



WASHINGTON COUNTY, ARKANSAS  
County Courthouse

April 3, 2015

MEETING OF THE  
WASHINGTON COUNTY QUORUM COURT  
PERSONNEL COMMITTEE

Monday, April 6, 2015  
5:30 P.M.  
Washington County Quorum Court Room

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Vice Chair Joe Patterson  
Harvey Bowman  
Ann Harbison

Chair Butch Pond

Daniel Balls  
Lisa Ecke  
Bill Ussery

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AGENDA

1. Call to Order.
2. Prayer and Pledge of Allegiance
3. Adoption of Agenda.
4. Report from Blair Johanson, Salary Consultant for Washington County.
5. Request from Public Defender Denny Hyslip for a Full-Time Salaried Deputy Public Defender Position for 2015. Budget Controls state, "Personnel upgrade ordinances (with the exception of grant funds) shall be brought to Personnel Committee, and if approved forwarded to the Finance Committee of the Quorum Court. New positions will be considered during the annual budget process (with the exception of grant funds), unless circumstances warrant that Budget Controls be suspended." (5.1-5.6)
6. Request from County Library Board Director Glenda Audrain for a Full-Time Interlibrary Loan Librarian / Administrative Assistant Position for 2015. Budget Controls state, "Personnel upgrade ordinances (with the exception of grant funds) shall be brought to Personnel Committee, and if approved forwarded to the Finance Committee of the Quorum Court. New positions will be considered during the annual budget process (with the exception of grant funds), unless circumstances warrant that Budget Controls be suspended." (6.1-6.3)

7. Other Business: Any other business to be discussed by the Committee will be brought up at this time.
8. Public Comments.
9. Adjournment.

/cs



**OFFICE OF THE PUBLIC DEFENDER  
4<sup>TH</sup> JUDICIAL DISTRICT  
123 NORTH COLLEGE AVE  
FAYETTEVILLE, ARKANSAS 72701  
(479) 444-1595  
FAX (479) 444-1608**

**Denny Hyslip  
Public Defender**

**Leana Houston  
Chief Deputy**

**Deputy Public Defenders  
Suanne M. Jeffus  
Lisa Parks  
Robert Scott Parks  
Autumn Tolbert  
Blake Chancellor  
Scot Allison  
Matthew Dearmore  
Michael Roberson**

April 2, 2015

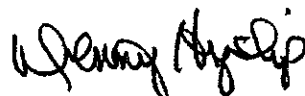
Dear Members of the Personnel Committee and Finance Committee:

The Quorum Court has always been generous in supporting the Washington County Public Defenders Office as we represent indigent people charged with crimes. One of the attorney positions that is funded by Washington County is for a part time attorney position to represent people in district courts charged with misdemeanors. Currently, this attorney is paid an hourly rate of \$17.10 to work thirty hours per week covering the district courts. The case load has increased so much, that they are no longer able to do their work within that amount of time. To give you an example, in July 2009 – June 2010, this office was appointed to represent 685 people on their misdemeanor cases. It has now almost tripled. From July 13, 2013, to June 14, 2014, we were appointed for 1,723 cases in district courts.

The Public Defender Commission has given us some relief. They have contracted with an attorney to cover Springdale, Elm Springs and Johnson. We are needing help from the Quorum Court for the attorney who covers Prairie Grove, Greenland, West Fork, Elkins, Lincoln, Farmington, and Fayetteville. The rising number of cases where we are appointed in these courts has made it difficult for the attorney to adequately represent all of the appointed people in these courts with the time allotted. One consequence of this is that we are having problems retaining an attorney who will agree to this representation, because they fear doing an inadequate job. In court, each week, the time the attorney spends driving to and in court varies. For their time in court and driving to court, the first week of the month, they spend an average of 26 hours, 23 hours for the second week, 24 for the third, and 16 hours for the fourth week. When allowed 30 hours a week of work time, this leaves very little time for the attorney to work the cases. They are required as an attorney to conduct a meaningful investigation by reading the police reports, meeting with the clients, talking to any witnesses, and negotiating with the prosecutors on the cases.

