHEREAS, the Washington County Assessor desires to change the title and grades of various full-time positions for 2021.

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

ARTICLE 1. The title of the personnel position of Senior Appraiser, Grade 18 (Position 0105009), in the County Assessor budget of the General Fund (1000), is hereby changed to Appraisal Supervisor, Grade 19 (Position 0105009) for 2021.

ARTICLE 2. The grade of the personnel position of Research Analyst, Grade 16 (Position 0105024), in the County Assessor budget of the General Fund (1000), is hereby changed to Research Analyst, Grade 17 (Position 0105024) for 2021.

ARTICLE 3. The grade of the personnel position of Appraiser IV, Grade 16 (Position 0105035), in the County Assessor budget of the General Fund (1000), is hereby changed to Appraiser IV, Grade 17 (Position 0105035) for 2021.

ARTICLE 4. The grade of the personnel positions of Business Personal Property, Grade 13 (Positions 0105042, 0105043, 0105044 and 0105045), in the County Assessor budget of the General Fund (10000105), is hereby changed to Business Personal Property, Grade 14 (Positions 0105042, 0105043, 0105044 and 0105045) for 2021.

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JOSEPH K. WOOD, County Judge

DATE

BECKY LEWALLEN, County Clerk

Introduced by: **Committee Chair**
Date of Adoption:
Members Voting For:
Members Voting Against:
Members Abstaining:
Members Absent:

Committee History:
Quorum Court History:



RUSSELL HILL
Washington County Assessor

280 North College, Suite 250
Fayetteville, Arkansas 72701

October 28, 2020

Re: Appraisal Supervisor Grade Change

Dear JESAP Committee:

As part of our annual job description evaluations the Johansson Brother have reviewed the job description for the Appraisal Supervisor. After their careful examination they recommended the rating change from a grade 18 to a grade 19. I am requesting that we be allowed to set the starting grade for the Appraisal Supervisor from a grade 18 to grade 19 effective at the beginning of the 2021 pay schedule.

Thank you for your consideration.

Valuing Washington County and You,
Sincerely,

Russell Hill
Washington County Assessor

Washington County Appraisal Supervisor Job Description

Job Code:	19
Exempt:	No
Department:	Assessor
Reports To:	Chief Deputy of Real Estate
Location:	Washington County Assessor's Office
Date Prepared:	August, 2015 (Senior Appraiser)
Date Revised:	October 26, 2020
Safety Sensitive:	No

GENERAL DESCRIPTION OF POSITION

The incumbent is responsible for the supervision of the appraisal staff in the Assessor's office to ensure all real estate is assessed properly within Washington County. The incumbent must be able to perform market research within Washington County for the purpose of taxation, and to direct revaluation programs. Is required to be competent in all functions of the Assessor's office as well as appraisal of residential, commercial, industrial properties; all types of real estate acreage and personal property; and must be able to represent and interpret all policies and procedures. This individual uses various appraisal methods approved for ad valorem appraisal, including: sales comparison approach, cost approach, and the income approach. The incumbent must ensure that all functions are performed efficiently and in a professional and timely manner. Will audit all types of assessments, appraise county owned property, and participate in the operations of the office by assisting in all duties as needed. 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, city, and county organizations. Must be able to interpret the legislation affecting property valuation. Ensure each situation is handled according to County policies. This position is responsible for maintaining accurate real estate records in excess of \$20.8 billion in appraised property value throughout the County.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Drive a county vehicle, locate, measure, and grade improvements to property.
2. Appraise land using comparable sales and soil productivity.
3. Perform research on current market sales and calculate appraisals for commercial and industrial properties using any of the accepted methods of property appraisal.
4. Assist with land splits, locating improvements, repricing land values, and correcting mapping errors, producing change slips for the Collector, and performing back year assessments.
5. Assist telephone and walk-in customers with real estate appraisal and valuation questions.
6. Defend appraisals at Equalization Board, County and Circuit Court hearings and trials, as necessary, and make adjustments to assessed values according to determinations from these proceedings.
7. Ensure that all information requested by the Arkansas Assessment Coordination Division, taxpayers, tax consultants, and others is accurate and available.

8. Oversee the established training programs and assist less experienced appraisers in valuation, appraisal, and office operations.
9. Grade and calculate the depreciation of improvements; physically gather, measure and inspect exterior of structures and interiors when possible.
10. Conduct all liaison activities in a professional manner to ensure maximum cooperation between and among County and other agencies.
11. Ensure that all activities are professionally and ethically performed in accordance with the law to protect the individual rights of all citizens in Washington County.
12. Audit real estate assessments to correct errors. This includes evaluating exempt property for use to determine the correct taxable status.
13. Communicate with customers over the telephone, in person or written correspondence to explain appraisals and assessment policies. This requires critical thinking and problem solving skills.
14. Be knowledgeable of legislative amendments and state regulations affecting the valuation of property, particularly understanding amendment 79 theory and application.
15. Pick up and receive building permits from the cities and organize the permits to aid in the discovery of new property to be assessed.
16. Establish neighborhoods for valuation purposes, correlate data from market research for statistical purposes.
17. Establish and maintain accurate values by constantly monitoring market activity.
18. Analyze appraisal reports based on cost, sales comparison, or income approaches to value and analyze estimates of values presented by customers, tax representatives, and attorneys.
19. Strive to maintain the 20% assessment to sales ratio to receive state turn back funds.
20. Periodically perform various audit reports to correct errors before abstracts are produced.
21. Perform any other related duties as required or assigned.

QUALIFICATIONS

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

EDUCATION AND EXPERIENCE

Broad knowledge of such fields as accounting, marketing, business administration, finance, etc. Equivalent to a four year college degree, plus 5 years related experience and/or training, and 2 years related management experience, or equivalent combination of education and experience.

COMMUNICATION SKILLS

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

present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

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

CRITICAL THINKING SKILLS

Ability to 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

Level 4 Certification in appraisal or assessment administration from the Arkansas Assessment Coordination Division.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

International Association of Assessing Officers professional designation and/or Certified Fee Appraisal license through the Arkansas Appraisal Licensing Board.

SOFTWARE SKILLS REQUIRED

Advanced: Database, Other

Intermediate: Spreadsheet

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

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

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

PLANNING

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

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

RESPONSIBILITY FOR WORK OF OTHERS

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

Supervises a small group (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 \$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

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

ANNUAL MONETARY IMPACT

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

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

IMPACT ON END RESULTS

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

PUBLIC CONTACT

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

EMPLOYEE CONTACT

Contacts 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

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

WORKING CONDITIONS

Periodically exposed to such elements as noise, intermittent standing, walking, 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 25 pounds. Specific vision abilities required by this job include close vision; color vision; peripheral vision; and ability to adjust focus.

ADDITIONAL INFORMATION

SOFTWARE SKILLS REQUIRED

Specialized

Computer Assisted Mass Appraisal software; ESRI's ArcGIS software; and Microsoft Office Products to include Word, PowerPoint, Excel, and Access; Deed Plotter mapping software; Adobe Reader. Must have overall basic computer knowledge.

Basic

Must have data entry skills; keyboarding and 10 key. Machine skills include computer and Internet, calculator, FAX machine, copy machine, and typing skills, integrated large scale plotters.

TRAVEL REQUIREMENTS

Employees must travel to different sites and locations for presentations, meetings and training.

