



WASHINGTON COUNTY, ARKANSAS
County Courthouse

MEETING OF THE
WASHINGTON COUNTY QUORUM COURT
PERSONNEL COMMITTEE

Monday, December 06, 2021
6:00 P.M.

Washington County Quorum Court Room

Robert Dennis
Willie Leming
Shannon Marti

Lisa Ecke - Chair

Butch Pond – Vice-Chair
Evelyn Rios Stafford
Shawndra Washington

A G E N D A

1. **CALL TO ORDER AND WELCOME**

2. **PRAYER AND PLEDGE**

3. **ADOPTION OF AGENDA**

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

4. **REQUEST FROM COUNTY JUDGE JOSEPH WOOD** (4.1)

1. Pay increase of the newly hired Quorum Court Coordinator

5. **AN ORDINANCE CHANGING THE GRADES OF VARIOUS POSITIONS IN THE TAX COLLECTOR BUDGET FOR 2022; AND, APPROPRIATING \$25,926.45 TO VARIOUS LINE ITEMS IN VARIOUS BUDGETS FOR 2022** Item 21-O-140 (5.1-5.5)

6. **AN ORDINANCE CHANGING THE TITLE OF THE LEAD DEPUTY CORONER POSITION IN THE CORONER BUDGET FOR 2022** Item 21-O-136 (6.1)

7. **AN ORDINANCE CHANGING THE GRADES OF TWO POSITIONS IN THE PROSECUTOR BUDGET FOR 2022; AND APPROPRIATING \$9,833.91 TO VARIOUS LINE ITEMS IN THE PROSECUTOR BUDGET FOR 2022**

Item 21-O-146 (7.1)

8. **AN ORDINANCE APPROPRIATING \$501,324.10 FROM UNAPPROPRIATED RESERVES IN THE ROAD FUND (2000) TO VARIOUS LINE ITEMS IN THE ROAD DEPARTMENT BUDGET (20000200) FOR 2022 – JP WILLIE LEMING**
Item 21-O-124 (8.1)
9. **AN ORDINANCE APPROPRIATING \$227,642.06 FROM THE ROAD FUND (2000) TO VARIOUS LINE ITEMS IN THE COUNTY ROAD BUDGET (2000.0200) FOR 2022 – JP ROBERT DENNIS** Item 21-O-138 (9.1)
10. **PUBLIC COMMENT**
Twelve-minute comment period with a three-minute limit for each individual to comment on items on the agenda.
11. **ADJOURNMENT**



JOSEPH K. WOOD
County Judge

280 N. College Ave, Ste 500
Fayetteville, AR 72701

WASHINGTON COUNTY, ARKANSAS
County Courthouse

December 2, 2021

Dear JESAP Committee:

I am requesting a pay increase for Myra Collins, the newly hired Quorum Court Coordinator. While the County lost a great asset in Mrs. Patty Burnett when she left, we were fortunate to mitigate that loss by hiring Mrs. Collins. Mrs. Collins brings a wealth of experience and institutional knowledge to the position. Because of Mrs. Collins's knowledge and experience, we will not need to expend a large amount of resources and time to train her for this position. For that reason, I am asking that her pay be increased to the amount of \$16.39 per hour, which is within the budgeted amount for this position.

I appreciate your consideration and approval of this request.

Sincerely,

Joseph K. Wood

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 GRADES OF VARIOUS POSITIONS IN THE TAX COLLECTOR BUDGET FOR 2022; AND APPROPRIATING \$25,926.45 TO VARIOUS LINE ITEMS IN VARIOUS BUDGETS FOR 2022.

WHEREAS, the Washington County Job Evaluation Committee passed a motion approving grade changes to various positions in the Tax Collector Budget for 2022 at their August 2021 regularly scheduled meeting; and,

WHEREAS, the Washington County Tax Collector’s Office desires to incorporate those grades changes in its 2022 budget.

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

ARTICLE 1. The following personnel positions in the Tax Collector’s Budget (10000104) for 2022 are hereby changed as follows: Deputy II Branch Manager, Grade 11 (Position’s 104090, 104091, 104092, and 104094) are hereby changed to Grade 15.

ARTICLE 2. The following personnel positions in the Tax Collector’s Budget (10000104) for 2022 are hereby changed as follows: Deputy II Cashier/ Clerk, Grade 9 (Position’s 104105, 104106, and 104107) are hereby by changed to Grade 11.