So that we can continue to competently and adequately represent the citizens of Washington County, I ask that this position be made into a full time salary position with the county. Thank you for your consideration of this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Denny Hyslip". The signature is written in a cursive style with a large initial "D".

Denny Hyslip

Name	Annual Salary	Hourly Rate	Department	Job Title	Grade	Length of Service
<b>Public Defender:</b>						
ALLISON, CHARLES	48,818.02	23.47	PUBLIC DEFENDER	DEP PUBLIC DEFENDER	Ung	1 Year 6 Months
DEARMORE, MATTHEW	48,818.02	23.47	PUBLIC DEFENDER	DEP PUBLIC DEFENDER	Ung	1 Year 2 Months

DEPUTY PUBLIC DEFENDER  
Full-Time Position

	Full Year	Start Date
		04/13/2015
SALARIES, FULL-TIME, Slot 0417006 (1000 0416 1001)	48,818.00	31,920.00
SOCIAL SECURITY MATCHING (1000 0416 1006)	3,735.00	2,442.00
NONCONTRIBUTORY RETIREMENT (1000 0416 1008)	7,140.00	4,653.00
HEALTH INSURANCE MATCHING (1000 0416 1009)	4,932.00	3,699.00
LIFE INSURANCE (1000 0416 1016)	132.00	99.00
	64,757.00	39,015.00

**Alexis Ward**

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**Subject:** RE: Market Pay Study

**From:** Blair Johanson [mailto:blair.johanson@johansongroup.net]  
**Sent:** Tuesday, March 31, 2015 8:10 PM  
**To:** Lindsi Huffaker  
**Subject:** Market Pay Study

Lindsi,

The market pay study for the Deputy Public Defender position is summarized in the following table.

Pay study research documents are attached to this email.

Let me know if you have any questions.

Thanks,  
 Blair

Blair Johanson | Johanson Group  
 2928 McKee Circle Suite 123 | Fayetteville, AR 72703  
 pho 479.521.2697 | fax 479.521.5453  
 blair.johanson@johansongroup.net | www.johansongroup.net

Pay Study Source	Job Title	Education / Practice Law in Arkansas / Exp.	Pay Minimum	Pay Midpoint	Pay Maximum
Arkansas State OPM	Public Defender Attorney I	J.D. / Practice Law in AR / 1 Yr.	\$45,377	\$60,124	\$78,038
AR DOL BLS	Attorneys	J.D. / Practice Law in AR / Several Years	\$67,774	\$84,718	\$101,662
IBM Kenexa	Attorney I Government / Fayetteville	J.D. / Practice Law in AR / 0-3 Years.	\$54,880	\$68,600	\$82,320
Arkansas State OPM	Public Defender I	J.D. / Practice Law in AR / 2 Years	\$65,000	\$73,125	\$81,250
<b>Study Average</b>			<b>\$58,258</b>	<b>\$71,642</b>	<b>\$85,818</b>

**From:** Lindsi Huffaker [mailto:LHuffaker@co.washington.ar.us]  
**Sent:** Friday, March 27, 2015 1:58 PM  
**To:** Blair Johanson  
**Subject:** Market Study

Hi Blair,

The Public Defender's office has asked if you can do a market study on the Deputy Public Defender position. They are trying to determine if the position they have is till at market value, because they seem to have a difficult time attracting long term candidates. I have attached the job description, and wanted to see if you could take a look at the position, and see what the current market rate is for this position. It is an unrated professional position at this time, and we are compensating it at \$49,797.22. If the compensation is adequate, we will start looking at other factors that may be affecting their issue.

Thanks,

Lindsi Huffaker  
Washington County  
HR Director  
Ph: 479-444-1728  
Fx: 479-444-1731



GRADE

C124

**CLASS SPECIFICATION**

CLASS TITLE: PUBLIC DEFENDER ATTORNEY I  
Class Code: G065C

45,377 60124 78,038

**CLASS SUMMARY**

The Public Defender Attorney I is responsible for conducting legal research and writing legal documents for use in litigation and for providing legal assistance to clients. This position is governed by state and federal laws and agency/institution policy.