WASHINGTON COUNTY
Job Evaluation

JOB TITLE: Appraisal Supervisor Senior
Appraiser

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	8	89
2	<u>Experience-Mgmt:</u> Minimum time to become familiar with management requirements of the job.	3	5	165
3	<u>Education:</u> Preliminary formalized training or self-development expressed in terms of equivalent formal education.	4	5	70
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	6	100
7	<u>Responsibility for Work of Others - Supervision:</u> Appraises responsibility for work and direction of others.	4	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.	4	3	28
13	<u>Machine Operations:</u>	4	6	120
14	<u>Working Conditions:</u>	3	2	12
15	<u>Physical Demand:</u>	2	2	8
		822		987
	Washington County Salary Grade Level	18		19

Signed: _____

Date: October 27, 2020



RUSSELL HILL
Washington County Assessor

280 North College, Suite 250
Fayetteville, Arkansas 72701

February 1, 2021

Re: Research Analyst Grade Change

Dear JESAP Committee:

As part of our annual job description evaluations the Johansson Brother have reviewed the job description for the Research Analyst. After their careful examination they recommended the rating change from a grade 16 to a grade 17. I am requesting that we be allowed to set the starting grade for the Research Analyst from a grade 16 to grade 17 effective at the beginning of the 2021 pay schedule.

There is enough money in the current 2021 budget to cover modest increase in pay. I was going to bring this before the committee in November of 2020 but due to COVID the meeting had been canceled so we pushed it back to the beginning of 2021.

Thank you for your consideration.

Valuing Washington County and You,
Sincerely,

Russell Hill
Washington County Assessor

Washington County Research Analyst Job Description

Job Code:	17
Exempt:	No
Department:	Assessor
Reports To:	Chief Deputy Real Estate
Location:	Assessor's Office
Date Prepared:	July 27, 2018
Date Revised:	October 28, 2020
Safety Sensitive:	No

GENERAL DESCRIPTION OF POSITION

The Research Analyst position has varied responsibilities in assessment practices requiring a working knowledge of all aspects of the assessor's office including real estate and personal property assessment and procedures. Under the direction of the Chief Deputy of Real Estate and with mapping support from the Geographic Information Systems (GIS) Department, the person in this position is primarily responsible for corrections of ownership and mapping of problems regarding real estate parcels. This requires maintaining quality control on all real property legal descriptions for real estate parcels as well as personal property assessments, totaling over \$20.8 billion in appraised value, in Washington County. The Research Analyst must use proper research and analytical skills as well as having an understanding of current assessment practices and mapping principles to correct legal descriptions, correct placement of parcels on the cadastral map, correct vesting of title and to insure valid transfer history on assessment records. These corrections will include: splitting, combining and voiding of parcels, performing necessary digital mapping changes, maintenance of digital files of all pertinent documentation and the collection of physical examples as needed. The Research Analyst shall communicate directly with appraisal personal to establish correct values in the Computer Assisted Mass Appraisal (CAMA) system. The person in this position will often be required to communicate with the general public, property owners, title and abstract companies, surveyors and engineering companies, real estate companies, attorneys, assessor's staff, county departments, school district representatives, municipalities, other county personnel, U.S. Forest Service, Bureau of Land Management, Army Corp of Engineers, State of Arkansas' Commissioner of State Lands, and State Highway Department concerning findings and changes. The Research Analyst is responsible for real estate projects as directed by the Assessor's Office including but not limited to: the county boundaries, section corners and Township & Range locations and any other findings that require cadastral map and vesting adjustments. The scope of these projects may affect the boundaries of adjoining counties and the State of Oklahoma requiring coordination with these entities. The person in this position shall have the ability to communicate any findings verbally, in written reports and in formal presentations. The Research Analyst is also required to assist with personal property assessments as needed. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and must be able to work with minimal supervision. The person in this position must be capable of exercising good judgment and making subjective decisions when necessary. The work performed requires judgment in the application of established guidelines for specific situations, with instruction or assistance from a supervisor on problems in unusual cases. Accuracy is a very important factor in this position. The requirements listed below are representative of the knowledge, skill, and/or ability required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. The Research Analyst must be familiar with research practices including the ability to research electronic indexes and hard copy archival files at the city, county, state and federal level to retrieve documents that relate to parcel description and correct vesting. This includes researching railroad properties, cemeteries, and school district boundaries.
2. Must have the ability to read and interpret legal descriptions, maps, subdivision plats, surveys and aerial imagery and other GIS related information to discern property boundaries.
3. Must possess the ability to read and comprehend all relevant documents pertaining to real property transfers of vesting.
4. Must have the ability to interpret and analyze technical and statistical information. Analytical ability skills are necessary in order to analyze data to make appropriate recommendations.
5. The Research Analyst must also have the ability to research indexes of Arkansas Code for pertinent laws related to Real Estate transfers and must be able to apply those laws as related to the Assessor's constitutional responsibilities as directed.
6. Must be able to understand and adjust digital data to map written legal descriptions on parcel maps, including the ability to use GIS mapping in the research process to reflect the parcel changes (splits, adjustments, combinations, and voiding) to determine the graphical representation of parcel boundaries accordingly.
7. Must use appropriate quality control practices to maintain the integrity of the cadastral map regarding surrounding parcels when making adjustments and corrections to a particular parcel.
8. The Research Analyst must have the ability to enter ownership changes and record documentation for changes in vesting in the assessment record using the CAMA program, including the ability to process deeds resulting in parcel splits, including identifying errors in legal descriptions; and digitally map new parcels as well as adjusting adjoining problem parcels using GIS software.
9. Must have the ability to update assessment records in the Computer Assisted Mass Appraisal system to reflect split parcels and newly created parcels.
10. Must be able to develop and print digital maps and other appropriate reference material for appraisers doing field checks.
11. Must be able to use GIS related software to develop and print maps for customers and interoffice use.
12. Must be able to assist the Real Estate Supervisor/Amendment 79 Administrator and Appraisal staff in determining the appropriate valuation increases as defined by Amendment 79 to all re-priced real estate parcels.
13. Must be able to update assessed values as necessary to accommodate ownership changes and parcel splits both for the current year and previous years using the necessary corrective documents. Must keep a reliable tracking system for the parcel split functions and procedures and generate a comprehensive report outlining all research.
14. The research analyst will assist the public in person and over the telephone in all aspects of the assessment process.

15. Must be proficient with using digital maps and/or aerial photos to determine proper placement of improvements for parcel splits and review parcels for improvements make to properties to maintain accurate assessment records.
16. As necessary, contact abstractors, attorneys, and property owners to clarify deed information for proper assessment.
17. The Research Analyst must perform extensive research to resolve irregularities, and identify errors in deeds, as well as contacting appropriate entities (lawyers, title companies, banks and other financial institutions) to make them aware of the mistake and the need for correction of the deed for the assessment records.
18. Must be able to assist deputy assessors in all areas concerning real estate and personal property assessment as needed and serve as backup on telephones, which will require successfully cross-training in personal property.
19. Must be able to use titles and/or Bill of Sales, to assess personal property of individuals and businesses by phone, fax or email and in person. This includes vehicles, boats, planes, trailers, motorcycles, ATV's motor homes, livestock, etc.
20. Must perform all liaison activities in a professional manner to insure maximum cooperation between and among County and other agencies.
21. The Research Analyst will ensure that all activities are professionally and ethically performed in accordance with the law to protect the individual rights of all citizens of Washington County.
22. Must be able to work independently concerning daily tasks and on-going projects with minimum supervision.
23. Perform any other related duties as required or assigned.

QUALIFICATIONS

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

EDUCATION AND EXPERIENCE

Broad knowledge of such fields as accounting, marketing, business administration, finance, etc. Equivalent to a four year college degree, plus 2 years related experience and/or training, and 1 to 6 months related management experience, or equivalent combination of education and experience.

