

**HUMAN RESOURCES COMMITTEE
SPECIAL MEETING
GARLAND COUNTY COURTHOUSE
MONDAY, MARCH 5, 2018
ROOM 200-5:15 p.m.**

A G E N D A

1. Call to Order.
2. The Garland County Sheriff has submitted a request to delete the position of Bookkeeper and create a position of Senior Bookkeeper. The Sheriff's request letter and job description are included in the packet.

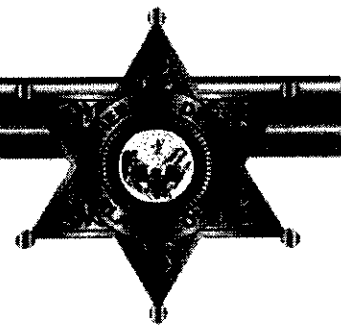
Minimum	Midpoint	Maximum	Rating	Current Salary
\$25,989	\$32,486	\$38,983	592	\$29,702
Minimum	Midpoint	Maximum	Rating	Requested Salary
\$31,619	\$39,524	\$47,429	782	\$31,781

3. The Garland County Assessor has submitted the job description of Chief Deputy Assessor for update and re-rate: The Assessor's request email and the job description are included in the packet.

Minimum	Midpoint	Maximum	Rating	Current Salary
\$38,672	\$48,340	\$58,008	1020	\$39,149
Minimum	Midpoint	Maximum	Rating	Requested Salary
\$41,042	\$51,303	\$61,563	1200	\$41,889

4. Request to approve a part-time hourly rate of \$15.00 per hour for a Legal Assistant to be assigned to the County Attorney effective April 1, 2018.
5. Adjourn.

**GARLAND COUNTY
SHERIFF'S OFFICE**



Mike McCormick
Sheriff

01/26/2018

To: Human Resources Committee

From: Sheriff Mike McCormick

Re: Reassigning Bookkeeper to Senior Bookkeeper

The Garland County Sheriff's Department is currently requesting the position of Bookkeeper to be reassigned the title of Senior Bookkeeper. This new position will add supervisory duties, audit controls and full responsibility of daily finance operations for the Sheriff's Department. Our bookkeeping department maintains 8 checking accounts (Accounting for all Fines, Fees assigned by the courts, Inmate Commissary, Sheriff's Radio Account, Circuit Court Fines, Petty Cash and Miscellaneous) and processes all purchasing for the Detention Center and the Sheriff's Office. The bookkeeping department currently employees 3 bookkeepers, each with specific assigned task and cross-trained to assist in each other's position. The Senior bookkeeper is qualified to complete all task associated with our current department.

Should the re-rate request be approved by the Human Resources Committee I would further request the Finance Committee to appropriate funds to get the Senior Bookkeeper salary to the minimum level of the new rating.

GARLAND COUNTY, AR
Position Description

JOB TITLE: Senior Bookkeeper

Exempt (Y/N): No

DEPARTMENT: Enforcement / Detention

DATE PREPARED: January 2018

SUPERVISOR: Undersheriff

SUMMARY:

Under the supervision of the Undersheriff the Senior Bookkeeper performs detailed and complex accounting and financial tasks and organizes and coordinates such tasks for the Sheriff's Office Enforcement and Detention Divisions. The incumbent assists the Undersheriff in developing and maintaining an accurate budget for the Sheriff's Department. The Senior Bookkeeper is responsible for all financial functions of the Sheriff's Department and handles each situation according to County, Sheriff's Office, and State policy and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned, as deemed necessary.

1. Performs duties for the Sheriff's department, including, but not limited to:
 - a. Oversees documents and recording of all revenues generated by the Sheriff's Department and their impact on the operating budget.
 - b. Supervises fiscal operations including assistance in preparation, administration and maintenance of the annual Sheriff's Department budgets and any supplementary or deficiency budgets, maintenance of all accounts and accounting records and preparation of payroll.
 - c. Maintains the budget constraints of the Sheriff's Department.
 - d. Maintains budgetary and fiscal controls, performs cost-benefit analyses; provides forecasts of revenues and expenditures.
 - e. Confers with staff and provides information regarding budgeting and accounting processes.
 - f. Audits commissary and inmates accounts.
 - g. Conducts studies and makes recommendations regarding organizations internal procedures.
 - h. Oversees financial aspects of contract services.
 - i. Prepares monthly cost projections.
 - j. Coordinates with Grant Administrator the use of financial resources including federal resources.
 - k. Supervises and coordinates a wide variety of financial and operational activities.
 - l. Supervises the implementation of the fiscal information reporting systems.
 - m. Provides for review of time cards for accuracy and completeness.