**TYPICAL FUNCTIONS**

Provides legal representation to all defendants, as required by the Courts. Investigates defendant's case by locating and interviewing witnesses, in order to obtain information relevant to the defense of the client. Writes briefs, motions, and other pleadings supporting case arguments to facilitate litigation process. Represents the defendant in legal proceedings including state and federal court. Performs other duties as assigned.

**SPECIAL JOB DIMENSIONS**

Occasional to frequent in-state and out-of state travel may be required.

**KNOWLEDGES, ABILITIES, AND SKILLS**

Knowledge of state and federal laws, regulations, and precedents. Knowledge of legal research and writing techniques. Knowledge of state and federal court practices and procedures. Ability to plan, organize, and direct the work of others. Ability to research, analyze, interpret, and apply legislation and case related information. Ability to conduct litigation. Ability to prepare, present, and review oral and written information and reports.

**MINIMUM QUALIFICATIONS**

Must be licensed to practice law and admitted to the Arkansas State Bar in accordance with ACA 16-22-201; plus one year of experience in law. Must be certified for D and C felonies, misdemeanors, juveniles, guardianship, mental health cases, traffic cases punishable by incarceration and all contempt proceedings punishable by incarceration. Additional requirements determined by the agency for recruiting purposes require review and approval by the Office of Personnel Management. OTHER JOB RELATED EDUCATION AND/OR EXPERIENCE MAY BE SUBSTITUTED FOR ALL OR PART OF THESE BASIC REQUIREMENTS, EXCEPT FOR CERTIFICATION OR LICENSURE REQUIREMENTS, UPON APPROVAL OF THE QUALIFICATIONS REVIEW COMMITTEE.

## CLASS SPECIFICATION

CLASS TITLE: PUBLIC DEFENDER I  
Class Code: G025N

N901

65000 73125 81,250

## CLASS SUMMARY

The Public Defender I is responsible for conducting legal research, writing legal documents to use in litigation, and representing clients in any forum wherein they are at a risk for a loss of liberty. This position is governed by State and Federal law and agency policy.

## TYPICAL FUNCTIONS

Provides legal representation to all defendants, as required by the courts and the Arkansas Public Defender Commission. Investigates defendant's case, by locating and interviewing witnesses, in order to obtain information relevant to the defense and sentence of the client. Write briefs, motions, and other pleadings supporting the case arguments to facilitate the litigation process and prepares, tries, and argues routine and some conflicts cases before state court forums. Drafts new or amended legislation or regulations designed to enforce legislative intent. Represents the agency in defendant legal proceedings, including administrative hearings and state and appellate court hearings. Analyzes and interprets state and federal laws to determine impact on agency programs and to advise personnel in appropriate necessary action. Prepares routine and some conflicts pleadings and outlying court papers in connection with the trials, hearings, and other court procedures, prepares, tries, and argues routine and some conflicts cases before state court forums. Conducts routine negotiations with clients, witnesses, and other interested parties in gathering information, council's clients, and investigates and reviews claims to determine merits or proceedings of the case or complaint. Performs related responsibilities as required or assigned.

## KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of state and federal laws, regulations, and precedents. Knowledge of legal research and writing techniques. Ability to plan, organize, and direct work of others. Ability to research, analyze, interpret, and apply legislation and case related information. Ability to effectively and successfully conduct conflict litigation. Ability to prepare, present, and review oral and written information reports.

## MINIMUM QUALIFICATIONS

The formal education equivalent of a Juris Doctor degree and at least two years practicing law in the defense of criminal cases or the prosecution of criminal cases. Licensed to practice law by the State of Arkansas by the state board of law examiners. Certified to try up to B felonies pursuant to the certification requirements of the Arkansas Public Defender Commission. Additional requirements determined by the agency for recruiting purposes require review and approval by the Office of Personnel Management. **OTHER JOB RELATED EDUCATION AND/OR EXPERIENCE MAY BE SUBSTITUTED FOR ALL OR PART OF THESE BASIC REQUIREMENTS, EXCEPT FOR CERTIFICATION OR LICENSURE REQUIREMENTS, UPON APPROVAL OF THE QUALIFICATIONS REVIEW COMMITTEE.**

## CLASS SPECIFICATION

CLASS TITLE: PUBLIC DEFENDER II  
Class Code: G022N

N 902

67,600 76050 84500

## CLASS SUMMARY

The Public Defender II is responsible for conducting legal research, writing legal documents to use in litigation, and representing clients in any forum wherein they are at a risk for a loss of liberty. This position is governed by State and Federal law and agency policy.