COMMUNICATION SKILLS

Must possess excellent interpersonal skills in order to establish and maintain good working relationships with co-workers, other County employees, developers, realtors, surveyors, engineers, title companies, and general public and elected officials. 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 distances, square foot calculations, acreage conversions and curve distances. Ability to calculate figures and amounts such as discounts, interest,

commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.

CRITICAL THINKING SKILLS

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

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Intermediate: Database

Basic: Data entry skills; keyboarding and 10 key required. Utilized software includes: Computer Assisted Mass Appraisal software; ESRI's ArcGIS or Arc Reader software; and Microsoft Office Products to include Word, PowerPoint, and Excel, Access; Deed Plotter mapping software; Adobe Reader; and overall basic computer knowledge.

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

No responsibility for work of others.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

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

ACCURACY

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

ACCOUNTABILITY

FREEDOM TO ACT

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

ANNUAL MONETARY IMPACT

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

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 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 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

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

WORKING CONDITIONS

Periodically exposed to such elements as noise, intermittent standing, walking, 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 25 pounds; frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision; color vision; peripheral vision; and ability to adjust focus.

ADDITIONAL INFORMATION

EDUCATION AND EXPERIENCE

Minimum of high school diploma or GED; Bachelor's degree in a related field with two years of experience working with geographic information systems or an Associate's degree in geographic information systems or geography is preferred. The Research Analyst position requires a general knowledge of surveying, title research practices, Geographic Information System (GIS) theory and technology, GIS software applications, cadastral mapping, real property assessment practices and record keeping and personal property assessment. Other combinations of experience and education that meet the above requirements may be substituted.

COMMUNICATION SKILLS

Must possess excellent interpersonal skills in order to establish and maintain good working relationships with co-workers, other County employees, developers, realtors, surveyors, engineers, title companies, and general public and elected officials.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and must be able to work with minimal supervision. The work performed requires judgment in the application of established guidelines to specific situations, with instruction or assistance from a supervisor on problems or unusual cases. This position requires being self-disciplined, motivated; and capable of exercising good judgment when making necessary decisions. Accuracy is a very important factor in this position.

WASHINGTON COUNTY
Job Evaluation

JOB TITLE: Research Analyst

Factor	Basis for Rating	Same		Points
		Current Rating	Proposed Rating	
1	<u>Experience-General:</u> Minimum time to become familiar with requirements of the job.	5	5	54
2	<u>Experience-Mgmt:</u> Minimum time to become familiar with management requirements of the job.	0	1	33
3	<u>Education:</u> Preliminary formalized training or self-development expressed in terms of equivalent formal education.	5	5	70
4	<u>Initiative & Ingenuity:</u> Measure of ability to proceed alone, make decisions within authority, & ability to comprehend assignment.	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	0	0
8	<u>Responsibility for Funds, Equipment, Property, Etc.:</u> Personal responsibility and accountability for receipt, storage, issue, or use.	4	5	48
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.	7	7	70
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	3	28
13	<u>Machine Operations:</u>	6	6	120
14	<u>Working Conditions:</u>	2	2	12
15	<u>Physical Demand:</u>	3	2	8
		733		756
	<u>Washington County Salary Grade Level</u>	16		17

Signed: _____

Date: October 28, 2020



RUSSELL HILL
Washington County Assessor

280 North College, Suite 250
Fayetteville, Arkansas 72701

February 1, 2021

Re: Appraiser IV Grade Change

Dear JESAP Committee:

As part of our annual job description evaluations the Johansson Brother have reviewed the job description for the Appraiser IV. After their careful examination they recommended the rating change from a grade 16 to a grade 17. I am requesting that we be allowed to set the starting grade for the Appraiser IV from a grade 16 to grade 17 effective at the beginning of the 2021 pay schedule.

There is enough money in the current 2021 budget to cover modest increase in pay. I was going to bring this before the committee in November of 2020 but due to COVID the meeting had been canceled so we pushed it back to the beginning of 2021.

Thank you for your consideration.

Valuing Washington County and You,
Sincerely,

Russell Hill
Washington County Assessor

Washington County Appraiser IV Job Description

Job Code:	17
Exempt:	No
Department:	Assessor
Reports To:	Appraisal Supervisor
Location:	Assessor's Office
Date Prepared:	November, 2015
Date Revised:	October 28, 2020
Safety Sensitive:	No

GENERAL DESCRIPTION OF POSITION

The Appraiser IV is responsible to ensure that all real estate is assessed properly within Washington County. Employee is required to be competent in all functions of the Assessor's office; appraisal, real estate and personal property, and must be able to represent and interpret all policies and procedures. Ensure that all functions are performed efficiently and in a professional and timely manner. Must audit all types of assessments, appraise county owned property, and participate in the operations of the office by assisting in all duties as needed. 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, city, and county organizations. Ensure each situation is handled according to County policies. This position is responsible for maintaining accurate real estate records in excess of \$20.8 billion in appraised property value throughout the County. Essential duties and responsibilities include the following. Other duties may be assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Drive a county vehicle, locate, measure, and grade improvements to property.
2. Appraise land using comparable sales and soil productivity.
3. Perform research on current market sales and calculate appraisals for commercial and industrial properties using any of the accepted methods of property appraisal.
4. Assist with land splits, locating improvements and correcting mapping errors.
5. Assist telephone and walk-in customers with real estate appraisal and valuation questions.
6. Defend appraisals at Equalization Board, County and Circuit Court hearings and trials, as necessary, and make adjustments to assessed values according to determinations from these proceedings.
7. Train and assist Appraisal Assistant-Data Collector in valuation, appraisal, and office operations.
8. Grade and calculate the depreciation of improvements; physically gather, measure and inspect exterior of structures and interiors when possible.
9. Conduct all liaison activities in a professional manner to ensure maximum cooperation between and among County and other agencies. This includes obtaining building permits to aid the discovery process.

10. Audit real estate assessments to correct errors. This includes evaluating exempt property for use to determine the correct taxable status.

11. Communicate with customers over the telephone, in person or written correspondence to explain appraisals and assessment policies. This requires critical thinking and problem solving skills.

12. Be knowledgeable of legislative amendments and state regulations affecting the valuation of property, particularly understanding amendment 79 theory and application.

13. Must be proficient in rectangular survey mapping systems and applications.

14. 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 2 years related experience and/or training, and 7 to 11 months related management experience, or equivalent combination of education and experience.

COMMUNICATION SKILLS

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

MATHEMATICAL SKILLS

Ability to calculate figures such as square feet, volume and linear measurements using proper equations, calculating tools and measuring devices. 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

Level 4 Certification in appraisal or assessment administration from the Arkansas Assessment Coordination Division.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

International Association of Assessing Officers professional designation and/or Certified Fee Appraisal license through the Arkansas Appraisal Licensing Board.

SOFTWARE SKILLS REQUIRED

Intermediate: Computer Assisted Mass Appraisal (CAMA) software, Windows base spreadsheet.
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

No direct responsibility for others, with the exception of the Appraisal Assistant-Data Collector during the training process.

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. Reasonable responsibility and for care and operation of county vehicles and various appraisal equipment.

ACCURACY

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

ACCOUNTABILITY

FREEDOM TO ACT

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

ANNUAL MONETARY IMPACT

Indirect effect on overall monetary impact resulting from recommended valuation corrections in

normal real estate department functions. All corrections administered by Appraisal Supervisor.

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 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

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

WORKING CONDITIONS

Periodically exposed to such elements as noise, intermittent standing, walking, 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 25 pounds; frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision; color vision; peripheral vision; and ability to adjust focus.