- n. Maintains accounting and auditing controls; establishes balances and reconciles records, reports, journals, budget, payroll, or related statistical data.
- o. Audits and verifies various information including source data and reports.
- p. Supervises the maintenance statistical reporting system of the-Sheriff's Department, performs cost analysis as necessary.
- q. Conducts surveys and performs research and statistical analyses on administrative and/or fiscal/budgetary problems.
- r. Responds to citizen complaints and requests for specialized information, as required.
- s. Represents Finance for the Sheriff's Department in interdepartmental, community, and/or professional meetings, as required.
- t. Reviews accounting documents to see that information and calculations are accurate.
- u. Reviews and recommends modifications to existing or creation of accounting systems and procedures; may assist with or coordinate the automation of manual accounting systems.
- v. Makes certain perpetual audits are performed and initiates corrective action.
- w. Provides technical support to internal and outside auditors and State Auditors.
- x. Conducts analyses or directs the automation of various fiscal and programming record keeping processes.
- y. Designs and recommends systems, procedures, forms and instructions related to finance.
- z. Supervises payroll, accounting, revenue collections, research and statistics, assists in purchasing, and other related services as assigned.
- aa. Performs difficult, technical, and specialized office support work which may require the use of independent judgment and the application of technical skills.
- bb. Prepares correspondence, memoranda, and other documentation.
- cc. Reviews purchase orders for accuracy, completion, and clarify, corrects any ambiguities in purchase orders and adds needed information.
- dd. Performs a variety of general office support work such as organizing and maintaining various files, typing correspondence, reports, forms, specialized documents, and proofreading and reviewing materials for accuracy, completeness and compliance with policy and procedure and regulations.
- ee. Conducts all liaison activities in a professional manner to provide for maximum cooperation between and among the County, the public, and other agencies.
- ff. Provides information to the public or to County Staff that requires the use of judgment and the interpretation of policies, rules and procedures.
- gg. Assists in the development and application of related policy and procedures.

- hh. Oversees the reconciliation and balances all accounts. Disburse monthly settlements to the County Treasurer and cash bonds to Chancery and Circuit Courts.
- ii. Reviews annual program budget, including expenditures and revenues.
- jj. Assumes all responsibilities of subordinate staff as required.
- kk. Provides backup to other positions when necessary.

SUPERVISORY RESPONSIBILITIES:

1. Directly supervises two (2) Bookkeepers. Circuit and Fines and Fees.
2. May plan, direct, review and evaluate the work of support staff on a project or day-to-day basis; may train staff in work procedures.
3. Carries out responsibilities in accordance with the County's policies, the Sheriff's Office Policy and Procedure Manual and applicable laws and ordinances.

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.

1. May be required to take and pass an assessment prior to employment.
2. Ability to pass a criminal background investigation to determine if the incumbent is of good moral character, honest, reliable, local and above reproach.
3. Willingness to submit to and pass urinalysis.
4. Agreement to maintain a drug-free and tobacco-free workplace.
5. Has good work habits and ethic (i.e., positive attitude, punctuality, maintain professional attire and neat appearance, ability to get along with others).
6. Demonstrates the ability to participate in positive interpersonal relationships and maintain effective relationships with people of varied economic, educational and cultural backgrounds.
7. Fluent in English.
8. Positive role model for the staff, volunteers and visitors.

EDUCATION, TRAINING, and/or EXPERIENCE:

Completion of the following is required or any combination of education, work experience and training which would be considered equivalent.

Minimum of high school diploma or general education degree (GED); must have a working knowledge of office procedure, must have a minimum of five years managerial experience and a minimum of five years general office accounting/bookkeeping experience. Or a combination thereof.

OTHER SKILLS and ABILITIES:

The incumbent must possess the following skills and abilities:

1. Knowledge of the rules, regulations, terminology, and processes related to the completion and processing of varied accounting documents.
2. Ability to use initiative and sound independent judgment within established guidelines.
3. Ability to use judgment and determine matters such as where funds are to be credited, and have the skills necessary to interpret the legislation that mandates the use of the funds which the Sheriff's Office receives.
4. Aware of new and emerging technologies and their possible use in the Sheriff's Department.
5. Demonstrates advanced analytical skills and can perform advanced mathematical functions.
6. Demonstrates exceptional organizational skills, attention to detail and a desire to achieve accuracy in all transactions.
7. Demonstrates the ability to follow written and verbal instructions, coordinate work assignments, and complete work assignments in a timely manner and on schedule, and function under administrative pressure.
8. Display the ability to meet deadlines and efficiently manage multiple tasks on a wide variety of time sensitive tasks with speed and accuracy.
9. Accurately enters statistical information and develops and presents meaningful reports using data.
10. Ability to accurately type a minimum of 40 wpm.
11. Knowledge of supervisory techniques and management principles including policies/procedures and rules/regulations.
12. Knowledge of the principles and responsibilities of the position and skills required to perform the work.
13. Maintains accurate records adhering to state, federal, county, city laws/ordinances.
14. Provides good interpersonal and communication skills, both verbal and written.
15. Willingness to keep current on computer skills, applications and office practices and obtain training as necessary.

PHYSICAL DEMANDS:

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

1. While performing the duties of this job, the incumbent is regularly required to stand, sit and walk; reach with hands and arms; use hands to finger, handle, or feel objects, or controls; possess the ability to taste/smell; and talk or hear.