ARTICLE 3. The following personnel position in the Tax Collector’s Budget (10000104) for 2022 is hereby changed as follows: Deputy I Cashier/ Clerk, Grade 8 (Position 104108) is hereby by changed to Grade 10.

42 **ARTICLE 4.** The following personnel positions in the Tax
43 Collector's Automation Budget (30010104) for 2022 are hereby changed as follows:
44 Deputy II Branch Manager, Grade 11 (Position's 104093 and 104121) are hereby by
45 changed to Grade 15.

46
47 **ARTICLE 5.** The following personnel position in the Tax
48 Collector's Automation Budget (30010104) for 2022 is hereby changed as follows: Deputy
49 I Cashier/ Clerk, Grade 8 (Position 104120) is hereby by changed to Grade 10.

50
51 **ARTICLE 6.** The Quorum Court hereby appropriates
52 \$13,522.47 from the unappropriated reserves of the General Fund (1000) to the following
53 line items in the Tax Collector Budget for 2022:

54			
55	Salaries Full-Time	10000104.1001	\$ 10,942.00
56	Social Security Matching	10000104.1006	904.15
57	Noncontributory Retirement	10000104.1008	1,676.31
58			

59 **ARTICLE 7.** The Quorum Court hereby appropriates
60 \$12,403.98 from the unappropriated reserves of the Tax Collector Automation Fund
61 (3001) to the following line items in the Tax Collector Automation Budget for 2022:

62			
63	Salaries Full-Time	30010104.1001	\$ 10,087.00
64	Social Security Matching	30010104.1006	771.66
65	Noncontributory Retirement	30010104.1008	1,545.33
66			

67
68
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70 _____
JOSEPH K. WOOD, County Judge

DATE

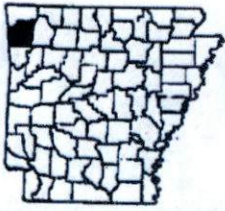
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BECKY LEWALLEN, County Clerk

75
76 Introduced by: **JP Lisa Ecke**

77 Date of Adoption:

78 Members Voting For:

79



Washington County Arkansas
Tax Collector
Angela Wood

280 N. College - Suite 202
Fayetteville AR 72701
479-444-1526

Real Estate and Personal Property Tax

July 23, 2021

JESAP Committee,

Currently the Collectors office has some of the lowest grades in the county and most all positions have not been up dated for 7 years or more. This is the 1st part of a 3 year program we would like to see get changed starting with our 2022 budget. We have been working hard to get 3 job descriptions up to date (which is our lowest paid employees) and successfully got them rerated. Your approval will benefit 11 employees and put these positions in a little more competitive range to similar jobs in our area.

Sincerely,

A handwritten signature in cursive script that reads "Angela Wood".

Angela Wood

Washington County Deputy II Branch Manager Job Description

Job Code: 15
Exempt: No
Department: Tax Collector
Reports To: Assistant Chief Deputy
Location: Collector Branch Offices
Date Prepared: August 08, 2014
Date Revised: July 15, 2021
Safety Sensitive: No

GENERAL DESCRIPTION OF POSITION

The Deputy II Branch Manager position operates in one of three satellite offices located in Fayetteville, Springdale and Lincoln. This position is responsible for collecting tax monies levied from Washington County's personal property and real estate assessments for current and delinquent tax years. The incumbent is also responsible for a large number of personal property assessment clearances, which are necessary to obtain state registration for motor vehicles. It is essential to carefully update and maintain all property tax records with current mailing information and other identifiable information. In addition to doing extensive researches for citizens trying to obtain their vehicle tag, the Branch Manager often assists the Assessor's office with various application forms, making sure the assessments have the correct mailing addresses, values and other important information. This includes making sure the taxpayer has no delinquent co-owners or owes any delinquent taxes to the county or any other counties across the state of Arkansas. The incumbent must interact with State and other County offices in a respectful and professional manner as well as serve the public in person, by telephone or written communication in a problem solving capacity, often under adverse conditions. Each Branch Manager is responsible for their own daily transactions, receipt reports, worksheets and depositing of all tax monies collected in excess of \$248 million in current tax dollars annually. The incumbent must ensure these tax payments are correctly posted for distribution to enable the operation of schools, city jurisdictions and Washington County operations in accordance with Arkansas State law. Failure to collect tax monies in compliance to this standard may result in a monetary fine.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Responsible for giving tax clearances, collecting various forms of payments from other counties and collecting tax payments from over 200,000 Washington County taxpayers in person while working in a satellite office.
2. Each day the incumbent must run receipt reports, scan all checks, enter all tax payment information into the bookkeeping worksheet and write up the deposit for the daily transactions.
3. Prepare paperwork for bookkeeping and secure deposits in a locked bank bag; create change orders for operations of the next day's business.
4. When giving tax clearances, the incumbent must research the taxpayers and/or co-owners name for any delinquent taxes and determine proof of residency for at least two years.
5. Research and have knowledge of over 7 different databases while communicating with the customers often with a language barrier.