ADDITIONAL INFORMATION

Ability to work without constant direct supervision, and maintain expected production levels; take instruction and direction with flexibility; willingness to be a team member and support fellow employees. Be able to remain professional when confronted by hostile/unruly individuals on a regular basis. Ability to use a digital camera and maintain correct reference listings of photos and parcels.

Be able to operate two or four-wheel drive motor vehicles in poor/slick/rainy road conditions. Be physically able to travel by foot across all types of terrain found in Washington County.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and must be able to work with minimal supervision. The work performed requires judgment in the application of established guidelines to specific situations, with instruction or assistance from a supervisor on problems or unusual cases. This position requires being self-disciplined, motivated; and capable of exercising good judgment when making necessary decisions. Accuracy is a very important factor in this position.

SOFTWARE SKILLS

Must also be proficient in Windows based programs, Excel, Word, Access, as well as mapping software (ArcReader and CAMA).

TRAVEL REQUIREMENTS

Employees must travel to different sites and locations for presentations, meetings and training.

WASHINGTON COUNTY
Job Evaluation

JOB TITLE: Appraiser IV

Factor	Basis for Rating	Same		Points
		Current Rating	Proposed Rating	
1	<u>Experience-General:</u> Minimum time to become familiar with requirements of the job.	5	5	54
2	<u>Experience-Mgmt:</u> Minimum time to become familiar with management requirements of the job.	0	2	66
3	<u>Education:</u> Preliminary formalized training or self-development expressed in terms of equivalent formal education.	5	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	0	0
8	<u>Responsibility for Funds, Equipment, Property, Etc.:</u> Personal responsibility and accountability for receipt, storage, issue, or use.	4	5	48
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.	7	7	70
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	3	28
13	<u>Machine Operations:</u>	6	6	120
14	<u>Working Conditions:</u>	2	2	12
15	<u>Physical Demand:</u>	3	2	8
		733		751
	<u>Washington County Salary Grade Level</u>	16		17

Signed: _____

Date: October 28, 2020



RUSSELL HILL
Washington County Assessor

280 North College, Suite 250
Fayetteville, Arkansas 72701

September 29, 2020

Re: Business Personal Property Grade Change

Dear JESAP Committee:

As part of our annual job description evaluations the Johansson Brother have reviewed the job description for the Business Personal Property Department. After their careful examination they recommended the rating change from a grade 13 to a grade 14. I am requesting that we be allowed to set the starting grade for the Business Personal Property Department from a grade 13 to grade 14 effective at the beginning of the 2021 pay schedule.

Thank you for your consideration.

Valuing Washington County and You,
Sincerely,

Russell Hill
Washington County Assessor

Washington County Business Personal Property Appraiser Job Description

Job Code:	14
Exempt:	No
Department:	Business Personal Property
Reports To:	Business Personal Property Supervisor
Location:	Assessor's Office
Date Prepared:	September 14, 2018
Date Revised:	August 19, 2020
Safety Sensitive:	No

GENERAL DESCRIPTION OF POSITION

The Business Personal Property Appraiser is responsible for ensuring that all business personal property is assessed properly within Washington County. Employee is required to be competent in all functions of the Assessor's office concerning business personal property and individual personal property appraisals. The Appraiser must be able to interpret all corresponding policies and procedures to ensure that all business personal property functions are performed efficiently and in a professional and timely manner. Must audit all types of business personal property assessments, appraise county owned business personal 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 personal property database. The Business Personal Property department is responsible for assisting with accurately assessing \$1.5 billion in business personal property annually.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Assess taxpayer's needs to determine proper assessment procedures, school district and assessing status.
2. Complete business personal property assessment forms using the Arkansas Assessment Coordination Division manuals and business personal property depreciation schedules. Use the Assessor's search engine to research vehicle ownership. Vehicles and heavy equipment that do not automatically depreciate must be adjusted using proper procedures in accordance with State laws.
3. Update assessment records and ensure that proper changes are entered into the database; such as business name changes, business contact info, address changes as well as furniture, fixtures and equipment, including inventory updates and/or deletions.
4. 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.

5. 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 the square foot assessment method if renditions are not turned in by business.
6. 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.
7. Provide assistance to newly established businesses, business professionals (such as CPAs and attorneys), out-of-state businesses, lease companies, or an unfamiliar proprietor with an accurate explanation of the assessment process.
8. Obtain information 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.
9. Complete revised business personal property assessments with additional and/or deletions of furniture, fixtures, equipment and inventory. Apply late penalty, if applicable.
10. Ensure that all business personal property assessments are accurate in accordance with state law using standard appraisal principles and practices, 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.
11. After completion of all received current year renditions, the business personal property appraiser must check all previous existing assessments and contact the establishments who failed to submit a rendition to inquire why the rendition has not been received.
12. 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 Division and the Public Service Commission.
13. 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.
14. Complete required education or training whenever opportunities arise or are required.
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 vehicle registrations and renewals. The Business Personal Property Appraiser acquires proper documentation and assigns the correct tax district based on garaging address.
17. Perform special or research projects as assigned by the Assessor, Chief Deputy Assessor, and Chief Deputy Assessor of Personal Property or Business Personal Property Supervisor.
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.
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 Appraiser will force assess the business by square foot 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. Ensure that all information requested by the Arkansas Assessment Coordination Division, taxpayers, tax consultants, and others is available in a timely manner.
24. Must be knowledgeable of all legislative amendments and state regulations affecting the valuation of business personal property. Ensure that vehicles and equipment on the Motor Carrier Report received from the Arkansas Public Service Commission is not double-assessed with the County.
25. Appraise all County business personal property that is to be sold or disposed of. This includes going to the various county offices to inspect, appraise and verify the asset number of the property being appraised. Once complete the business personal property appraiser completes the Property Control Record (PCR) and submits it back to the Buildings and Grounds department.
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

Not indicated.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Level IV certification in Administration or Appraisal through the Arkansas Assessment Coordination Division.

SOFTWARE SKILLS REQUIRED

Intermediate: Database, Spreadsheet, Word Processing/Typing

Basic: 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

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.

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

IMPACT ON END RESULTS

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

PUBLIC CONTACT

Regular contacts with patrons, 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, 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, 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 25 pounds. Specific vision abilities required by this job include color vision; peripheral 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
Job Evaluation

Bus. Per. Prop.
Deputy Assessor

JOB TITLE: Business Personal Property Appraiser

Factor	Basis for Rating	Current Rating	Proposed Rating	Points
1	<u>Experience-General</u> : Minimum time to become familiar with requirements of the job.	5	5	54
2	<u>Experience</u> : Minimum time to become familiar with management requirements of the job.	0	0	0
3	<u>Education</u> : Preliminary formalized training or self-development expressed in terms of equivalent formal education.	4	4	45
4	<u>Initiative & Ingenuity</u> : Measure of ability to proceed alone, make decisions within authority, & ability to comprehend assignment.	4	4	29
5	<u>Mental Demand</u> : Measure of degree of concentration and sensory alertness.	3	3	28
6	<u>Analytical Ability/Problem Solving</u> : Opportunity to apply analytical ability and self-starting thinking.	4	4	46
7	<u>Responsibility for Work of Others - Supervision</u> : Appraises responsibility for work and direction of others.	0	0	0
8	<u>Responsibility for Funds, Equipment, Property, Etc.</u> : Personal responsibility and accountability for receipt, storage, issue, or use.	6	6	80
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.	7	9	110
11	<u>Contacts with Public</u> : Responsibility for effective handling of contacts.	4	4	57
12	<u>Contacts with Employees</u> : Responsibility for effective handling of contacts.	3	3	28
13	<u>Machine Operations</u> :	5	5	76
14	<u>Working Conditions</u> :	2	2	12
15	<u>Physical Demand</u> :	3	3	13
		582		622
	<u>Washington County Salary Grade Level</u>	13		14

Signed: _____

Date: September 4, 2020

ORDINANCE NO. 2021-

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 AND GRADE OF JUVENILE PROBATION OFFICER II/SPECIALIZED POLICE OFFICER IN THE CIRCUIT COURT III BUDGET FOR 2021.

