

**HUMAN RESOURCES COMMITTEE
GARLAND COUNTY COURTHOUSE
COUNTY COURTROOM 200
NOVEMBER 1, 2021 AT 5:15 PM
SPECIAL MEETING AGENDA**

Members Chairman Anderson, Vice Chairman Reagan, Justices Owen, Horner, Dixon, Raney and Faulkner

All Justices of the Peace are invited to attend.

1. Call to order and invocation.
2. Consideration of a request from the Sheriff for a title change from District Court Bailiff to Courthouse Bailiff (PCN#1000.0400.0574)
3. Consideration of a request from the Circuit Clerk for a salary increase for a Deputy Circuit Clerk (PCN#1000.0102.0302). The Circuit Clerk's request letter is attached for review.
4. Adjourn.

TO: Garland County Finance and Human Resource Committees

From: Jeannie Pike, Circuit Clerk

Date: October 5, 2021

Subject: Salary Request

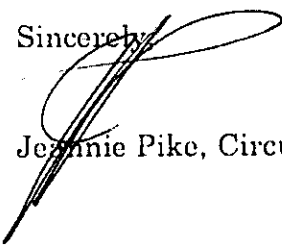
I respectfully request that The Deputy Circuit Clerk in the Juvenile Division have a salary increase.

The Deputy Circuit Clerk in the Juvenile Division is responsible for creating and maintaining all of the juvenile physical and electronic files. The Deputy Circuit Clerk provides assistance to attorneys and all other parties involved in juvenile cases with information for Delinquent, Families in Need of Services, and Dependency Neglect Court cases. The Deputy Circuit Clerk electronically scan and file all documents and pleadings to ensure the legality of all supporting and required documents. These documents include, but are not limited to, pleadings, various court orders, guardianships, court reports, etc. The Deputy Circuit Clerk is responsible for preparing all juvenile appeals, and electronically docketing all filings and dispositions to include all audit codes required by the state of Arkansas' Court Automation System (Contexte.) In addition, the Deputy Circuit Clerk is responsible for destroying all physical juvenile records after the juvenile reaches his or her 21st birthday in accordance with Arkansas Juvenile Code. All duties must be performed efficiently, accurately, timely, in a professional manner, and all juvenile records shall be kept confidential.

I filled the Deputy Circuit Clerk in the Juvenile Division position on March 1, 2021 at a much lower salary (\$23,485.14) then appropriated (\$28,280.25) as it was a new hire. Each Deputy Clerks position is paid \$28,208.25 annually, that same amount is also appropriated for The Deputy Circuit Clerk in the Juvenile Division, that position is 1000 0102 0302, I would like to put this position on an equal level with the others, the employee in this position does an excellent job, there will be no net overall budget increase .

Thank you for your consideration. I am available at your convenience for questions.

Sincerely,



Jeannie Pike, Circuit Clerk