6. Assist customers trying to obtain various State registrations and have knowledge of all State procedures and guidelines.
7. Assist new residents by calling other Arkansas counties for tax clearances and collect acceptable forms of payment for any delinquent taxes owed across the State.
8. Enter all clearance information into the clearance log and/or process payments thru a receipting MO database, then mail to appropriate county.
9. Handle high stress situations alone and resolve problems quickly in a respectful and professional manner.
10. Accurately process either cash, credit/debit card, money order, cashier's check or personal check payments into the Collectors tax paying software.
11. Taxpayers paying with personal check must be written in compliance with our company bank. Compare legal line to box amount written and is dated correctly, before issuing a payment receipt.
12. Provide tax information to realtors, attorneys, abstractors, lending institutions, other counties, and individuals either by phone or in person.
13. Pay close attention to detail when it comes to reading notes on assessments and in the Collectors paying system.
14. Assist the Assessor with various application forms including exemption applications, parcel combinations and homestead credits and value freezes. Check assessments for correct mailing addresses, values and double assessments.
15. Ensure that all necessary office supplies are ordered and available to perform day-to-day operations.
16. Assist in the training process for new employees.
17. Attend appropriate training and courses including education (classes and/or seminars) as may be required by the Collector.
18. Perform any other related duties as required or assigned, such as answering phones, working collector help emails, and returned mail.
19. 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 19 to 23 months related experience and/or training, and 1 to 6 months related management experience, or equivalent combination of education and experience.

COMMUNICATION SKILLS

Ability to read a limited number of words and recognize similarities and differences between words and between series of numbers; Ability to write and speak simple sentences as a means for basic communication. Ability to read and understand simple instructions, short correspondence, notes, letters and memos; Ability to write simple correspondence. Ability to read and understand documents such as policy manuals, safety rules, operating and maintenance instructions, and procedure manuals; Ability to write routine reports and correspondence. Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide numbers. Ability to perform these mathematical skills using money and other forms of measurement.

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

Not indicated.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Intermediate: 10-Key, Accounting, Alphanumeric Data Entry, Contact Management, Database
Basic: 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

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

RESPONSIBILITY FOR WORK OF OTHERS

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include but not limited to interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems. Supervises a small group (3-7) of employees, usually of lower classifications. Assigns and checks work; assists and instructs as required and performs same work as those supervised, or closely related work, a portion of the time. Content of the work supervised is of non-technical nature, but presents numerous situations to which policies and precedents must be interpreted and applied.

Supervises the following departments: 3 Bookkeepers match work throughout the day to balance daily collections, deposit and scan checks to match the tax payer and collector's software. This position performance is directly related to the overall collection balance of the Collector's Office. Our Branch managers collect over 20% of Collector's total collections and recordkeeping. Managers work together checking each other's work. They do the same work but have the responsibility to watch-over each other in a supervisory capacity.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

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

ACCURACY

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

ACCOUNTABILITY

FREEDOM TO ACT

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

ANNUAL MONETARY IMPACT

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

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

IMPACT ON END RESULTS

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

PUBLIC CONTACT

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

EMPLOYEE CONTACT

Contacts 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

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.

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 continuously required to sit, reach with hands and arms, talk or hear; regularly required to use hands to finger, handle, or feel; occasionally required to stand, walk, stoop, kneel, crouch, or crawl. 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; and color vision.

ADDITIONAL INFORMATION

2 years of Bank Teller and/or Cashier experience, computer and good customer service and multi-tasking skills with knowledge of email, word, excel and data entry. Must be able to communicate clearly and handle disgruntled taxpayers.