## TYPICAL FUNCTIONS

Provides legal representation to all defendants, as required by the courts and the Arkansas Public Defender Commission. Investigates defendant's case, by locating and interviewing witnesses, in order to obtain information relevant to the defense and sentence of the client. Write briefs, motions, and other pleadings supporting the case arguments to facilitate the litigation process and prepares, tries, and argues routine and some conflicts cases before state court forums. Drafts new or amended legislation or regulations designed to enforce legislative intent. Represents the agency in defendant legal proceedings, including administrative hearings and state and appellate court hearings. Analyzes and interprets state and federal laws to determine impact on agency programs and to advise personnel in appropriate necessary action. Prepares routine and some conflicts pleadings and outlying court papers in connection with the trials, hearings, and other court procedures, prepares, tries, and argues routine and some conflicts cases before state court forums. Conducts routine negotiations with clients, witnesses, and other interested parties in gathering information, council's clients, and investigates and reviews claims to determine merits or proceedings of the case or complaint. Performs related responsibilities as required or assigned.

## KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of state and federal laws, regulations, and precedents. Knowledge of legal research and writing techniques. Ability to plan, organize, and direct work of others. Ability to research, analyze, interpret, and apply legislation and case related information. Ability to effectively and successfully conduct conflict litigation. Ability to prepare, present, and review oral and written information reports.

## MINIMUM QUALIFICATIONS

The formal education equivalent of a Juris Doctor degree and at least three years practicing law in the defense of criminal cases or the prosecution of criminal cases. Licensed to practice law by the State of Arkansas by the state board of law examiners. Certified to try up to B felonies pursuant to the certification requirements of the Arkansas Public Defender Commission. Additional requirements determined by the agency for recruiting purposes require review and approval by the Office of Personnel Management. **OTHER JOB RELATED EDUCATION AND/OR EXPERIENCE MAY BE SUBSTITUTED FOR ALL OR PART OF THESE BASIC REQUIREMENTS, EXCEPT FOR CERTIFICATION OR LICENSURE REQUIREMENTS, UPON APPROVAL OF THE QUALIFICATIONS REVIEW COMMITTEE.**

## CLASS SPECIFICATION

CLASS TITLE: PUBLIC DEFENDER III

Class Code: G012N

N905

76041 85,546 96057

## CLASS SUMMARY

The Public Defender Attorney III is responsible for interviewing, hiring, assigning work, reviewing complicated legal documents, providing guidance and assistance, and evaluating the performance of incumbents. This position is governed by state and federal laws and agency/institution policy.

## TYPICAL FUNCTIONS

Supervises small to medium professional and administrative support staff by interviewing, hiring, assigning work, viewing complicated legal documents, providing guidance and assistance, and evaluating performance of incumbents. Researches previous cases, decisions, state statutes, case law, and federal legislation relating to current cases, to prepare for litigation or settlement, and reviews and analyzes agency reports/records related to cases. Assists staff public defenders in obtaining expert witnesses and other resources from the Public Defender Commission, as needed. Advises personnel on legal problems and renders legal opinions pertaining to agency programs and responsibilities. Advises Public Defender Commission and Legislature of needed legislation. Appears with the Executive Director at the Legislature, as needed, to both support the budget and speak for and against substantive legislation. Prepares and presents public defender budget to County Quorum Court. Consults with County Judge and quorum court members regarding county personnel issues and budget issues. Consults with circuit court judges and district court judges on public defender fees, user fees, and scheduling of public defender cases. Attends and participates in meetings, conferences, and seminars to obtain continuing legal education credits and to stay abreast of changing legislation and trends which might impact agency programs. Performs related responsibilities as required or assigned.

## KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of criminal law. Knowledge of state and federal laws, regulations, and precedents. Knowledge of legal research and writing techniques. Ability to plan, organize, and direct work of others. Ability to problem solve in personnel situations. Ability to research, analyze, interpret, and apply legislation and case related information. Ability to conduct conflict's litigation. Ability to prepare, present, and review oral and written informational reports. Ability to prepare, present, and justify budgetary needs.