WHEREAS, the Washington County Circuit Court III desires to change the title and grade of one full-time position for 2021.

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

ARTICLE 1. The title of the personnel position of Juvenile Probation Officer II/SPO, Grade 16 (Position 0403012), in the Circuit Court III budget for 2021, is hereby changed to Specialized Probation Officer, Grade 17 (Position 0403012).

JOSEPH K. WOOD, County Judge

DATE

BECKY LEWALLEN, County Clerk

Introduced by: **Committee Chair**
Date of Adoption:
Members Voting For:
Members Voting Against:
Members Abstaining:
Members Absent



STACEY A. ZIMMERMAN
CIRCUIT JUDGE

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

LEIGH BRILL
Trial Court Administrator
lbrill@cc.washington.ar.us

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

February 2, 2021

Re: Request to correct the title and grade to slot 0403012

Dear Members of the Personnel Committee and Quorum Court:

I am requesting to amend Slot 0403012 in the Ordinance 2020-78. Slot 0403012 was placed in the wrong article of the ordinance. Slot 0403012 was placed in Article 3 as Juvenile Probation Officer, grade 16. **Slot 0403012 needs to be in Article 4 as a Specialized Probation Officer, Grade 17.** This change comes with no pay implications.

Respectfully Yours,

Stacey Zimmerman

Circuit Judge, Division 3

Washington County Specialized Probation Officer Job Description

Job Code:	17
Exempt:	No
Department:	Juvenile Court Division
Reports To:	Circuit Court Division III Judge/Director of Juvenile Court
Location:	Juvenile Court
Date Prepared:	February 04, 2019
Date Revised:	October 12, 2020
Safety Sensitive:	No

GENERAL DESCRIPTION OF POSITION

The Juvenile Probation Officer/Specialized Police Officer is responsible for supervision of Juveniles and their court cases, including working with families involved in Delinquency and/or FINS (Family in Need of Services) cases to monitor compliance with court orders, as well as referring juveniles and families to services needed for rehabilitation. Juvenile Probation Officers/Specialized Police Officers provide a safe, secure, and caring environment for all juveniles under their care at the Youth Reporting Center or at all Diversion/Alternative to Detention Program events held monthly. They will work a scheduled shift and be available to work on evenings and weekends as needed to accommodate officer's sick calls and other emergencies.

The Juvenile Probation Officers/Specialized Police Officer will be required to maintain case documents, administer assessments, and testify in court and may be called upon to provide case supervision and courtroom testimony for one or both divisions of the Washington County Juvenile Courts. The Probation officers or Specialized Probation Officers will respond to a twenty-four hour on call schedule on a rotation basis with other Juvenile Probation officers.

Officers assigned to the Youth Reporting Center will provide supervision to youth participating in a community based detention alternative program subject to various shift assignments. Incumbent will be expected to carry out a wide range of responsible work assignments on a shift with minimum of direction. This class is distinguished from the Juvenile Officer position in that the latter is responsible for leadwork responsibilities, program planning and operation of an off-site campus, as well as frequent visits to the supervised youth's home.

This position requires decision-making, problem solving, and accurate reporting skills, as well as the ability to interact effectively with juveniles, families, community groups, and other agencies.

SPECIALIZED PROBATION OFFICERS:

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

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

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Supervise Juveniles and their court cases to which they are assigned, including monitoring the clients' progress and adherence to court orders, identifying potential problems, taking corrective action, and making recommendations to the court. Each officer carries a caseload of ten to eighty cases to supervise.
2. Must be able to travel to other courtrooms within the county during the work day to submit reports and recommendations of court cases to the court and provide case supervision for both divisions of Washington County Juvenile Courts.
3. Perform random visits to the school, home, job site, or treatment facility, as well as conduct regular office visits and phone calls.
4. Maintain contact with juveniles and families, as well as community agencies. All contact with the public will be conducted in a professional manner and in compliance with departmental policy and Arkansas law.
5. Work with Interstate Compact to coordinate the return of juveniles to their home state when they are runaways or have a warrant from another jurisdiction, as well as coordinate the transfer of probation.
6. Work with other Probation Departments throughout the State of Arkansas to share information and provide supervision for juveniles who have moved within the State.
7. In compliance with Act 189-Administer Risk Assessments and Behavior Screening to determine risk level and appropriate services.
8. Make appropriate referrals to public or private agencies, including schools, service providers, community agencies, and the Department of Human Service, to ensure that clients obtain services needed for rehabilitation.
9. Maintain close communications with all law enforcement agencies within Washington County. 10. Facilitate and coordinate medical, counseling, and other mental health related appointments for juveniles in JDC.
10. Facilitate and coordinate medical, counseling, and other mental health related appointments for juveniles in JDC.
11. Bilingual and multilingual staff assist in translating court documents when needed by the court.
12. Work as part of a team with other Officers to provide twenty-four hour on call coverage on a rotating schedule. During each call with a juvenile being cited by law enforcement, the juvenile Probation Officer or Specialized Probation Officer will conduct two separate risk assessment to decide if the juvenile should be released or detained at the Juvenile Detention Center.
13. Notifies detained juvenile and family of delinquency offense(s), charge(s), and reason for detainment, including date, time, and location of detention hearing.
14. This position requires performing occasional evening and weekend work.

15. Respond to Veritracks monitoring system during work hours and after hours for youth on Electronic Monitors (EM). Generate Veritracks reports for other Court Officers on specific youth offenders that are on the Electronic monitor. Such as violation reports and GPS reports.

16. Notifying other officers or On-call officer of serious EM violations after work hours, such as "open Strap violation".

17. Provide transportation and supervision to juveniles to and from home to attend Diversion/Alternative to detention program events or the Youth Reporting Center. Provide transportation to appointments, treatments facilities or other court order places as ordered by the Juvenile Judge.

18. During Diversion/Alternative to Detention program events, officers are responsible for ensuring the juveniles receive a snack or a meal depending on the length of the event.

19. Officers are responsible for keeping all juveniles safe and the community safe by conducting safety pat downs on juvenile's attending program events.

20. Maintain, update, and complete all necessary paper and computer documents to include, but not limited to:

- Maintaining computerized database records of meetings with all concerned parties, psychological assessments, school reports, counseling reports, data on probationer and Family, proof of completion of public service, and payment of fines, cost, fees, restitution.
- Updating the Juvenile Court computer database and State database with case information.
- Preparing requests for the Prosecuting Attorney to file Show Causes and/or Petitions for Revocation of Probation.
- Completing and filing court orders.
- Maintaining paper case files, preparing all needed records for court hearings and distributing reports to all parties before court hearings.
- Ensuring that all juvenile records are kept confidential and that information relating to a juvenile is not released except to authorized persons.

21. Prepare sentencing recommendations based upon consideration of the details of the case, risk assessment and needs of the juvenile involved.

22. Testify in court to present case information, relate successes or problems, inform the court about placement options, and make recommendations about the continued detention or release of a juvenile.

23. Testify in court to present case information, relate successes or problems, inform the court about placement options, and make recommendations about the continued detention or release of a juvenile.