2. The incumbent occasionally is required to kneel or crouch.
3. The incumbent is expected to have good hand-eye coordination.
4. Must be able to hear and communicate effectively.
5. Specific vision abilities required by this job include color vision, close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.
6. The employee must occasionally lift and/or move up to 25 pounds.
7. The work is mostly sedentary.
8. Appropriate oral skills to be clearly understood on the telephone and in person.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those the position may encounter while performing the essential functions of this job.

1. The noise level in the work environment may be moderate.

Valerie Dodge

From: Shannon Sharp
Sent: Monday, February 26, 2018 4:06 PM
To: Valerie Dodge
Subject: Update Job Description

Hi Valerie,

Please add me to the agenda for human resources to get my Chief Deputy job description approved.

Also, please add me to the finance agenda.

Thank You,

Shannon Sharp
Garland County Assessor
501-622-3730
ssharp@garlandcounty.org

Garland County
Job Description

JOB TITLE: Chief Deputy Assessor

Exempt (Y/N): Yes

DEPARTMENT: Assessor's Office

DATE REVISED: February 2018

SUPERVISOR: Assessor

SUMMARY:

The Chief Deputy Assessor is the Assessor's second in command for the office. The Chief Deputy Assessor is accountable for the overall management of the office and supervision of all department personnel. This position is responsible for maintaining accurate real estate, personal property and commercial personal property records in excess of \$10.2 billion in appraised value throughout the County.

ORGANIZATION AND PRODUCTIVITY is a major aspect in the Assessment process to ensure deadlines are met and values are accurate.

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

1. Establish procedures and policies regarding workflow and accuracy. — <
2. Responsible for the smooth and professional operation of the Assessor's office.
3. Supervise all personnel, 3 departments with 17 employees and PC's.
4. Resolve problems and deal with customers in a professional manner.
5. Deal directly with the Assessment Coordination Department concerning Assessor's abstract and assessment procedures.
6. Provide training to employees and manage education requirements to ensure all staff have achieved certification as required by the Assessment Coordination Department.
7. Run reports and edits on personnel to ensure real and personal property is correctly assessed. Resolve incorrect assessments and ensure the employee is aware of the error made and the correct way to assess the property.
8. Assist the Assessor with matters involving County policies.
9. Assist the Assessor to establish fair and equitable values for personal property when the Assessment Coordination Department doesn't provide a value.
10. In the absence of the Assessor, attend all meetings and act on his/her behalf.
11. Ensure information requested by the Assessment Coordination Department, taxpayers, tax consultants, Equalization Board members, Quorum Court Official's is accurate and available.

12. Assist state auditors in obtaining necessary information for ratio studies.
13. Assist the assessor in obtaining necessary information required for Legislation audit.
14. Maintain and assist in the preparation of the yearly budget.
15. Responsible for procurement of office supplies and equipment to ensure timely completion of important functions of the office.
16. Maintain personnel records.
17. Direct interaction with finance department to ensure payroll spreadsheets are accurate and turned in when required.
18. Prepare and submit claims to finance department for payment of all invoices.
19. Assist with the management of the Assessor's website.
20. Conduct and chair meetings with personnel to ensure efficient organization relating to property assessment.
21. Represent the office to professional groups to obtain cooperation and assistance.
22. Assist Assessor with (hiring/firing) personnel decisions.
23. Process exemption requests, including physical inspections of personal and real properties. Assessor considers all non-routine requests.
24. Maintain and turn in required information for copiers and printers to ensure the maintenance contract is in compliance.
25. Conduct activities in a professional manner and ensure maximum cooperation between and among the county, public and other agencies.
26. May be required to travel for training and /or to represent the Assessor's Office at various meetings and functions.
27. Ensure that all activities are professionally and ethically performed in accordance within the law to protect the individual rights of all citizens.

SUPERVISORY RESPONSIBILITIES:

Directly supervises 3 departments with 17 employees within the Assessor's Office. Carries out supervisory responsibilities in accordance with the county's policies and applicable laws.

Responsibilities include interviewing applicants, assist in hiring/firing, and training employees; planning, assigning, and directing work; addressing complaints and resolving problems; maintains personnel records and payroll data.

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: A minimum of high school diploma or general education degree (GED); and five (5) years' experience in assessment procedures, must obtain International Association of Assessing Officers Level 4 designation as a Senior Appraiser and or Senior Administrator. IAAO professional designation is a symbol of knowledge, experience and competence recognized around the globe. This designation provides innovation, excellence and education in property tax assessment, appraisal, administration and policy.

OTHER SKILLS and ABILITIES:

The incumbent should possess good problem-solving and computer skills; excellent interpersonal skills when dealing with taxpayers and other employees; have knowledge of modern office practices, procedures, and equipment; have strong written and verbal communication skills; required to have understanding of assessment laws and terminology. Must have the ability to work quickly and possess expertise when operating machines. This person must possess strong supervisory skills in order to direct the work of others in an efficient and professional manner.

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 must regularly stand, talk, hear, sit, use hands to finger, handle, or feel objects, reach with hands and arms. Specific vision abilities required by this job include the ability to adjust focus, distance vision, and close vision. The employee must occasionally be required to lift up to 10 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 work environment is usually moderate.