## MINIMUM QUALIFICATIONS

The formal education equivalent of a Juris Doctor degree and at least seven years practicing law in the defense of criminal cases and trial work; plus two years of experience in a leadership or supervisory position. Licensed to practice law by the State of Arkansas. Be Y certified or attain Y qualifications within one year of employment. Additional requirements determined by the agency for recruiting purposes require review and approval by the Office of Personnel Management. OTHER JOB RELATED EDUCATION AND/OR EXPERIENCE MAY BE SUBSTITUTED FOR ALL OR PART OF THESE BASIC REQUIREMENTS, EXCEPT FOR CERTIFICATION OR LICENSURE REQUIREMENTS, UPON APPROVAL OF THE QUALIFICATIONS REVIEW COMMITTEE

# CompAnalyst Market Data Multiple Job Report

# companalyst

Data effective 03/01/2015 | Data shown in 000s | Aging factor 0.00% | Position adjusted 0.00% | TCC Shown at Actual

Compensation Data											
#Orgs	#Incs	Base							TCC		
		10th%	25th%	50th%	75th%	90th%	Avg	25th%	50th%	75th%	Avg
20	200	61.1	71.6	83.1	95.5	106.8	86.0	74.4	87.8	102.7	91.5
†	†	52.4	61.2	70.9	81.6	91.2	73.5	63.8	73.1	87.8	78.3
175†	700†	58.9	68.9	79.9	91.8	102.7	82.8	71.8	84.5	98.8	88.2
†	†	50.6	59.2	68.6	78.9	88.2	71.1	61.7	72.6	84.9	75.7

Country	National Averages				Bonus Target %
	Min	Mid	Max	Bonus Target %	
Attorney I (LE11000001)	68.0	89.3	105.1	13.9	
United States (USD)					

# CompAnalyst Market Data Multiple Job Report

companalyst

## Attorney I (LE11000001)

Prepares and examines contracts involving leases, licenses, purchases, sales, insurance, etc. Provides legal advice to an organization, prepares resolutions and forms, and participates in major legal actions. Responsible for foreseeing and protecting company against legal risks. Must be a graduate of an accredited law school with 0-3 years of experience. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required.

### Alternate Job Title(s)

Entry Level Attorney | Attorney I | Lawyer I

Level: Entry Level (I)

FLSA Status\*: Typically Exempt

### Report

† Analysis based on at least this many orgs/incs that partially match the selected scope.

‡ Analysis based on all orgs/incs adjusted for selected scope.

\* Displayed as general business information only; not legal advice.

Note: All orgs/incs are at least the number specified.

Rate: Annual

**Carly Sandidge**

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**From:** Lindsi Huffaker  
**Sent:** Friday, April 03, 2015 12:09 PM  
**To:** Carly Sandidge  
**Subject:** FW: Expansion of part-time position to full-time for the Library  
**Attachments:** Position expansion justification 2015.docx; Inter Library Loan Administrative Assistant 2015.doc

The Library would like to add the following request to the agenda as well.

Thanks,

Lindsi Huffaker  
 Washington County  
 HR Director  
 Ph: 479-444-1728  
 Fx: 479-444-1731

**From:** Glenda Audrain [<mailto:glendaa@wcls.lib.ar.us>]  
**Sent:** Thursday, April 02, 2015 11:04 AM  
**To:** Lindsi Huffaker  
**Subject:** Expansion of part-time position to full-time for the Library

Hi Lindsi,

The Washington County Library Board voted at their March 19<sup>th</sup> meeting to approve the expansion of the part-time Interlibrary Loan Clerk to full-time Interlibrary Loan/Administrative Assistant. They also approved moving the necessary funds for the existing Interlibrary Loan clerk position from the Part-Time Salaries line item to the Full-Time Salaries line item with the remainder of the required funding coming from the library reserve funds. I have attached the justification information which was presented to the Library Board and a copy of the job description. The position has been rated as Grade 13, with pay starting at \$13.25 per hour which will result in an annual salary of \$27,555.84.

I do hope the members of the JESAP and Quorum Court Finance Committees will take this position expansion under consideration.