DBCompensation Job Valuing Summary

SCENARIO **Washington County**
August 2021
 POSITION **Deputy II Branch Manager**
JOB CODE: 15

FACTOR	BASIS FOR JOB VALUING	DEGREE	VALUE
1	Experience-General: Minimum time to become familiar with requirements of the job.	4	44
2	Experience-Minimum time to become familiar with management requirements of the job.	1	33
3	Education: Preliminary formalized training or self-development expressed in terms of equivalent formal education.	3	32
4	Initiative & Ingenuity: Measure of ability to proceed alone, make decisions within authority, and ability to comprehend assignment.	4A 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.	5	70
7	Responsibility for Work of Others - Supervision: Appraises responsibility for work and direction of others.	2	33
8	Responsibility for Funds, Equipment, Property, Etc.: Personal responsibility and accountability for receipt, storage, issue, or use.	6	80
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.	4	57
12	Contacts with Employees: Responsibility for effective handling of others.	4	38
13	Machine-Computer Operations	5	76
14	Working Conditions	2	12
15	Physical Demand	2	8
TOTAL VALUE			696

SIGNED: _____

WASHINGTON COUNTY
Job Evaluation

JOB TITLE: Deputy II Branch Manager

Same

Factor	Basis for Rating	Current Rating	Proposed Rating	Points
1	<u>Experience-General:</u> Minimum time to become familiar with requirements of the job.	3	4	44
2	<u>Experience-Mgmt:</u> Minimum time to become familiar with management requirements of the job.	1	1	33
3	<u>Education:</u> Preliminary formalized training or self-development expressed in terms of equivalent formal education.	3	3	32
4	<u>Initiative & Ingenuity:</u> Measure of ability to proceed alone, make decisions within authority, & ability to comprehend assignment.	5	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.	5	5	70
7	<u>Responsibility for Work of Others - Supervision:</u> Appraises responsibility for work and direction of others.	1	2	33
8	<u>Responsibility for Funds, Equipment, Property, Etc.:</u> Personal responsibility and accountability for receipt, storage, issue, or use.	3	6	80
9	<u>Responsibility for Accuracy:</u> Opportunity for and probable effect of errors.	3	4	44
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.	4	4	57
12	<u>Contacts with Employees:</u> Responsibility for effective handling of contacts.	3	4	38
13	<u>Machine Operations:</u>	4	5	76
14	<u>Working Conditions:</u>	2	2	12
15	<u>Physical Demand:</u>	2	2	8
		533		696
	Washington County Salary Grade Level	11		15

Signed: _____

Date: July 15, 2021

**Washington County
Deputy I - Cashier/Clerk
Job Description**

Job Code: 10
Exempt: No
Department: Collector
Reports To: Deputy II Cashier/Clerk & Deputy II Branch Manager
Location: New Court House at 280 N College Ave, Fayetteville
Date Prepared: July 15, 2021
Date Revised:
Safety Sensitive: No

GENERAL DESCRIPTION OF POSITION

The Deputy Collector I position is responsible for collecting tax monies levied from Washington County's personal property and real estate assessments as well as various improvement taxes for current and delinquent years. The incumbent is responsible for maintaining property tax records including current mailing information, unique taxpayer IDs and any other identifying information. The incumbent must interact with the public in person, by telephone and written communication in a problem solving capacity, often under adverse conditions. This includes calculating accurate amounts for delinquent collections, which requires figuring penalty amounts and interest payments. The incumbent must interact with other county offices as well as other professionals when necessary to solve a taxpayer problem. The incumbent often researches tax records while investigating a taxpayer issue. All property tax monies must be accurately processed in accordance with Arkansas state law. Failure to collect tax monies in compliance to this standard may result in a monetary fine. The incumbent must ensure all office functions are performed efficiently in accordance with Washington County policies and procedures in a professional and timely manner. The Deputy Collector I position is responsible for collecting over \$248 million current tax dollars annually and must ensure these tax payments are correctly posted for distribution to enable the operation of schools, city jurisdictions, and Washington County operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. When working at the front counter, you will be assigned a cash drawer for processing tax payments from walk in taxpayers for current and delinquent taxes. If you are not assigned to the front counter you will be processing payments from taxpayers either over the phone or by mail. Washington County has over 200,000 taxpayers.
2. Research the taxpayers name and Verify or update any new mailing addresses or other identifying information for taxpayer.
3. Pay attention to any comments noted on the taxpayer system (for various reasons) before payment is made. Research the property detail and identify the correct year and amount the taxpayer owes.
4. Accurately process either cash, credit/debit card, money order, cashier's check or personal check payments in the Collectors software system.
5. Taxpayers paying with personal check must be written in compliance with our company bank. Compare legal line to box amount written and is dated correctly, then issue receipt of paid taxes to taxpayer either by mail or email.