23. Speak to various public and community groups regarding the Juvenile Court process and juvenile services if called upon. May represent the Juvenile Court on committees as assigned by the Judge.

24. Maintain a current knowledge of the Arkansas Juvenile Code, available services, and treatment and placement options, both locally as well as across the State of Arkansas.

OTHER ADDITIONAL DUTIES FOR SPECIALIZED PROBATION OFFICER

25. Administer drug screens to juveniles and their families as ordered by the court.
26. Represent the department in a professional manner, this includes dressing in a professional manner, to enhance the County's image and minimize loss of goodwill.
27. Assist with court security when needed.
28. Assist in taking into custody juveniles or adults when asked by the court at the Washington County Juvenile Justice building.
29. Assist other Probation officers in conducting home visits for the safety of the community and the court officers.
30. Assist in providing extra security at all events for the Diversion or Alternative to Detention Programs.
31. Assist in serving juvenile warrants to juveniles detained in the Washington County Juvenile Detention center.
32. Assist in shift coverage at the Youth Reporting Center as two officers must work at the Youth Reporting Center at All times.
33. Attend all staff meetings and trainings.
34. Perform all other functions assigned to him by Juvenile Judge, Director or supervisors.
35. Perform any other related duties as required or assigned.

QUALIFICATIONS

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

EDUCATION AND EXPERIENCE

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

COMMUNICATION SKILLS

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

MATHEMATICAL SKILLS

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

CRITICAL THINKING SKILLS

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

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

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

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

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

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

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

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

PLANNING

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

DECISION MAKING

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

MENTAL DEMAND

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

ANALYTICAL ABILITY / PROBLEM SOLVING

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

RESPONSIBILITY FOR WORK OF OTHERS

Responsibility for work of others: Not indicated.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Occasionally responsible for 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

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

ANNUAL MONETARY IMPACT

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

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

IMPACT ON END RESULTS

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

PUBLIC CONTACT

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

EMPLOYEE CONTACT

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

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

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

WORKING CONDITIONS

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

ENVIRONMENTAL CONDITIONS

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

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

The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES

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

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

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

ADDITIONAL INFORMATION

EDUCATION and/or EXPERIENCE:

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

The officer should have experience working with teenagers. The officer cannot have a criminal record.

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

OTHER SKILLS and ABILITIES:

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

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

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

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

DBCompensation Job Valuing Summary

SCENARIO **Washington County**
October 2020
 POSITION **Specialized Probation Officer**
 JOB CODE: **17**

FACTOR	BASIS FOR JOB VALUING	DEGREE	VALUE
1	Experience-General: Minimum time to become familiar with requirements of the job.	7	74
2	Experience-Minimum time to become familiar with management requirements of the job.	0	
3	Education: Preliminary formalized training or self-development expressed in terms of equivalent formal education.	5	70
4	Initiative & Ingenuity: Measure of ability to proceed alone, make decisions within authority, and ability to comprehend assignment.	4A 4	6 50
		4B 4	
		4C 4	
5	Mental Demand: Measure of degree of concentration and sensory alertness.	4	49
6	Analytical Ability/Problem Solving: Opportunity to apply analytical ability and self-starting thinking.	6	100
7	Responsibility for Work of Others - Supervision: Appraises responsibility for work and direction of others.	0	
8	Responsibility for Funds, Equipment, Property, Etc.: Personal responsibility and accountability for receipt, storage, issue, or use.	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 5	8 90
		10B 1	
		10C 3	
11	Contacts with Public: Responsibility for effective handling of contacts.	5	80
12	Contacts with Employees: Responsibility for effective handling of others.	5	49
13	Machine-Computer Operations	4	38
14	Working Conditions	7	60
15	Physical Demand	2	8
TOTAL VALUE			757

SIGNED: _____

WASHINGTON COUNTY
Job Evaluation

JOB TITLE: Juvenile Probation Officer/SPO Specialized
Probation Officer

Factor	Basis for Rating	Current Rating	Proposed Rating	Points
1	<u>Experience-General</u> : Minimum time to become familiar with requirements of the job.	7	7	74
2	<u>Experience-Mgmt</u> : Minimum time to become familiar with management requirements of the job.	0	0	0
3	<u>Education</u> : Preliminary formalized training or self-development expressed in terms of equivalent formal education.	5	5	70
4	<u>Initiative & Ingenuity</u> : Measure of ability to proceed alone, make decisions within authority, & ability to comprehend assignment.	6	6	50
5	<u>Mental Demand</u> : Measure of degree of concentration and sensory alertness.	4	4	49
6	<u>Analytical Ability/Problem Solving</u> : Opportunity to apply analytical ability and self-starting thinking.	6	6	100
7	<u>Responsibility for Work of Others - Supervision</u> : Appraises responsibility for work and direction of others.	0	0	0
8	<u>Responsibility for Funds, Equipment, Property, Etc.</u> : Personal responsibility and accountability for receipt, storage, issue, or use.	2	4	32
9	<u>Responsibility for Accuracy</u> : Opportunity for and probable effect of errors.	4	5	57
10	<u>Accountabilities</u> : Freedom to act, monetary impact, & impact on end results.	8	8	90
11	<u>Contacts with Public</u> : Responsibility for effective handling of contacts.	5	5	80
12	<u>Contacts with Employees</u> : Responsibility for effective handling of contacts.	5	5	49
13	<u>Machine Operations</u> :	4	4	38
14	<u>Working Conditions</u> :	7	7	60
15	<u>Physical Demand</u> :	2	2	8
		728		757
	Washington County Salary Grade Level	16		17

Signed: _____

Date: October 12, 2020

Item 21-O-018

ORDINANCE NO. 2021-

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 GRADE OF
THE ASSISTANT OFFICE MANAGER IN THE
ROADS DEPARTMENT BUDGET FOR 2021.

WHEREAS, the Washington County Roads Department
desires to change the grade of two full-time position for 2021.

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

ARTICLE 1. The grade of the personnel positions of
Assistant Office Manager, Grade 10 (Positions 0200031 and 0200046), in the Roads
Department budget of the Road Fund (2000), is hereby changed to Assistant Office
Manager, Grade 11 (Positions 0200031 and 0200046) for 2021.

JOSEPH K. WOOD, County Judge

DATE

BECKY LEWALLEN, County Clerk

Introduced by: **Committee Chair**
Date of Adoption:
Members Voting For:
Members Voting Against:
Members Abstaining:
Members Absent:

Joseph K. Wood
COUNTY JUDGE



WASHINGTON COUNTY, ARKANSAS
COUNTY JUDGE

February 8, 2021

Re: Updating the Assistant Office Manager positions in the Road Department Budget

JESAP and Personnel Committees,

I would like to request that 2021 Washington County Road budget be amended to reflect the corrected grades for the two *Assistant Office Manager* positions. As a result of a regular audit conducted by the compensation consultant and the HR Director, the two slot positions (2000.0200.031 and 2000.0200.046) were incorrectly attributed with a Grade 10 when they should reflect Grade 11.

There are no budget implications from making this amendment.

Respectfully,

Joseph K. Wood
County Judge
Washington County

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 Minorities/Females/Disability/Veterans

Washington County Assistant Office Manager-Road Job Description

Job Code: 11
Exempt: No
Department: Road
Reports To: Office Manager
Location: Road Department Office
Date Prepared: September 15, 2020
Date Revised:
Safety Sensitive: No

GENERAL DESCRIPTION OF POSITION

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

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

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

Not indicated.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Intermediate: Alphanumeric Data Entry, Database, Spreadsheet, Word Processing/Typing

Basic: Accounting

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

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.