Please let me know if you need anything else from me,

Thank you,

Glenda

Glenda Audrain  
 Director  
 Washington County Library System  
 1080 West Clydesdal Drive  
 Fayetteville, AR 72701  
 479-442-6253  
 Fax 479-442-6812

Since Steven resigned as Assistant Director in October 2012 I have been doing the work of both positions. While I don't think we need a full-time Assistant Director at this time, I could use some help in maintaining the daily work and covering the office. Currently I am the only one in the office on Wednesday and Thursday mornings. I have to schedule when I am out of the office according to staff coverage. This includes visiting the libraries when they need assistance.

I've talked to Human Resources and I can expand a part-time position into full-time by following a process of presenting the needs to the JESAP, Personnel, and Budget committees. I can expand the Interlibrary Loan position into an Interlibrary Loan/Administrative Assistant position for about an additional \$15,000 for the rest of this year. The Interlibrary Loan position handles the next highest level of complexity and responsibility after the Director's and Children's Librarian's positions. I believe having this position in place whenever I leave will provide the new director with good support.

I have been gradually giving more responsibilities to the interlibrary loan position as I have needed: paying invoices, reconciling the credit card statement, doing the selection for the Overdrive downloadable purchases. I would like to add some database maintenance and other duties to that position also, but that increases the workload to more than a part-time position.

Georgia is more than willing to accept the additional responsibilities and hours to keep the office running efficiently and to allow me more flexibility in my work. I will appreciate your input on this topic.



**WASHINGTON COUNTY**  
Job Description

**JOB TITLE: Interlibrary Loan Librarian/Administrative Assistant**

Exempt (Y/N): No

DATE PREPARED: March, 2015

DEPARTMENT: Washington County Library System

SUPERVISOR: Director

**SUMMARY:**

Under the general direction of the Director, performs standardized duties requiring extensive use of a computer, a library online catalog, and various databases. The position also includes general clerical responsibilities related to the process of obtaining and lending materials to libraries throughout the country. This individual has extensive contact with the member librarians throughout Washington County and must be prepared to answer or refer a wide range of questions.

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

1. Perform a variety of daily routines related to the lending and borrowing of materials to and from member libraries. Common activities include searching databases, placing orders, physically processing materials, sorting mail, keeping records, and invoicing libraries for lost materials.
2. Answer inquiries from librarians throughout Washington County on a variety of topics utilizing excellent interpersonal skills.
3. Perform updates and maintain records in the library's online system with respect to the interlibrary loans.
4. Work with the Director to monitor, maintain, and improve all aspects of the interlibrary loan process throughout Washington County. Must be able to identify problems and participate in group processes to develop solutions.
5. Serve as administrative assistant to the Director. Prepare invoices and credit card statements and submit to the Comptroller's Office.
6. Assist the Director in maintaining the integrity of the online catalog by enhancing and updating bibliographic records. Also assist the Director in selection of books and downloadable materials for purchase for the libraries.
7. Serve as backup in the office when the Director is away.
8. Supervise and recruit volunteers for the office and special projects.
9. Other duties as required, including assisting with the processing of materials, staffing rural libraries during absences, keeping statistics, attending meetings, providing workshops for downloadable materials.

9. Maintain regular job attendance.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

College degree required. Two years office experience is required to gain needed office skills. Previous experience working in a Library is preferred.

**OTHER SKILLS and ABILITIES:**

The applicant must possess excellent communication and interpersonal skills. The applicant must also have good computer skills and the ability to learn all aspects of the library's online catalog and relevant databases. The person in this position must also be able to establish and maintain a good working relationship with the public, other employees, and especially the member librarians of the system.

**PHYSICAL DEMANDS:**

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

While performing the duties of this job, the employee is regularly required to sit, stand, walk, and talk or hear; use hands to finger, handle or feel objects. Also, the employee must climb ladders, reach with hands and arms, and stoop, kneel, or crouch. Specific vision abilities required by this job include distance and close vision and the ability to adjust focus.

The employee must occasionally lift and/or move up to 25 pounds.

**WORK ENVIRONMENT:**

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

The noise level in the typical work environment is moderate. Must be able to lift and move book boxes.