6. Insure that all tax money received is correctly entered into the system for accurate tax reporting.
7. If assigned a cash drawer you will need to balance at the end of your shift and send all tax payments received to our bookkeeping department to be balanced against receipts issued and then deposited.
8. Handle large volumes of calls occasionally with disgruntled citizens, with professionalism and tact. Be able to establish control of the conversation, despite high emotions, in person or by telephone.
9. Navigate thru the Assessor's office system and website and learn how to break down assessed values and amounts on personal property when requested.
10. Provide accurate information to realtors, attorneys, abstractors, lending institutions and taxpayers either by phone or in person.
11. Provide a tax clearance for taxpayers either in person, by phone from other counties, State organizations or by online assessments received from the Assessor's office for mailing. You will give clearances according to the individual's residence status from the previous year or by any notes saying otherwise in the collector or assessors system.
12. Collect money orders for any delinquent taxes owed to other counties. Ensure that all the other county information is correct on money order and enter the information into a database before mailing. Any clearances given from other counties will also be logged in our clearance log database.
13. Often times you will need to educate new residence and citizens of Washington County the proper procedures for obtaining a vehicle registration/tag renewal.
14. Provide assistance in the branch office as necessary to accept tax payments and balance cash drawers.
15. You will be responsible for any longs and or shorts of payments not correctly receipted.
16. Periodically handle returned mail by searching for new address, etc.
17. Perform any other related duties as required or assigned.

QUALIFICATIONS

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

EDUCATION AND EXPERIENCE

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

COMMUNICATION SKILLS

Ability to read a limited number of words and recognize similarities and differences between words and between series of numbers; Ability to write and speak simple sentences as a means for basic communication. Ability to read and understand simple instructions, short correspondence, notes, letters and memos; Ability to write simple correspondence. Ability to read and understand documents such as policy manuals, safety rules, operating and maintenance instructions, and procedure manuals;

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

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide numbers. Ability to perform these mathematical skills using money and other forms of measurement.

CRITICAL THINKING SKILLS

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

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Intermediate: 10-Key, Accounting, Alphanumeric Data Entry, Contact Management, Database
Basic: Spreadsheet, Word Processing/Typing

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

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

PLANNING

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

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and 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 repetitive. Activities with slight variation using a definite set of processes or directions with some degree of supervision. Choice of learned things in situations which conform to clearly established patterns and modes.

RESPONSIBILITY FOR WORK OF OTHERS

No

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

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

ANNUAL MONETARY IMPACT

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

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

IMPACT ON END RESULTS

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

PUBLIC CONTACT

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

Somewhat disagreeable working conditions. Continuously exposed to one or two elements such as noise, intermittent standing, walking; and pushing, carrying, or lifting. May involve some travel and/or work is at times, in the evening or during the night hours.

ENVIRONMENTAL CONDITIONS

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

While performing the functions of this job, the employee is occasionally exposed to work near moving mechanical parts. The noise level in the work environment is usually quiet.

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.

Highly repetitive, low physical. Highly repetitive type of work which requires concentration in the performance of tasks for consistent time cycles as prescribed by the tasks.

While performing the functions of this job, the employee is continuously required to sit, use hands to finger, handle, or feel, reach with hands and arms, talk or hear; occasionally required to stand, walk, stoop, kneel, crouch, or crawl. 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; and color vision.

ADDITIONAL INFORMATION

1 year of Bank Teller or Cashier experience, basic computer and good customer service skills with knowledge of email, word, excel and data entry. Must be able to communicate clearly and handle disgruntled taxpayers.