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 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 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, 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 frequently required to sit, use hands to finger, handle, or feel, talk or hear; and occasionally required to walk, reach with hands and arms, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision; and ability to adjust focus.

ADDITIONAL INFORMATION

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

WASHINGTON COUNTY
Job Evaluation

JOB TITLE: Assistant Office Manager - Road

Factor	Basis for Rating	Current Rating	Proposed Rating	Points
1	<u>Experience-General</u> : Minimum time to become familiar with requirements of the job.	5	5	54
2	<u>Experience</u> : Minimum time to become familiar with management requirements of the job.	0	0	0
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.	4	4	29
5	<u>Mental Demand</u> : Measure of degree of concentration and sensory alertness.	3	3	28
6	<u>Analytical Ability/Problem Solving</u> : Opportunity to apply analytical ability and self-starting thinking.	4	4	46
7	<u>Responsibility for Work of Others - Supervision</u> : Appraises responsibility for work and direction of others.	1	1	10
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.	6	7	70
11	<u>Contacts with Public</u> : Responsibility for effective handling of contacts.	4	4	57
12	<u>Contacts with Employees</u> : Responsibility for effective handling of contacts.	4	4	38
13	<u>Machine Operations</u> :	4	4	38
14	<u>Working Conditions</u> :	2	2	12
15	<u>Physical Demand</u> :	3	3	8
		495		514
	Washington County Salary Grade Level	10		11

Signed: _____

ORDINANCE NO. 2021-

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 THE ANIMAL CONTROL/CORPORAL POSITION (1000.0400.180) TO LEAD CIVILIAN ANIMAL CONTROL OFFICER IN THE SHERIFF'S BUDGET FOR 2021; AND CHANGING THE TITLE OF CORPORAL POSITIONS (1000.0400.300 – 1000.0400.336) TO DFC/CORPORAL FLEX SLOT POSITIONS IN THE SHERIFF'S BUDGET FOR 2021.

WHEREAS, the Sheriff's Office desires to become more efficient; and,

WHEREAS, to accomplish greater efficiency, certain position title changes are necessary to reduce administrative paperwork and housekeeping.

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

ARTICLE 1. The Quorum Court hereby changes the following titles in the Sheriff's 2021 budget:

<u>Old Title</u>	<u>New Title</u>
Corporal (0400300)	DFC/Corporal Flex Slot (0400300)
Corporal (0400301)	DFC/Corporal Flex Slot (0400301)
Corporal (0400302)	DFC/Corporal Flex Slot (0400302)
Corporal (0400303)	DFC/Corporal Flex Slot (0400303)
Corporal (0400304)	DFC/Corporal Flex Slot (0400304)
Corporal (0400305)	DFC/Corporal Flex Slot (0400305)
Corporal (0400306)	DFC/Corporal Flex Slot (0400306)
Corporal (0400307)	DFC/Corporal Flex Slot (0400307)
Corporal (0400308)	DFC/Corporal Flex Slot (0400308)

42	Corporal (0400309)	DFC/Corporal Flex Slot (0400319)
43	Corporal (0400310)	DFC/Corporal Flex Slot (0400310)
44	Corporal (0400311)	DFC/Corporal Flex Slot (0400311)
45	Corporal (0400312)	DFC/Corporal Flex Slot (0400312)
46	Corporal (0400313)	DFC/Corporal Flex Slot (0400313)
47	Corporal (0400314)	DFC/Corporal Flex Slot (0400314)
48	Corporal (0400315)	DFC/Corporal Flex Slot (0400315)
49	Corporal (0400316)	DFC/Corporal Flex Slot (0400316)
50	Corporal (0400317)	DFC/Corporal Flex Slot (0400317)
51	Corporal (0400318)	DFC/Corporal Flex Slot (0400318)
52	Corporal (0400319)	DFC/Corporal Flex Slot (0400319)
53	Corporal (0400320)	DFC/Corporal Flex Slot (0400320)
54	Corporal (0400321)	DFC/Corporal Flex Slot (0400321)
55	Corporal (0400322)	DFC/Corporal Flex Slot (0400322)
56	Corporal (0400323)	DFC/Corporal Flex Slot (0400323)
57	Corporal (0400324)	DFC/Corporal Flex Slot (0400324)
58	Corporal (0400325)	DFC/Corporal Flex Slot (0400325)
59	Corporal (0400326)	DFC/Corporal Flex Slot (0400326)
60	Corporal (0400327)	DFC/Corporal Flex Slot (0400327)
61	Corporal (0400328)	DFC/Corporal Flex Slot (0400328)
62	Corporal (0400329)	DFC/Corporal Flex Slot (0400329)
63	Corporal (0400330)	DFC/Corporal Flex Slot (0400330)
64	Corporal (0400331)	DFC/Corporal Flex Slot (0400331)
65	Corporal (0400332)	DFC/Corporal Flex Slot (0400332)
66	Corporal (0400333)	DFC/Corporal Flex Slot (0400333)
67	Corporal (0400334)	DFC/Corporal Flex Slot (0400334)
68	Corporal (0400335)	DFC/Corporal Flex Slot (0400335)
69	Corporal (0400336)	DFC/Corporal Flex Slot (0400336)

70
71 **ARTICLE 2.** The title of Animal Control/Corporal (position
72 10000400180) in the Sheriff's Budget is hereby changed to Lead Civilian Animal Control
73 Officer (position 10000400180) in the Sheriff's Budget for 2021.
74
75

76
77 _____
78 JOSEPH K. WOOD, County Judge
79
80 _____
81 DATE

81
82 _____
83 BECKY LEWALLEN, County Clerk

83 Introduced by: **Committee Chair**
84 Date of Adoption:
85 Members Voting For:
86 Members Voting Against:

\\NCFILE01\PBURNETT\DESKTOP\PATTY\PERSONNEL COMMITTEE\2021\21-O-016 AN ORDINANCE CHANGING THE TITLE OF THE ANIMAL CONTROL CORPORAL POSITION TO LEAD CIVILIAN ANIMAL CONTROL OFFICER AND CHANGING THE TITLE OF CORPORAL POSITIONS TO DFC.DOCX

TIM HELDER
SHERIFF



Washington County Sheriff's Office

February 2, 2021

To: JESAP/Personnel/Finance Committees

Due to reorganization and having the Sheriff's Office be more efficient, I am requesting to make the following changes in the 2021 Budget involving existing personnel:

- I request to change the existing Animal Control/Corporal position (1000.0400.180) and rename it to Lead Civilian Animal Control Officer – Sheriff Position – Grade 15.

This position is currently budgeted in the 2021 Budget at an hourly rate of \$28.53 (\$ 59,342 yearly).

The base of a Grade 15 is \$15.43 per hour and the midpoint is \$17.14. I request this position be approved for a salary up to the midpoint. Depending on experience I hope to find a qualified applicant to fill this position interdepartmentally.

By changing this position from sworn to a civilian, we hope to be able to attract a wider range of candidates. The new job description (attached) has been reviewed and graded by the County's Salary Consultant, Blair Johanson.

- I would like to rename the existing Sheriff's Corporal positions (see table below) to DFC/Corporal Flex Slot positions.
 - I. All of the Corporal positions are currently budgeted at the Corporal rate of pay so there would be no impact on the 2021 budget.
 - II. The reason for this requested change is for reduced administrative housekeeping involving paperwork our HR section has to complete whenever the Enforcement Division has a movement within the current DFC/Corporal Flex Slots. It will allow us to keep an employee in the same slot number as they move from Deputy First Class to Corporal.