DBCompensation Job Valuing Summary

SCENARIO **Washington County**
August 2021
 POSITION **Deputy I - Cashier/Clerk**
 JOB CODE: **10**

FACTOR	BASIS FOR JOB VALUING	DEGREE	VALUE
1	Experience-General: Minimum time to become familiar with requirements of the job.	3	34
2	Experience-Minimum time to become familiar with management requirements of the job.	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 3	4 29
		4B 3	
		4C 3	
5	Mental Demand: Measure of degree of concentration and sensory alertness.	3	28
6	Analytical Ability/Problem Solving: Opportunity to apply analytical ability and self-starting thinking.	3	33
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 4	5 43
		10B 0	
		10C 2	
11	Contacts with Public: Responsibility for effective handling of contacts.	4	57
12	Contacts with Employees: Responsibility for effective handling of others.	3	28
13	Machine-Computer Operations	5	76
14	Working Conditions	3	18
15	Physical Demand	4	19
TOTAL VALUE			473

SIGNED: _____

WASHINGTON COUNTY
Job Evaluation

JOB TITLE: Deputy I - Cashier/Clerk

Same

Factor	Basis for Rating	Current Rating	Proposed Rating	Points
1	<u>Experience-General:</u> Minimum time to become familiar with requirements of the job.	2	3	34
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.	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.	3	3	33
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.	5	4	32
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.	5	5	43
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>	4	5	76
14	<u>Working Conditions:</u>	3	3	18
15	<u>Physical Demand:</u>	2	4	19
		430		473
	Washington County Salary Grade Level	8		10

Signed: _____

Date: July 15, 2021

Washington County Deputy II - Cashier/Clerk Job Description

Job Code: 11
Exempt: No
Department: Tax Collector
Reports To: Deputy III Collector
Location: New Court House
Date Prepared: July 14, 2021
Date Revised: July 15, 2021
Safety Sensitive: No

GENERAL DESCRIPTION OF POSITION

The Deputy Collector II position is responsible for collecting tax monies levied from Washington County's personal property and real estate assessments as well as various improvement taxes for current and delinquent years. The incumbent is responsible for maintaining property tax records including current mailing information, unique taxpayer IDs and any other identifying information. The incumbent must interact with the public in person, by telephone and written communication in a problem-solving capacity, often under adverse conditions. This includes calculating accurate amounts for delinquent collections that requires figuring penalty amounts and interest payments. The incumbent will be cross-trained to assist in other departments or fill in at the branch offices when necessary and interact with other county offices as well as other professionals when necessary to solve a taxpayer problem. The incumbent often researches tax records while investigating a taxpayer issue. All property tax monies must be accurately processed in accordance with Arkansas state law. Failure to collect tax monies in compliance to this standard may result in a monetary fine. The incumbent must ensure all office functions are performed efficiently in accordance with Washington County policies and procedures in a professional and timely manner. The Deputy Collector II position is responsible for collecting over \$248 million current tax dollars annually and must ensure these tax payments are correctly posted for distribution to enable the operation of schools, city jurisdictions, and Washington County operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Will be responsible for accepting tax payments from over 200,000 Washington County taxpayers in person when working an assigned cash drawer on the front counter for current and delinquent taxes, as well as processing tax payments by telephone and mail when at your desk.
2. Research the taxpayers name and Verify or update any new mailing addresses or other identifying information for taxpayer.
3. Pay attention to any comments noted on the taxpayer system (for various reasons) before payment is made and respond accordingly. Research the property detail and identify the correct year and amount the taxpayer owes.
4. Accurately process either cash, credit/debit card, money order, cashier's check or personal check payments in the Collectors software system.
5. Taxpayers paying with personal check must be written in compliance with our company bank. Compare legal line to box amount written and is dated correctly, before issue receipt of paid taxes to taxpayer either by mail or email.