Budget Position Numbers: Change all of these to DFC/Corporal positions

1000.0400.300	1000.0400.308	1000.0400.315	1000.0400.322	1000.0400.329
1000.0400.301	1000.0400.309	1000.0400.316	1000.0400.323	1000.0400.330
1000.0400.302	1000.0400.310	1000.0400.317	1000.0400.324	1000.0400.331
1000.0400.303	1000.0400.311	1000.0400.318	1000.0400.325	1000.0400.332
1000.0400.304	1000.0400.312	1000.0400.319	1000.0400.326	1000.0400.333
1000.0400.305	1000.0400.313	1000.0400.320	1000.0400.327	1000.0400.334
1000.0400.306	1000.0400.314	1000.0400.321	1000.0400.328	1000.0400.336

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Tim Helder".

Sheriff Tim Helder

Washington County Lead Civilian Animal Control Officer Job Description

Job Code: 15
Exempt: No
Department: Sheriff's Office
Reports To: Sergeant
Location: Sheriff's Office and in the Field
Date Prepared: January 8, 2021
Date Revised: February 2, 2021
Safety Sensitive: No

GENERAL DESCRIPTION OF POSITION

The Lead Animal Control Officer, under the guidance and direction of a Sergeant, is responsible for enforcing Washington County Codes and Ordinances and State Laws dealing with animals and animal control. The Lead Animal Control Officer will carry out daily assignments, follow through on matters, and use independent judgment and training to take appropriate actions to deal with standard recurring situations. The Lead Animal Control Officer is responsible for the administrative duties or details relating to Animal Control.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Enforce County and State animal regulations, including but not limited to, cruelty to animals, dangerous/vicious animals, and animal bites, including dogs, cats, livestock and fowl. Issue court summons when necessary.
2. Patrol assigned County areas, contain and pick-up stray, sick/injured, feral, and/or unwanted and captured domestic animals, transporting them to appropriate destination.
3. Perform emergency animal rescue service, emergency night call service when required.
4. Set traps to capture evasive animals.
5. Educate the public on proper animal care, wildlife problems, and animal control regulations.
6. Issue warnings/citations to animal owners found in violation of animal regulations.
7. Testify in court.
8. Prepare and maintain necessary reports and records.
9. Perform routine vehicle and equipment maintenance.
10. Tranquilize dangerous/vicious animals in a safe, humane manner as authorized by supervisor.
11. Destroy dangerous/vicious animals in a safe, humane manner as authorized by supervisor.
12. Respond to and investigate complaints from citizens concerning domestic or wild animals.

13. Maintain driver's license, vehicle license, and identification on motor vehicle equipment and determine status of equipment.
14. Investigate vicious dog complaints, complete reports and document in the manner prescribed.
15. Investigate all animal bite reports and ensure that the necessary paperwork is forwarded to the local unit of the State Health Department.
16. Provide residents with appropriate forms to register certain types of animals, and ensure that all wild exotic animals of a vicious and ferocious nature are registered with the Sheriff's Office/Animal Control Department and inspect all residences to ensure the proper care is given.
17. Ensure owners have proper enclosures for the animals being harbored according to state laws regarding these breeds of animals.
18. Ensure that rabies control regulations are enforced. Assist with rabies quarantine procedures.
19. Investigate all animal cruelty complaints and document the action taken.
20. Transport stray animals to the appropriate location, schedule animals to be picked up, render first aid to injured animals and transport to a designated animal care facility and document the action in the complaint.
21. Ensure the animal control vehicle and equipment is properly maintained, cleaned, and sanitized at designated intervals.
22. Participate in public education and public relation programs for animal control awareness, as required.
23. Receive training in the use of proper animal restraint procedures. Trained in Taser, baton, pepper spray for defense against aggressive/dangerous animals.
24. Assist division commander with writing policies and procedures relating to animal control.
25. Review all reports forwarded to the Animal Control Department by patrol and ensure each case is followed through as needed.
26. Ensure all animal bite reports are reviewed, forwarded to the Washington County Health Department, and follow-ups are completed. It is the duty of the Lead Animal Control Officer to make certain animals are quarantined properly or euthanasia is carried out in the prescribed manner on animals being shipped to the State Health Department for rabies analysis and to ensure victims and owners are contacted in a timely manner.
27. Ensure all mandatory training for Animal Control Officers is scheduled through their supervisor and the Training Officer, and that all personnel are familiar with the equipment and properly trained in the use.
28. Responsible for ensuring all Animal Control chemicals and chemical capture equipment is secure, and that the logbook is accurate and kept current for each dosage. The Lead Animal Control Officer has sole responsibility for the ordering of all chemicals and overseeing the security of all chemicals and is required to maintain a DEA license to possess the required chemicals/drugs for capture and/or euthanasia.

29. May be required to attend meetings, public hearings, and public relations programs for Animal Control matters.

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

QUALIFICATIONS

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

EDUCATION AND EXPERIENCE

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

COMMUNICATION SKILLS

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

MATHEMATICAL SKILLS

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

CRITICAL THINKING SKILLS

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

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Must have and maintain a valid Arkansas Driver's License. Must have the ability to acquire and maintain a DEA license for the possession of chemicals/drugs required for capture and/or euthanasia.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

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

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

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

PLANNING

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

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

ACCURACY

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

ACCOUNTABILITY**FREEDOM TO ACT**

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

ANNUAL MONETARY IMPACT

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

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

EMPLOYEE CONTACT

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

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

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

WORKING CONDITIONS

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

ENVIRONMENTAL CONDITIONS

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

While performing the functions of this job, the employee is regularly exposed to outdoor weather conditions; occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, risk of radiation, vibration. 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, reach with hands and arms, talk or hear, taste or smell; and occasionally required to climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move more than 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

The incumbent must have the ability to successfully complete 120 hours of the National Animal Control Academy (NACA). The incumbent must have the ability to be certified in proper euthanasia techniques, proper bite stick usage, proper use of the Chemical Immobilization Equipment, and proper animal first-aid. The incumbent should have the knowledge and expertise to investigate and assist in the prosecution of crimes involving animals.

OTHER SKILLS and ABILITIES:

Must not have a criminal record of any kind and before selection into this position, must be able to withstand a complete background investigation. This person must also be proficient in the use of a calculator, computer, vehicle, and radio.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee regularly works in outside weather conditions. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, animal borne illness and diseases, insect bites and infection / illness associated with them, risk of electrical shock, risk of radiation, vibration, and death. The noise level in the typical work environment is moderate to loud. Work involves an element of personal danger and high levels of physical, emotional and mental stress to deal with people and animals in various situations.

DBCompensation Job Valuing Summary

SCENARIO **Washington County**
February 2021
 POSITION **Lead Civilian Animal Control Officer**
 JOB CODE: **15**

FACTOR	BASIS FOR JOB VALUING	DEGREE	VALUE
1	Experience-General: Minimum time to become familiar with requirements of the job.	5	54
2	Experience-Minimum time to become familiar with management requirements of the job.	0	
3	Education: Preliminary formalized training or self-development expressed in terms of equivalent formal education.	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.	0	
8	Responsibility for Funds, Equipment, Property, Etc.: Personal responsibility and accountability for receipt, storage, issue, or use.	4	32
9	Responsibility for Accuracy: Opportunity for and probable effect of errors.	4	44
10	Accountabilities: Freedom to act, monetary impact, and impact on end results.	10A 5	7 70
		10B 0	
		10C 3	
11	Contacts with Public: Responsibility for effective handling of contacts.	5	80
12	Contacts with Employees: Responsibility for effective handling of others.	5	49
13	Machine-Computer Operations	4	38
14	Working Conditions	7	60
15	Physical Demand	5	24
TOTAL VALUE			659

SIGNED: _____