6. Insure that all tax money received is correctly entered into the system for accurate tax reporting.
7. Successfully cross-train in other department work areas as required by the Collector.
8. Assist or operate branch offices in absence of the branch manager for vacation or sick leave. Balance cash drawer and prepare daily worksheets and deposits for bookkeeping to be verified and balanced against receipts issued and then deposited.
9. Handle large volumes of calls occasionally with disgruntled citizens, in a professional and tactful manner. Be able to establish control of the conversation, despite high emotions, in person or by telephone.
10. Navigate the Assessor's Computer Assisted Mass Appraisal (CAMA) system and website in order to break down assessed values on real and personal property when requested.
11. Provide accurate information to realtors, attorneys, abstractors, lending institutions and taxpayers either by phone or in person.
12. Provide a tax clearance for taxpayers either in person, or by phone from other counties, State organizations and by online assessments received from the Assessor's office. Provide clearances according to the individual's residence status from the previous year or by any notes saying otherwise in the collector or assessors system.
13. Collect money orders for any delinquent taxes owed to other counties. Ensure that all former county information is correct on money order and record appropriate information into a database before remitting payment. Any clearances given from other counties will also be logged into the clearance log database.
14. You will frequently need to advise and educate new residents and existing citizens of Washington County concerning the proper procedures for obtaining a vehicle registration/tag renewal.
15. Maintain County to County clearance log.
16. Assist Clerk supervisor and co-cashiers with balancing and cash counts of \$1000 or more and help in other departments when needed.
17. You will be responsible for any discrepancies, including longs and/or shorts of payments incorrectly receipted.
18. Periodically handle return mail by searching for new address, etc. using various resources, including other county offices and web sites.
19. Successfully complete continuing education (classes and/or workshops) as may be required by the Collector.
20. 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 19 to 23 months related experience and/or training, or equivalent combination of education and experience.

COMMUNICATION SKILLS

Ability to read a limited number of words and recognize similarities and differences between words and between series of numbers; Ability to write and speak simple sentences as a means for basic communication. Ability to read and understand simple instructions, short correspondence, notes, letters and memos; Ability to write simple correspondence. Ability to read and understand documents such as policy manuals, safety rules, operating and maintenance instructions, and procedure manuals; Ability to write routine reports and correspondence. Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide numbers. Ability to perform these mathematical skills using money and other forms of measurement.

CRITICAL THINKING SKILLS

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

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Intermediate: 10-Key, Accounting, Alphanumeric Data Entry, Contact Management, Database
Basic: Spreadsheet, Word Processing/Typing

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

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

PLANNING

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

DECISION MAKING

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

MENTAL DEMAND

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

ANALYTICAL ABILITY / PROBLEM SOLVING

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

RESPONSIBILITY FOR WORK OF OTHERS

Lead role with in the absence of the Deputy II Branch Manager

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

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

PUBLIC CONTACT

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

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 work near moving mechanical parts. The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES

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

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

While performing the functions of this job, the employee is continuously required to sit, use hands to finger, handle, or feel, reach with hands and arms; regularly required to talk or hear; occasionally required to stand, walk, stoop, kneel, crouch, or crawl. 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; and color vision.

ADDITIONAL INFORMATION

2 years of Bank Teller or Cashier experience, computer and good customer service skills with knowledge of email, word, excel and data entry. Must be able to communicate clearly and handle disgruntled taxpayers in a professional and tactful manner.

DBCompensation Job Valuing Summary

SCENARIO **Washington County**
August 2021
 POSITION **Deputy II - Cashier/Clerk**
 JOB CODE: **11**

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 3	4 29
		4B 3	
		4C 3	
5	Mental Demand: Measure of degree of concentration and sensory alertness.	3	28
6	Analytical Ability/Problem Solving: Opportunity to apply analytical ability and self-starting thinking.	4	46
7	Responsibility for Work of Others - Supervision: Appraises responsibility for work and direction of others.	0	
8	Responsibility for Funds, Equipment, Property, Etc.: Personal responsibility and accountability for receipt, storage, issue, or use.	5	48
9	Responsibility for Accuracy: Opportunity for and probable effect of errors.	4	44
10	Accountabilities: Freedom to act, monetary impact, and impact on end results.	10A 5	6 51
		10B 0	
		10C 2	
11	Contacts with Public: Responsibility for effective handling of contacts.	4	57
12	Contacts with Employees: Responsibility for effective handling of others.	4	38
13	Machine-Computer Operations	5	76
14	Working Conditions	2	12
15	Physical Demand	3	13
TOTAL VALUE			528

SIGNED: _____

WASHINGTON COUNTY
Job Evaluation

JOB TITLE: Deputy II - Cashier/Clerk

Same

Factor	Basis for Rating	Current Rating	Proposed Rating	Points
1	<u>Experience-General:</u> Minimum time to become familiar with requirements of the job.	4	5	54
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.	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.	0	0	0
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	6	51
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	38
13	<u>Machine Operations:</u>	4	5	76
14	<u>Working Conditions:</u>	2	2	12
15	<u>Physical Demand:</u>	2	3	13
		465		528
	Washington County Salary Grade Level	9		11

Signed: _____

Date: July 15, 2021

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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 LEAD DEPUTY CORONER POSITION IN
THE CORONER BUDGET FOR 2022.**

WHEREAS, the Washington County Coroner desires to
change the title of the Lead Deputy Coroner to Chief Deputy Coroner for 2022.

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

ARTICLE 1. The title of the personnel position of Lead
Deputy Coroner, Grade 18 (Positions 0419003) in the Coroner budget of the General
Fund (10000419) is hereby changed to Chief Deputy Coroner for 2022.

JOSEPH K. WOOD, County Judge

DATE

BECKY LEWALLEN, County Clerk

Introduced by: **JP Lisa Ecke**
Date of Adoption:
Members Voting For:
Members Voting Against:

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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 GRADES OF TWO POSITIONS IN THE PROSECUTOR BUDGET FOR 2022; AND APPROPRIATING \$9,833.91 TO VARIOUS LINE ITEMS IN THE PROSECUTOR BUDGET FOR 2022.

WHEREAS, the Washington County Job Evaluation Committee passed a motion approving grade changes to two positions in the Prosecutor Budget for 2022 at their July 2021 regularly scheduled meeting; and,

WHEREAS, the Prosecutor’s Office desires to incorporate those grades changes in its 2022 budget.

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

ARTICLE 1. The following personnel position in the Prosecutor Budget (10000416) for 2022 is hereby changed as follows: Office Administrator, Grade 17 (Position 0416005) is hereby changed to Grade 20.

ARTICLE 2. The following personnel position in the Prosecutor Budget (10000416) for 2022 is hereby changed as follows: Bilingual Victim Assistance, Grade 13 (Position 0416017) is hereby by changed to Grade 14.

ARTICLE 3. The Quorum Court hereby appropriates \$9,833.91 from the unappropriated reserves of the General Fund (1000) to the following line items in the Prosecutor Budget for 2022:

Salary Full-Time	10000416.1001	\$ 7,997.00
Social Security Matching	10000416.1006	611.77
Noncontributory Retirement	10000416.1008	1,225.14

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JOSEPH K. WOOD, County Judge

DATE

BECKY LEWALLEN, County Clerk

Introduced by: **JP Lisa Ecke**

Date of Adoption:

Members Voting For:

Members Voting Against:

Members Abstaining:

Members Absent:

Committee History:

Quorum Court History:

42 **NOW, THEREFORE, BE IT ORDAINED BY THE QUORUM**
43 **COURT OF WASHINGTON COUNTY, ARKANSAS:**
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45 **ARTICLE 1.** There is hereby appropriated the amount of
46 \$501,324.10 from unappropriated reserves in the Road Fund (2000) to the following line
47 items in the Road Department Budget for 2022:
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49	Salaries, Full-Time	20000200.1001	\$ 407,680.00
50	Social Security Matching	20000200.1006	31,187.52
51	Noncontributory Retirement	20000200.1008	62,456.58

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61 JOSEPH K. WOOD, County Judge

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66 BECKY LEWALLEN, County Clerk
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69 Introduced by: **JP Willie Leming**

70 Date of Adoption:

71 Members Voting For:

72 Members Voting Against:

73 Members Abstaining:

74 Members Absent:
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77 Committee History:

78 Quorum Court History:

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 APPROPRIATING \$227,642.06 FROM THE ROAD FUND (2000) TO VARIOUS LINE ITEMS IN THE COUNTY ROAD BUDGET (2000.0200) FOR 2022.

WHEREAS, the Washington County Road Department provides critical infrastructure services to the County roadway system; and,

WHEREAS, the Road Department’s current wage structure impedes its ability to attract and retain necessary employees; and,

WHEREAS, the Quorum Court desires to increase the wages of all Road Department employees by one dollar per hour.

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

ARTICLE 1. There is hereby appropriated the amount of \$227,642.06 from the unappropriated reserves in the Road Fund (2000) to the following line items in the County Road Budget for 2022:

<u>Road</u>			
Salary Full-Time	20000200.1001		\$ 185,120.00
Social Security	20000200.1006		14,161.68
Noncontributory Retirement	20000200.1008		28,360.38

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JOSEPH K. WOOD, County Judge

DATE

BECKY LEWALLEN, County Clerk

Introduced by: **JP Robert Dennis**

Date of Adoption:

Members Voting For:

Members Voting Against:

Members Abstaining:

Members Absent:

Committee History:

Quorum Court History: