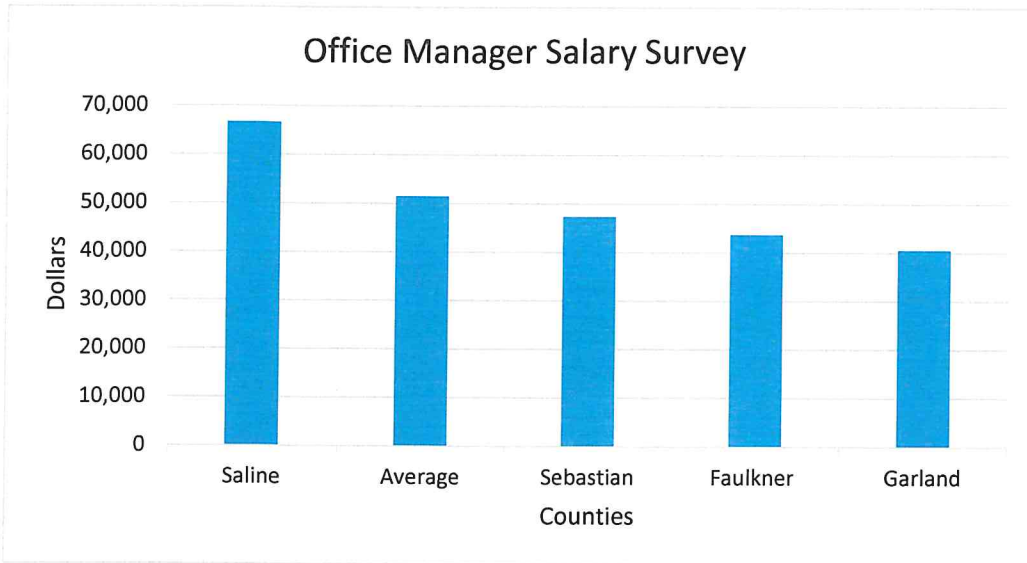


Salary Survey
Office Manager

County	2022 Salary
Saline	66,630
Sebastian	47,354
Garland	40,589
Average	51,524

Salary Survey
with average and Faulkner
County added and sorted
on salary

County	2022 Salary
Saline	66,630
Average	51,524
Sebastian	47,354
Faulkner	43,696
Garland	40,589



GARLAND COUNTY
Position Description

JOB TITLE: Administrative Assistant

Exempt (Y/N): Yes	DEPARTMENT: County Judge's Office
DATE PREPARED: October, 1996	SUPERVISOR: County Judge

SUMMARY:

The Administrative Assistant provides assistance to the County Judge and the Quorum Court in carrying out varied managerial and administrative duties with minimal supervision. The incumbent performs research for special problems and provides solutions for the County Judge and the Quorum court. The Administrative Assistant administers policies as set by the Quorum Court, applies for and administers state and federal grants, serves as staff aid to the Quorum Court, etc. This individual handles complaints and request of the public, as necessary. The incumbent oversees the general operation/application of County policy and the day-to-day administration of all functions. Works with the media, elected officials, other county employees, Quorum Court members and the general public on matters pertaining to the work of the County Judge. Performs all functions to maintain office efficiency and ensures that all office functions are performed efficiently and in a professional and timely manner. This individual is responsible for the performance of analytical work for the office using independent judgment to complete tasks. The incumbent must ensure that all situations are handled according to County policies. The Administrative Assistant serves the County as the ADA Coordinator, Safety Coordinator, and Personnel Coordinator.

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

1. Serve as the day-to-day administrative aide to the County Judge.
2. Prepare ordinances and resolutions for Quorum Court and court orders for the County Judge.
3. Research and recommend management solutions to county governmental problems.
4. Assist the Executive Secretary with answering the telephone, greeting the public and typing correspondence. Disseminate general information, handle problems or refer to the County Judge.
5. Monitor federal guidelines relating to county government to ensure the county is in compliance with program requirements such as the Fair Labor Standards, Act, Section 504, etc.
6. Prepare Quorum Court committee agendas, including gathering information and research materials. Perform special research on questions/problems for the Quorum Court. Coordinate meeting dates and times.

7. Attend all meetings of the Quorum Court and its committees. Serve as recording secretary, prepare minutes, and distribute to appropriate members.
8. Prepare correspondence for County Judge and Quorum Court.
9. In the absence of the County Judge, approve or disapprove claims submitted to the County for payment.
10. Prepare bid information and instructions in accordance with the provisions of the Arkansas Purchasing Act. Prepare bid documents for county purchases over \$15,000.
11. Administer and process documentation for all federal and state grants. Seek and apply for federal and state grants.
12. Prepare various reports and complete research, as requested.
13. Aid legal counsel in preparing resolutions and ordinances.
14. Assist in the preparation of the annual budget. Prepare annual preliminary budget worksheets, pull together all relevant information, coordinate and attend budget meetings to arrive at final budget document and ordinance.
15. Perform other duties and special projects as assigned by the County Judge.
16. Conduct all liaison activities in a professional manner to ensure a positive image of the office and maximum cooperation between and among the County, the public, and other agencies.

SUPERVISORY RESPONSIBILITIES:

Directly supervises the Maintenance Supervisor. Carries out supervisory responsibilities in accordance with the County's policies and applicable laws. Responsibilities include interviewing and training employees; planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems.

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:

Minimum of high school diploma or general education degree (GED); Bachelor's degree in Business Administration, Public Administration or closely related field; minimum five (5) years of employment of an increasingly responsibility nature in local governmental administration.

OTHER SKILLS and ABILITIES:

The diversity of activities requires good organizational skills and the ability to work under pressure with a constant awareness that actions are subject to scrutiny by the general public and others. The

incumbent in this position should possess excellent communication and human relations skills as this position has extensive public contact.

The incumbent must possess knowledge of functions and structure of county government, good knowledge of personnel management principles., and possess the ability to develop and implement long-term plans and programs. Machine skills required are typewriter, computer, calculator, photocopier, and FAX machine. The individual must possess accurate math and typing skills and possess the ability to analyze facts, exercise sound judgment in arriving at conclusions. Must possess the ability to interpret county, state, and federal policies and regulations involving County administration.

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, use hands to finger, handle, or feel objects and to talk or hear. The employee must occasionally walk, stoop or kneel, and reach with hands and arms.

The employee may occasionally lift and/or move up to 10 pounds.

Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

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.



**2022 Saline County
County Judge Administrative Manager
Job Description**

Exempt: Yes
Department: County Judge
Reports To: County Judge
Location: 200 N. Main Street, Room 117, Benton, AR 72015
Safety Sensitive: No

Salary Range:

- Minimum \$47,143
- Midpoint \$58,929
- Max \$70,715
- Current Salary \$66,630

GENERAL DESCRIPTION OF POSITION

This position is responsible for providing assistance to the elected County Judge in carrying out various managerial and administrative duties with minimal supervision. When requested, the position will work with the media, elected officials, county employees, Quorum Court members and the general public on matters pertaining to the day to day operations of Saline County. The position is responsible for the performance of analytical work using independent judgment to complete tasks governed by County policy and procedures set by the Quorum Court. This position assists with the County budget process and payroll for the offices directly under the control of the County Judge. Serves as Inventory Control Officer for the County. The position of Administrative Manager serves the County as the elected County Judge would have him/her to serve and represents the elected County Judge on the Central Arkansas Planning and Development District Board and the Central Arkansas Development Council.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Serves as point of contact for all County information so knowledge of Saline County is vital.
2. Maintain the elected County Judge's calendar and keep him/her apprised of all appointments or conflicts.
3. Monitors accounts payable by review all claims for payment that require the County Judges approval.
4. Performs research for special projects and provides compiled information and recommendations.
5. Uses judgement and tact in resolving calls concerning complaints and route callers to the appropriate division or individual.
6. Attends monthly ^{CAPCA Board} Finance/Personnel meetings ^{representing the County Judge.} as well as Quorum Court meetings as directed.
7. Compose and type letters, memoranda, correspondence, ~~court orders~~ and other materials.
8. Prepare monthly ^{tax} financial reports for distribution to the ^{State of AR} County Judge, Quorum Court, HR and County Attorney.

X9. At the direction of the County Judge, write state and federal grants, administer and process documentation maintain for federal and state audit.

8. Make travel arrangements for the County Judge, County Administrator & Road Foreman.

9. Answer telephones, direct phone calls to appropriate person, or take messages in a polite and efficient manner. Accurately records & transfers calls & messages to the County Judge & staff.

10. Research and provide financial information for the Legislative Auditors as needed.
11. Represent the County Judge at various functions and conduct liaison activities in a professional manner to ensure a positive image of the Office and maximum cooperation between and among the County, Mayors, Legislative Representatives and other agencies.
- X12. Correspond with the Arkansas Highway Transportation Department on State Aid road projects as well as maintain a current file on each project.
13. Responsible for setting up ~~monthly staff meetings~~ ^{selected officials meetings, intergovernmental mtgs} and ~~sending out minutes from each meeting to~~ departments.
- X14. ~~Process all bond payments and keep records for three years.~~ ^{Keep Veteran's Service officer reports and file for reimbursement for County.}
15. Monitors budgets for departments under the County Judge for over budget items and accuracy of coding allocations. Notifies County Judge and department head of questionable items or changes that need to be resolved.
- X16. Acts as the Inventory Control Officer per County Ordinance 2002-54. Maintains a database for all inventories of equipment, vehicles and property on items purchased over \$2,500 for all departments in Saline County.
17. Serves as backup for purchasing by issuing purchase orders, answering questions on active purchase orders or vendors or adding vendors to the County database.
18. Serves at the Chairperson for the Celebration of Lights Committee ^{Halloween, Christmas, Employee Appreciation, Intergovernmental Mtgs} and is in charge of all correspondence, ~~raising funds, contacting media as well as working with Benton's Advertising and Promotion Commission.~~
19. Completes payroll for County Judge's Office, IT, County Attorney ^{OEM, Maintenance} and reviews spreadsheets for departments under the County Judge.
- X20. ~~Attends the Finance Committee and is responsible for preparing agendas and minutes for meetings.~~ ^{Maintain office equipment.}
- X21. ~~Attends the Quorum Court meetings and is responsible for the agenda and minutes for each meeting as well as assisting the County Attorney and Comptroller with all ordinances, resolutions and other documents for the meeting.~~ ^{Bridge dedications, ribbon cuttings with County Judge.}
22. Responsible for notifying all media in reference to ^{Courthouse Closings} ~~Finance and Quorum Court Meetings~~ as well as publishing all information in the local paper.
- X23. Responsible for updating the ^{IT for Faulkner} Saline County website with information ~~as well as the Facebook page.~~
- X24. Maintains records on the County's liability on buildings, vehicles and equipment for all departments as well as maintains the fixed asset system for the County.
25. Perform any other related duties as required or assigned.

QUALIFICATIONS

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

EDUCATION AND EXPERIENCE

Knowledge of a specialized field (however acquired), such as basic accounting, computer, etc. Equivalent of four

years in high school, plus night, trade extension, or correspondence school specialized training, equal to two years of college, plus 7 years related experience and/or training, and 5 years related management experience, or equivalent combination of education and experience.

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: IT, Veterans Affairs Service Officer and part-time office staff

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.

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; color vision; depth perception; and ability to adjust focus.

ADDITIONAL INFORMATION

This position must be able to prioritize and organize work in order to meet numerous deadlines. Must have excellent communication, problem solving and analytical skills; must possess good computer and general office practices and procedure skills. Must have the ability to work under stress due to deadlines and perform numerous time-critical tasks related to responsibilities. Ability to establish and maintain a filing system. Also, this position may involve regular and irregular hours to perform related duties or act on the behalf of the County Judge. Work hours may be extended in the event of an emergency, disaster, workload or work in progress.

The duties listed above are intended only to show the various types of duties that will be performed. The omission of specific statement of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. All positions within the County Judge's Office are assigned by the County Judge or a designated representative and are subject to be changed when deem in the best interest of the Office

This job description does not constitute an employment agreement between Saline County and the employee and is subject to change by the employer if the need of the employer and requirements of the job change.

SALINE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

Sebastian County 2022

Executive Assistant 0100

Job Description

Job Code: 22601
Exempt: No
Department: County Judge
Reports To: County Judge
Location: Not indicated.
Date Prepared: April 23, 2010
Date Revised: June 24, 2021
Safety Sensitive: No

GENERAL DESCRIPTION OF POSITION

The incumbent assists the County Judge in overseeing office operations and in the performance of the duties and responsibilities of the Chief Executive Officer position as a personal assistant and key team member. Supports Judge in monitoring and completing office tasks and projects on a timely basis and in a professional manner. Provides secretarial and administrative support including Quorum Court administration, operation of county boards and committees, and coordination with county offices, city governments and other agencies. Prepare reports, including research and data analysis, drafting correspondence, ordinances, and court orders. Coordinate with administrative staff and department heads to facilitate team work and assist with completion of project assignments, monitoring office workflow and deadlines. Position is governed by County policies.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Serves as personal assistant to the County Judge through effective daily communication to support monitoring office workflow and completion of tasks and projects on timely basis and in a professional manner, both by incumbent and administrative staff. Requires strict confidentiality in managing information, contracts and office operations.
2. Prepares reports, including research and data analysis, drafting correspondence, ordinances and court orders. Transcribes, copy, collate and draft; memos, reports, court orders, letters, ordinances, resolutions, proclamations and other materials for Judge and key management staff.
3. Manage and maintain all associated files as part of a coordinated office file system, focusing on County Judge's current project files and record systems. Oversees office filing system in file room and located at 4th & Parker records warehouse. Maintains an up to date index and file system of all leases, contracts and agreements in a specific record by office and department budget of all related financial commitments funded by each line item in each county budget. Maintains office library.
4. Assist in the preparation of the Quorum Court packet for regular, special and committee meetings. Oversee copying and distribution of Quorum Court materials insuring compliance with deadlines and press release procedures, monitoring meeting checklist.
5. Coordinate with county judges, administrative staff and departments to facilitate teamwork, incumbent is required to maintain thorough working knowledge of Budget, accounting system, personnel system and policies, purchasing system, IS department operations, courthouse maintenance operations, road operations, emergency services, park operations and the elections process/election commission.
6. Assist County Judge and Road superintendent in monitoring and implementing county road plans

and projects, including a detailed file and correspondence system. Maintains knowledge of road status and types of projects and includes processing road permits and bonds tracking expiration dates with Road Superintendent, coordinating with the secretary receptionist.

7. Incumbent must understand office operations and be able to provide adequate backup and support to each support staff and administrator in the County Judge's office scope of operations.
8. Assist County Judge and County Administrator in complying with notification of news media for Quorum Court meetings and any other activity which requires a news release, meeting required deadlines, in compliance with county ordinances and the Freedom of Information Act.
9. Maintain a comprehensive calendar for the County Judge and County Administrator..
10. Make travel arrangements for the County Judge working with airlines and agencies.
11. Open and screen mail, review and distribute to staff, note and schedule meeting dates, coordinating this process with secretary receptionist.
12. Assign work to Administrative Secretary/Receptionist as necessary to balance workflow, and assists County Judge and County Administrator in monitoring office workload and teamwork to meet deadlines.
13. Maintain up to date roles of current Federal, State, County and City officials, and County boards and committees, track expiration of term for all committee and board members dealing with County business, briefing County Judge two months before expiration, especially if the Judge appoints a replacement.
14. Files all Oaths of Office for board members.
15. Maintain county real estate property records, titles, and related documents in fire safe.
16. Process documents for road openings, road closings and gas leases.
17. Compose letters for various areas within office relative to a variety of subjects and problem areas.
18. Reconcile bank statements of the County Road Department (\$80,000), Ben Geren Park (\$900,000) and the County Emergency Management Services (\$600,000).
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

Knowledge of a specialized field (however acquired), such as basic accounting, computer, etc. Equivalent of four years in high school, plus night, trade extension, or correspondence school specialized training, equal to two years of college, plus 5 years related experience and/or training, and 19 to 23 months related management experience, or equivalent combination of education and experience.

COMMUNICATION SKILLS

Ability to read, analyze, and understand common scientific and technical journals, financial reports, and legal documents; ability to respond to complex or difficult inquiries or complaints from customers, regulatory agencies, or members of the business community.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to prepare and interpret bar graphs.

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

Advanced: Contact Management, Presentation/PowerPoint, Word Processing/Typing

Intermediate: 10-Key, Alphanumeric Data Entry, Spreadsheet

Basic: Accounting, Database, Human Resources Systems, Payroll Systems

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 (1-3) of employees in the same or lower classification. Assigns and checks

work; assists and instructs as required, but performs same work as those supervised, or closely related work, most of the time. Content of the work supervised is of a non-technical nature and does not vary in complexity to any great degree.

Supervises the following departments: Not indicated.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Regularly responsible for property where carelessness or error would result in only minor damage or minor monetary loss. Almost continuous care and attention is required when handling this property in order to prevent loss.

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

Moderately directed. Freedom to act is given by upper level management guided by general policies and objectives that are reviewed by top management.

ANNUAL MONETARY IMPACT

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

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

IMPACT ON END RESULTS

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

PUBLIC CONTACT

Regular contacts with patrons, 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, plus frequent contact with senior level internal officials.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

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

WORKING CONDITIONS

Normal working conditions as found within an office setting, wherein there is controlled temperature and a low noise level, plus a minimum of distractions.

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.

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 talk or hear; regularly required to sit; occasionally required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

ADDITIONAL INFORMATION

Knowledge of budgeting and personnel administration helpful. Must have supervisory experience. Must be able to use a word processor and type accurately. Ability to transcribe from dictation is also necessary. Excellent verbal and written communication skills are required. Problem solving and analytical ability are also necessary. Must be able to work with minimal supervision and frequent interruptions. The incumbent must possess good computer software and general office practices and procedures skills as well as general office equipment knowledge.

2022 Arkansas County Employees Salary Survey

SALINE – Class 6

County Judge ½	54,963	Courts Criminal Deputy	11,578
Administrative Manager	66,630	Courts Supvr/Domestic Deputy	12,226
Public Information Specialist	33,758	Courts Domestic Deputy	11,483
Appropriation Part-Time Help	10,000	Courts Criminal Deputy	31,515
		Circuit Clerk	20,513
		Civil Deputy	6,386
		Civil Deputy	10,480
		Appropriation Part-Time Help	75,000
Quorum Court		Treasurer	76,852
Justice of Peace per diem 13@	437	Office Manager	44,351
		Deputy	32,415
County Clerk	90,620	Treasurer Automation Fund	
Elections Co	42,589	Treasurer	20,513
Finance Admin	44,817	Office Manager	22,159
Deputy Supervisor	34,091	Deputy	7,651
Deputy Probate	25,632	Appropriation Part-Time	36,805
Deputy Probate	25,847		
Deputy Voter	25,632	Tax Collector	76,852
Appropriation Part-Time	35,000	Administrative Manager	46,080
Clerk Automation Fund		Deputy II / Credit	25,789
Finance Administrator	18,368	Bankruptcy/Mortgage	23,917
Supervisor Voter Registration	1,364	Deputy III	31,218
Deputy Acct	5,177	Deputy/Delinquent	28,361
Deputy – Probate – EQ	12,734	Benton Manager	27,295
Deputy	908	Deputy I	26,895
Deputy	1,784	Appropriation Part-Time	66,500
County Clerk	6,745	Tax Collector-Bryant	
Appropriation Part-Time Help	7,500	Manager	30,303
Circuit Clerk	76,852	Benton/Bryant SID CO	16,131
Admin/Criminal Manager	42,592	Appropriation Part-Time	18,000
Juvenile/Child Support	28,004	Tax Collector Automation Fund	
Administrative Manager	51,510	Deputy Dav	40,959
Courts Civil Deputy Clerk II	26,735	Deputy Probate	32,336
Courts Criminal Deputy Clerk	25,633	Administrative Manager	18,061
Courts Suprv/Domestic	28,004	Benton Manager	21,779
Courts Domestic Deputy Clerk	19,364	Deputy Bankruptcy/Mortgage	12,089
Courts Civil Deputy Clerk II	24,730	Bryant Manager	18,250
Recorder Cost Fund		Benton/Bryant S	26,531
Passport Suprv	51,023	Security Officer	32,860
Passport Deputy Clerk	34,389	Security Officer	32,244
Admin/Criminal Mgr	22,197	Tax Collector	20,513
Juvenile/Child Support	14,468	Deputy II	5,415
Administrator	20,136	Deputy III	6,408
Circuit Clerk Recorder/Passport	36,597	Deputy/Delinquent	45,229

2022 Arkansas County Employees Salary Survey

SEBASTIAN – Class 6

<u>County Judge</u>	101,852	Recorder Supervisor	48,785
Administrator	73,972	Senior Land Recorder	37,151
Executive Assistant	47,354	Senior Recorder	38,500
County Admin Executive Asst.	36,591	Assistant Recorder	34,783
		Election Manager Assistant	34,263
		Deputy Clerk	33,577
		Appropriation Part-Time	9,425
<u>Courthouse Security</u>		<u>Circuit Clerk</u>	47,527
Asst Supervisor	39,104	Chief Deputy	52,749
Bailiff 8@	34,079	Office Manager	53,154
Security	38,763	Sr Deputy/Criminal	37,689
Security	30,452	Sr Deputy/Civil	40,306
Security	31,635	Sr CV/DR & QA Deputy	43,035
Security	30,452	Sr Deputy/Records Mgmt	35,130
Security	33,268	Sr Deputy/Juvenile	36,760
Security	33,267	Sr Deputy/Probate	34,608
Security	31,635	Deputy/Juvenile	30,071
Appr Extra Help Security	40,560	Deputy/Criminal/Juvenile	33,796
		Deputy/Criminal	32,657
		Deputy/Circuit	29,600
		Deputy/Civil	30,104
		Deputy/Criminal	34,631
		Deputy/Civil	38,507
		Deputy/Support	30,071
		Appropriation Part-Time	28,275
<u>Maintenance</u>		<u>Election</u>	
Superintendent	54,069	Election Coordinator	36,088
Asst Superintendent	40,808		
Bldg Maint Tech/Carpenter	39,115	<u>Treasurer</u>	
Laborer/Building Maint	29,877	Treasurer/Tax Collector ½	49,279
Laborer/Building Maint	29,175	Senior Deputy	39,014
Custodian 2 nd shift	28,226	Senior Deputy	39,729
Custodian	25,517		
		<u>Treasurer Automation Fund</u>	
<u>Quorum Court</u>		Chief Administrator Treasurer	52,750
Justice of Peace per diem 13@	567		
		<u>Tax Collector</u>	
<u>County Clerk</u>		Treasurer/Tax Collector ½	49,279
County Clerk/Recorder ½	47,527	Office Manager	41,900
Chief Deputy Clerk/Recorder ½	26,375	Office Manager	41,322
Office Manager Clerk/Recorder ½	22,297	Deputy	37,391
Deputy Clerk/Rec	36,084	Deputy 2@	34,961
Election Manager Assistant	37,047	Deputy	35,979
Approp Clerical Part-Time	9,425	Deputy	36,678
Approp Deputy Extra Help	2,700		
Approp Deputy Extra Help	5,498	<u>Tax Collector Automation Fund</u>	
<u>Recorder</u>			
County Clerk/Recorder ½	47,527		
Chief Deputy Clerk/Recorder ½	26,375		
Office Manager Clerk/Recorder ½	22,297		

2022 Arkansas County Employees Salary Survey

GARLAND – Class 6

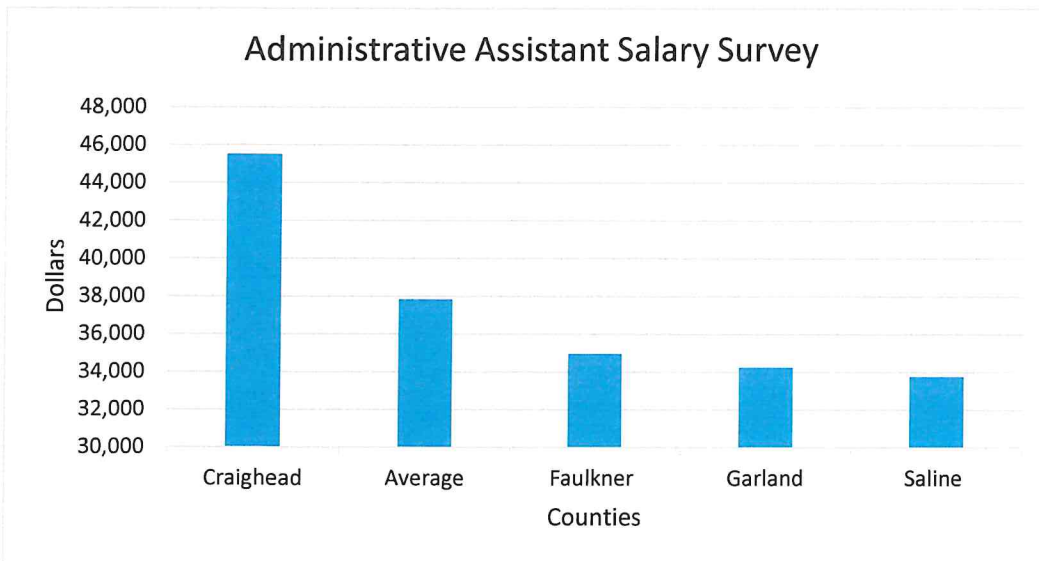
County Judge 33%	30,275	Tax Collection Cashier II	28,177
Administrative Assistant	40,589	Deputy I	36,568
Secretary/Receptionist	34,255	Deputy II	33,508
		Deputy III	37,043
		Deputy IV	38,177
		Tax Enforcement Asst Deputy	31,589
		Tax Enforcement Asst Deputy	28,097
Quorum Court		Tax Collector Automation Fund	
Justice of Peace per diem 13@ Annually	9,476	Tax Enforcement Supervisor	36,674
		Tax Enforcement Asst Deputy	31,585
County Clerk	79,738	Tax Assessor	79,738
Chief Deputy	48,579	Chief Deputy	48,332
Deputy Voter Registrar	30,388	Appraiser Manager	41,779
Deputy 2@	30,940	Abstractor/Mapper-D.E. Super.	43,898
Deputy	29,285	CAMA Operator Manager	36,816
		CAMA Operator Manager	35,268
		Personal Property Supervisor	35,944
Clerk Cost Fund		Abstractor/Mapper 2@	31,234
Appropriation Part-Time	15,000	GIS Coordinator	35,253
		Appraiser Personal/Comm 2@	33,158
Circuit Clerk		Appraiser III	36,178
Circuit Jury Coord/Deputy	36,271	Amendment 79 Admin 2@	29,386
Deputy	29,480	Deputy - Data Entry 2@	26,416
		Deputy - Data Entry	27,172
Recorder Cost Fund		Front Line Supervisor/Hou	28,990
Circuit Clerk	79,738	Veterans Service Officer	34,120
Chief Deputy Circuit	57,510		
Domestic Relations Supervisor	35,839	Road Department	
Criminal Division Supervisor	35,839	County Judge 50%	45,871
Civil Division Supervisor	36,661	Road Commissioner	73,755
Front Office Supervisor - D	36,661	Road & Maint Foreman 2@	56,232
Accounting/Bookkeeper Super	36,468	Working Bridge Crew Leader	41,056
Deputy- Bookkeeper	29,480	Shop Working Crew Leader	51,410
Deputy Circuit Clk/Circuit	29,480	Pavement & Asphalt Working	37,680
Deputy Circuit Clk/Crime	31,406	Backhoe Working Crew Leader	38,250
Deputy Circuit Clk/Civil	29,480	Crew Leader/Operator	38,507
Deputy 3@	29,480	Skilled Operator	34,303
Appropriation Part-Time	20,540	Tire Mech/Welder/Fabricator	38,111
		Mower Working Crew Leader	37,680
Treasurer	79,738	Skilled Operator	38,507
Chief Deputy	55,251	Backhoe Working Crew Leader	36,132
Bookkeeper	35,871	Grader/Trucking Leadman	33,741
		Grader/Trucking Leadman	38,805
Tax Collector	79,738	Grader/Trucking Leadman 2@	43,020
Chief Deputy	54,742	Office Administrator	47,857
Head Tax Collection Cashier	41,762		

Salary Survey
Administrative Assistant

County	2022 Salary
Craighead	45,520
Garland	34,255
Saline	33,758
Average	37,844

Salary Survey
with average and Faulkner
County added and sorted
on salary

County	2022 Salary
Craighead	45,520
Average	37,844
Faulkner	34,957
Garland	34,255
Saline	33,758



GARLAND COUNTY
POSITION DESCRIPTION

JOB TITLE: Secretary/Accounts Payable Clerk

Exempt (Y/N): No

DEPARTMENT: COUNTY JUDGE

DATE PREPARED: June 3, 2016; April 2021

SUPERVISOR: COUNTY JUDGE

SUMMARY:

The Secretary/Accounts Payable Clerk performs secretarial and administrative duties for the County Judge and the Finance Department and also serves as the receptionist for the Office of County Judge. This individual handles complaints and requests of the public as necessary. Works with media, Elected Officials, other county employees, Quorum Court members, and the general public on matters pertaining to the work of the County Judge. In addition, the Secretary/Accounts Payable Clerk is responsible for performing accounts payable functions ensuring all county expenses are paid in timely manner. The incumbent must ensure that all invoices are properly coded, documented, approved for payment by an elected official, and that necessary funds are available for payment. All record keeping functions should be performed efficiently and in an accurate, timely, and professional manner. The incumbent must ensure that all duties are handled according to county policies.

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

1. Greet and assist the public. Disseminate general information, handle problems or refer to the County Judge.
2. Answer and screen all incoming calls. Maintain calendar and schedule appointments for the County Judge.
3. Perform secretarial duties for the County Judge, to include typing, composing court orders, reports, proclamations, and correspondence.
4. Sort, distribute, and read incoming mail and determine which requires the personal attention of the County Judge. Handle mail requiring routine calls or correspondence.
5. Maintain an accurate and organized filing system. File all correspondence, letters, memos, etc. pertaining to the office.
6. In coordination with the Administrative Assistant take calls regarding maintenance for repairs or problems to the various county properties. Assist the Administrative Assistant in coordinating with the IT Department for the county phone system. Handle equipment problems, programming changes, etc.

7. Answer questions in person or on the telephone about roads, landfill, Justices of the Peace, Elected Officials, and general county information. Refer more detailed calls to the proper department and/or to the Administrative Assistant prior to sending to County Judge.
8. Serve as the key contact person in matters regarding requests for cremation of indigents. Work with County Coroner for approval of indigents prior to submission of final approval by the County Judge. Once approved, prepare and submit affidavit/warrant to the Finance Department for payment to the requesting Funeral Home.
9. Perform other duties and special projects as assigned by the County Judge.
10. Responsible for the processing of approximately 14,000 claims annually and forwarding to the Garland County Treasurer for completion. Ensuring that all invoices are paid in a timely fashion. Maintaining and ensuring that accurate and sufficient documentation is maintained with payment records. Responsible for training other department employees the proper way to do claims with proper invoices.
11. Process approximately 300 transfers yearly; some of which can include up to 30 line items per transfer.
12. Enter claim information into financial software for payment and posting to the general ledger. If account is short in any line item, incumbent is to contact the person handling the budget for that department and request a transfer within their budget so the claim may be processed in a timely manner.
13. Perform other duties and special projects as assigned by the Finance Director.
14. Input and update vendor/new vendor information. Scan W-9's into financial software.
15. In absence of the Finance Director posting of Ordinances within the Financial Software to appropriate budgets monthly after approval of the Quorum Court.
16. Process Jury Panel checks two to three times per year as received from the Circuit Clerk's Office.
17. Serve as assistant under the direction of the Finance Director to help maintain the Garland County website.
18. Serve as assistant under the direction of the Finance Director in preparing minutes for the quarterly County Information Technology meetings.

19. Conduct all liaison activities in a professional manner to ensure a positive image of the office and maximum cooperation between and among the county, the public, and other agencies.

20. Ensure that all duties assigned are performed in an efficient and responsible manner.

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:

Knowledge of a specialized field (however acquired), such as basic accounting, computer, etc. Equivalent of four years high school, plus night, trade extension, or correspondence school specialized training will be accepted, plus 3 years related experience and training, or equivalent combination of education and experience.

OTHER SKILLS and ABILITIES:

The diversity of activities requires good organizational skills and the ability to work under pressure with a constant awareness that actions are subject to scrutiny by the general public and others. The incumbent in this position should possess excellent communication and human relation skills as this position has extensive public contact. Machine skills required are typewriter, computer, calculator, photocopier, and FAX machine. The individual must possess accurate bookkeeping/budgeting skills and accurate math and typing skills. Must also possess the ability to interpret county policies and regulations involving routine and specified contacts with other governmental agencies and the public.

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, use hands to finger, handle, or feel objects and to talk or hear. The employee must occasionally walk, stoop or kneel, and reach with hands and arms.

The employee may occasionally lift and/or move up to 10 pounds.

Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

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.



**2022 Saline County
County Judge Public Information Specialist
Job Description**

Exempt: No
Department: County Judge
Reports To: County Judge Administrative Manager
Location: Courthouse
Safety Sensitive: No
Salary Range:

- Minimum \$30,007
- Midpoint (Market Value) \$37,509
- Max \$45,010
- Current Salary \$33,758

GENERAL DESCRIPTION OF POSITION

Provides general administrative, office and clerical support to the County Judge, County Judge's Administrative Assistance, Purchasing Manager, Veterans Service Officer and County Attorney. Prepares, reviews and monitor purchase orders, requisitions and deliveries. Data entry for purchase orders, price changes, requisitions, deliveries, inventory and other related purchasing department documentation. Represent the County Judge's Office at various functions and fundraiser. Serves on committees and aides in fundraiser's and any special events. Answers the main courthouse phone line and directs calls to the appropriate department.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Prepares, reviews, and monitors purchase orders, requisitions and deliveries for the purchasing department.
2. Data entry for purchase orders, price changes, requisitions, deliveries, inventory and other related purchasing department documentation.
3. Filing of related purchasing department documents.
4. Call vendors to confirm prices and delivery dates.
5. Confirm receipt of deliveries and/or send back incorrect shipments.
6. Answer phones and direct calls to appropriate number.
7. Provide physical directions to all County Offices and answer questions or direct to correct department.
8. File and prepare documents for scanning for offices under the discretion of the County Judge.
9. Provide clerical back up for the County Judge's Administrative Assistant as well as the County Attorney.
10. Provide backup for the Veterans Service Officer.
11. Represent the County Judge as various functions and fund raisers.
12. Perform any other related duties as required or assigned.

QUALIFICATIONS

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

EDUCATION AND EXPERIENCE

Knowledge of a specialized field (however acquired), such as basic accounting, computer, etc. Equivalent of four years in high school, plus night, trade extension, or correspondence school specialized training, equal to two years of college, plus 2 years related experience and/or training, and 19 to 23 months related management experience, or equivalent combination of education and experience.

RESPONSIBILITY FOR WORK OF OTHERS

Responsibility for work of others: Not indicated.

ENVIRONMENTAL CONDITIONS

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

The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES

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

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

While performing the functions of this job, the employee is regularly required to sit, talk or hear; frequently required to use hands to finger, handle, or feel; and occasionally required to stand, walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision; and color vision.

ADDITIONAL INFORMATION

Ability to utilize both internal and external resources to obtain information and data necessary to carry out routine assignments. Must have the ability to establish and maintain effective working relationships with management and staff. This position also may involve regular and irregular hours needed to perform work duties. Work hours may be extended in the event of an emergency, disaster, workload or work in progress.

The duties listed above are intended only to show the various types of duties that will be performed. The omission of specific statement of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. All positions within the County Judge's Office are assigned by the County Judge or a designated representative and are subject to be changed when deem in the best interest of the Office

This job description does not constitute an employment agreement between Saline County and the employee and is subject to change by the employer if the need of the employer and requirements of the job change.

SALINE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

2022 Arkansas County Employees Salary Survey

SALINE – Class 6

<u>County Judge</u> ½	54,963	Courts Criminal Deputy	11,578
Administrative Manager	66,630	Courts Supvr/Domestic Deputy	12,226
Public Information Specialist	33,758	Courts Domestic Deputy	11,483
Appropriation Part-Time Help	10,000	Courts Criminal Deputy	31,515
		Circuit Clerk	20,513
		Civil Deputy	6,386
		Civil Deputy	10,480
		Appropriation Part-Time Help	75,000
<u>Quorum Court</u>		<u>Treasurer</u>	76,852
Justice of Peace per diem 13@	437	Office Manager	44,351
		Deputy	32,415
<u>County Clerk</u>	90,620	<u>Treasurer Automation Fund</u>	
Elections Co	42,589	Treasurer	20,513
Finance Admin	44,817	Office Manager	22,159
Deputy Supervisor	34,091	Deputy	7,651
Deputy Probate	25,632	Appropriation Part-Time	36,805
Deputy Probate	25,847		
Deputy Voter	25,632	<u>Tax Collector</u>	76,852
Appropriation Part-Time	35,000	Administrative Manager	46,080
		Deputy II / Credit	25,789
<u>Clerk Automation Fund</u>		Bankruptcy/Mortgage	23,917
Finance Administrator	18,368	Deputy III	31,218
Supervisor Voter Registration	1,364	Deputy/Delinquent	28,361
Deputy Acct	5,177	Benton Manager	27,295
Deputy – Probate – EQ	12,734	Deputy I	26,895
Deputy	908	Appropriation Part-Time	66,500
Deputy	1,784		
County Clerk	6,745	<u>Tax Collector-Bryant</u>	
Appropriation Part-Time Help	7,500	Manager	30,303
		Benton/Bryant SID CO	16,131
<u>Circuit Clerk</u>	76,852	Appropriation Part-Time	18,000
Admin/Criminal Manager	42,592		
Juvenile/Child Support	28,004	<u>Tax Collector Automation Fund</u>	
Administrative Manager	51,510	Deputy Dav	40,959
Courts Civil Deputy Clerk II	26,735	Deputy Probate	32,336
Courts Criminal Deputy Clerk	25,633	Administrative Manager	18,061
Courts Suprv/Domestic	28,004	Benton Manager	21,779
Courts Domestic Deputy Clerk	19,364	Deputy Bankruptcy/Mortgage	12,089
Courts Civil Deputy Clerk II	24,730	Bryant Manager	18,250
		Benton/Bryant S	26,531
<u>Recorder Cost Fund</u>		Security Officer	32,860
Passport Suprv	51,023	Security Officer	32,244
Passport Deputy Clerk	34,389	Tax Collector	20,513
Admin/Criminal Mgr	22,197	Deputy II	5,415
Juvenile/Child Support	14,468	Deputy III	6,408
Administrator	20,136	Deputy/Delinquent	45,229
Circuit Clerk Recorder/Passport	36,597		

2022 Arkansas County Employees Salary Survey

CRAIGHEAD – Class 6

		Deputy	40,497
		Deputy	40,497
		Deputy	40,497
		Deputy	40,497
		Deputy Part-Time	1,050
County Judge ½	49,204		
Administrator	65,966		
Purchasing Agent	58,182		
Secretary ½	22,760		
Human Relations Manager	60,528		
Quorum Court			
Justice of Peace 13 @	10,208		
County Clerk	80,301		
Chief Deputy	52,955		
Accounts Payable	42,604		
Payroll Clerk	39,795		
Head Probate	40,497		
Lake City Deputy	42,825		
Probate Clerk	39,795		
Election Clerk	39,795		
Deputy Part-Time	18,578		
Election Coordinator	46,350		
Circuit Clerk	-0-		
Recorder Cost Fund			
Circuit Clerk	72,593		
Chief Deputy	-0-		
Assistant Chief Deputy	45,414		
Deputy Civil Clerk 2@	40,497		
Deputy Criminal Clerk 3@	40,497		
Deputy Domestic Clerk 2@	40,497		
Deputy Juvenile Clerk	40,497		
Deputy Land Records Clerk	40,497		
Eastern District Circuit Clerk	56,359		
Deputy Clerk Part-Time 3@	17,000		
Treasurer	80,301		
Deputy Treasurer	42,604		
Treasurer Automation Fund			
Chief Deputy	52,955		
Deputy Part-Time	1,500		
Tax Collector	80,301		
		Tax Collector Automation Fund	
		Chief Deputy	52,955
		Deputy	42,170
		Deputy 3@	40,497
		Deputy Part-Time	14,400
		Tax Assessor	80,301
		Chief Deputy	53,248
		Business Pers Prop Admin 2@	42,914
		Personal Property Admin	45,447
		Personal Property Admin	40,869
		Personal Property Admin	40,662
		Personal Property Admin 2@	39,795
		Property Assessment Review	44,364
		Real Property Admin	49,532
		Real Property Admin	40,722
		Rural Property Admin	52,914
		Sub/Urban Property Admin	49,532
		Veterans Service Officer	45,414
		Clerk Part-Time 2@	13,099

2022 Arkansas County Employees Salary Survey

GARLAND – Class 6

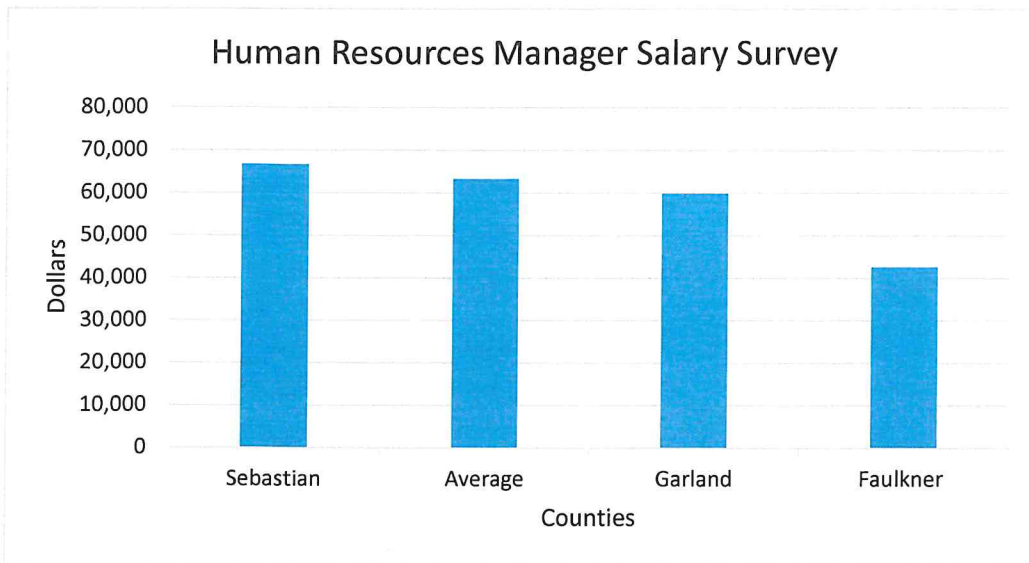
County Judge 33%	30,275	Tax Collection Cashier II	28,177
Administrative Assistant	40,589	Deputy I	36,568
Secretary/Receptionist	34,255	Deputy II	33,508
		Deputy III	37,043
		Deputy IV	38,177
		Tax Enforcement Asst Deputy	31,589
		Tax Enforcement Asst Deputy	28,097
Quorum Court		Tax Collector Automation Fund	
Justice of Peace per diem 13@	9,476	Tax Enforcement Supervisor	36,674
Annually		Tax Enforcement Asst Deputy	31,585
County Clerk	79,738	Tax Assessor	79,738
Chief Deputy	48,579	Chief Deputy	48,332
Deputy Voter Registrar	30,388	Appraiser Manager	41,779
Deputy 2@	30,940	Abstractor/Mapper-D.E. Super.	43,898
Deputy	29,285	CAMA Operator Manager	36,816
		CAMA Operator Manager	35,268
Clerk Cost Fund		Personal Property Supervisor	35,944
Appropriation Part-Time	15,000	Abstractor/Mapper 2@	31,234
		GIS Coordinator	35,253
Circuit Clerk		Appraiser Personal/Comm 2@	33,158
Circuit Jury Coord/Deputy	36,271	Appraiser III	36,178
Deputy	29,480	Amendment 79 Admin 2@	29,386
		Deputy - Data Entry 2@	26,416
Recorder Cost Fund		Deputy - Data Entry	27,172
Circuit Clerk	79,738	Front Line Supervisor/Hou	28,990
Chief Deputy Circuit	57,510	Veterans Service Officer	34,120
Domestic Relations Supervisor	35,839	Road Department	
Criminal Division Supervisor	35,839	County Judge 50%	45,871
Civil Division Supervisor	36,661	Road Commissioner	73,755
Front Office Supervisor - D	36,661	Road & Maint Foreman 2@	56,232
Accounting/Bookkeeper Super	36,468	Working Bridge Crew Leader	41,056
Deputy- Bookkeeper	29,480	Shop Working Crew Leader	51,410
Deputy Circuit Clk/Circuit	29,480	Pavement & Asphalt Working	37,680
Deputy Circuit Clk/Crime	31,406	Backhoe Working Crew Leader	38,250
Deputy Circuit Clk/Civil	29,480	Crew Leader/Operator	38,507
Deputy 3@	29,480	Skilled Operator	34,303
Appropriation Part-Time	20,540	Tire Mech/Welder/Fabricator	38,111
Treasurer	79,738	Mower Working Crew Leader	37,680
Chief Deputy	55,251	Skilled Operator	38,507
Bookkeeper	35,871	Backhoe Working Crew Leader	36,132
Tax Collector	79,738	Grader/Trucking Leadman	33,741
Chief Deputy	54,742	Grader/Trucking Leadman	38,805
Head Tax Collection Cashier	41,762	Grader/Trucking Leadman 2@	43,020
		Office Administrator	47,857

Salary Survey
Human Resources Manager

County	2022 Salary
Sebastian	66,669
Garland	59,891
Average	63,280

Salary Survey
with average and Faulkner
County added and sorted
on salary

County	2022 Salary
Sebastian	66,669
Average	63,280
Garland	59,891
Faulkner	42,604



Sebastian County 2022

Human Resources Director 0117

Job Description

Job Code: 25401
Exempt: Yes
Department: County Judge
Reports To: County Judge
Location: Fort Smith Courthouse
Date Prepared: April 23, 2010
Date Revised: June 25, 2021
Safety Sensitive: No

GENERAL DESCRIPTION OF POSITION

The Human Resource Director provides consistency in the personnel program, coordinates the personnel functions, provides information on matters pertaining to personnel and human resources, to include pre-emptive actions to minimize/avoid legal exposure, assists and monitors personnel budgets, and provides information and help on personnel matters to officials and employees of Sebastian County. The incumbent is responsible for the oversight and maintenance of \$22M payroll and benefits program for approximately 460 full time and part time employees of County offices.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Establish and implement HR efforts that effectively communicate and support the County's vision, purpose and strategic goals. Develop HR plans and strategies to support the achievement of the overall County objectives. Translate the strategic and tactical business plans into HR strategic and operational plans.
2. Function as a strategic business advisor to the Elected Officials of each County Agency regarding key organizational and management issues. Establish a sound plan of management succession that corresponds to the strategy and objectives of the County. Develop comprehensive strategic recruiting and retention plans to meet the human capital needs of strategic goals.
3. Develop progressive and proactive compensation and benefits programs within budget constraints to provide motivation, incentives and rewards for effective performance and to provide programs which utilize an employee and County partnership for the short and long-range health and welfare protection of the employees.
4. Provide overall leadership and guidance to HR function by overseeing talent acquisition, career development, succession planning, retention, training and leadership development. Recommends, evaluates, and participates in staff development for each Agency.
5. Annually reviews and when appropriate makes recommendations for improvement of County's policies, procedures, and practices on personnel matters. Enhance and/or develop, implement and enforce human resources policies and procedures of by way of systems that will improve the overall operation and effectiveness of the County. In particular, manage the human resource information systems database and necessary reports for critical analyses of the HR function and the people resources of the County.
6. Maintains knowledge of industry trends and employment legislation and insures each Agency's compliance. Responsible for compliance with Federal, State and County legislation pertaining to all personnel matters. Communicates changes in personnel policies and procedures and insure proper

compliance is followed.

7. Works directly with Elected Officials, department heads, and other supervisors to assist them in carrying out their responsibilities on personnel matters.
8. Supervises the staff of the Human Resources Department. Participates on committees and special projects and seeks additional responsibilities.
9. Serves as specialist in EEO, wage and hour, ADA, ADEA, Workers' Compensation, ERISA, FMLA, COBRA and all other labor laws. Proposes, publishes, and administers personnel policies.
10. Administrator of County's Grievance Procedure. Coordinates grievance panel nominations, hearings, and activities. Serves as hearing officer. Maintains affirmative action plan. Monitors unemployment claims and assists departments with appeals. Develops, administers and monitors performance appraisal programs.
11. Monitors workers' compensation claims and coordinates work between employee and insurance carrier. Plan, develop, organize, implement, direct and evaluate the organization's human resource function and performance.
12. Participate in the development of the county's plans and programs as a strategic partner but particularly from the perspective of the impact on people. Establish credibility throughout the organization with management and the employees in order to be an effective listener and problem solver of people issues.
13. Develop appropriate policies and programs for effective management of the people resources of the County. Included not limited to programs for employee relations, affirmative action, sexual harassment, employee complaints, external education and career development.
14. Manage the budget and other financial measures of the Human Resources Department. Continue improving the programs, policies, practices and processes associated with meeting the strategic purpose and goals of the organization. Plan, develop, organize, implement, direct and evaluate the organization's human resource function and performance.
15. Participate in the development of the County's plans and programs as a strategic partner but particularly from the perspective of the impact on people. Translate the strategic and tactical business plans into HR strategic and operational plans.
16. Evaluate and advise on the impact of long range planning of new programs/strategies and regulatory action as those items impact the attraction, motivation, development and retention of the people resources of the County.
17. Develop staffing strategies and implementation plans and programs to identify talent within and outside the County for positions of responsibility. Identify appropriate and effective external sources for candidates for all levels within the County.
18. Develop human resource planning models to identify competency, knowledge and talent gaps and develop specific programs for the filling of the gaps. Areas of activity will include talent management through proper succession planning programs for key contributor and management positions, training and development programs for preparing employees for more significant responsibilities and general developmental programs to enhance employee knowledge and understanding of the County.
19. Continually assess the competitiveness of all programs and practices against the relevant comparable governmental entities, companies, industries and markets. Provide technical advice and knowledge to others within the human resources discipline, both internally and externally.

20. Manage the budget and other financial measures of the Human Resources Department.
21. Continuous evaluation of the human resource structure and team plan for improvement of the efficiency and effectiveness of the group as well as providing individuals with professional and personal growth with emphasis on opportunities (where possible) for individuals.
22. Develops and maintains a human resources system that meets the County's Human Resources information needs.
23. Prepares, recommends, and maintains records and procedures for controlling personnel transactions and reporting personnel data.
24. Conducts the wage and salary surveys and then assists in the annual review, preparation and administration of the County wage and salary program. Administers classification programs, which include classifying and reclassifying positions, and writing job descriptions.
25. Perform any other related duties as required or assigned.

QUALIFICATIONS

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

EDUCATION AND EXPERIENCE

Broad knowledge of such fields as accounting, marketing, business administration, finance, etc. Equivalent to a four year college degree, plus 9 to 10 years related experience and/or training, and 5 years related management experience, or equivalent combination of education and experience.

COMMUNICATION SKILLS

Ability to write speeches and articles for publication that conform to prescribed style and format; ability to effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane, algebra, solid geometry and trigonometry.

CRITICAL THINKING SKILLS

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

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

SHRM Certified Senior Professional (SPHR) preferred, otherwise PHR.

SOFTWARE SKILLS REQUIRED

Mastery: Human Resources Systems

Advanced: Payroll Systems

Intermediate: Accounting, Contact Management, Database, Spreadsheet, Word Processing/Typing

Basic: 10-Key, Alphanumeric Data Entry, Presentation/PowerPoint

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under administrative direction, setting up own standard of performance. Virtually self-supervising.

Reports to senior management of the organization.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work, in addition, the organization and delegation of work operations for a group of employees engaged in widely diversified activities.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of major importance which would have considerable effect on the final attainment of multiple major activities and the organization's projects of a large organization component and organization's clientele.

MENTAL DEMAND

Comprehensive and very intense mental demand. Comprehensive and continual involvement with multiple divisions, departments and/or organizations. Strategic and operational management functions which relate to both the short-term and long-term time periods.

ANALYTICAL ABILITY / PROBLEM SOLVING

General oversight. Activities covered by general organizational philosophy and objectives. Solving problems in novel, non-recurring or swiftly changing situations in which the approach is not fully defined. Guidance by top executive officer or business owner.

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: HR Staff

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

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

ACCURACY

Probable errors would normally not be detected in succeeding operations and may have serious effects in relationships with patrons and/or with the operations of other segments of the organization. Frequent possibilities of error would exist at all times, since the above mentioned areas are inherent in the job.

ACCOUNTABILITY

FREEDOM TO ACT

Oversight. High level of freedom to complete the duties of the position and guided by broad policy with oversight by president, elected official, etc

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.

Medium. Job creates a monetary impact for the organization from \$1mm to \$10mm.

IMPACT ON END RESULTS

Major impact. Job has a considerable impact on the organization's end results. A high level of accountability to generate, manage, and/or control funds within a department and/or total organization.

PUBLIC CONTACT

Extensive contacts with various diversified sectors of the public environment; wherein, the contacts are of major importance and failure to exercise proper judgment can lead to substantial losses to the organization.

EMPLOYEE CONTACT

Establishes company culture by setting tone of interactions and communication with senior level internal officials and employees throughout the organization.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

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

WORKING CONDITIONS

Normal working conditions as found within an office setting, wherein there is controlled temperature and a low noise level, plus a minimum of distractions.

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.

High diversity, low physical. Work activities which allow for considerable amount of diversity as an incumbent performs a variety of tasks. Such tasks might be performed from a given work area, or the individual may move about physically in performing a variety of duties.

While performing the functions of this job, the employee is continuously required to talk or hear; regularly required to sit, use hands to finger, handle, or feel; and frequently required to stand, walk; occasionally required to reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, taste or smell. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; and ability to adjust focus.

ADDITIONAL INFORMATION

Extensive experience working in personnel or Human Resources is required, good organizational skills, and knowledge of computers are also necessary for this position.

OTHER SKILLS AND ABILITIES:

The incumbent must have a thorough knowledge of all matters pertaining to effective and efficient

handling of the personnel administration function since the position either influences or creates personnel policy for the County. Human relation skills and problem solving ability are necessary since a large amount of the job is maintaining contact and communicating with County officials, supervisors, and employees to assist and explain personnel policies and procedures. Mishandling of personnel function could cause substantial employee dissatisfaction resulting in absenteeism, turnover, and poor performance. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups and/or Quorum Court.

Through knowledge of the principles and practices of personnel administration; knowledge of sound techniques in all aspects of personnel management; knowledge of the organizations and operations of administrative programs; ability to develop long-term plans and programs and to evaluate work accomplishments; ability to apply and adapt practices and techniques to the special requirements of County Judge and other Elected Officials; ability to establish and maintain effective relationships with other management staff, employees, and the general public; ability to present facts and recommendations effectively in oral and written form.

An energetic, forward-thinking and creative individual with high ethical standards and an appropriate professional image. A strategic planner with sound technical skills, analytical ability, good judgment and strong operational focus. A well-organized and self-directed individual who is "politically savvy" and a team player. An intelligent and articulate individual who can relate to people at all levels of an organization and possesses excellent communication skills. A good educator who is trustworthy and willing to share information and serve as a mentor. An excellent facilitator who is experienced in resolving conflicts between different parties to a dispute. A decisive individual who possesses a strategic focus as well as an operational, implementation and detail oriented.

Bachelor's

degree and five to ten years related experience at an executive level or equivalent combination of education and experience. JD or Master's Degree or PHR preferred but not required. Requires a human resources executive with a minimum of 5 years of experience, who will be able to strategically and tactically evaluate and implement sophisticated HR related programs and initiatives; be able to work with a variety of organizational leadership to build consensus around HR strategy and tactics; have a demonstrated background in talent management and leadership management; as well as have a proven ability to attract and retain outstanding talent and assemble and motivate high performance teams. The selected executive must have the ability to bring immediate credibility to the human resources function through his/her professional qualifications and leadership skills as well as project the highest levels of integrity. Superior interpersonal communication and presentation skills as well as proven organizational skills are required.

GARLAND COUNTY

Job Description

JOB TITLE: Human Resources Director

Exempt: Yes

Department: Financial Management

Date Prepared: January, 2016/revised February, 2019/March 2021

Supervisor: Comptroller

SUMMARY:

The Human Resources Director reports to the Comptroller with ultimate accountability to the County Judge. The incumbent assists the comptroller in overseeing and accomplishing all duties and responsibilities of the financial department including participation in the development of the County Budget to accomplish the goals of the County. ~~In the absence of the Comptroller, she/he will assume the oversight of the organizational accounting functions and responsibilities of the Comptroller.~~

The incumbent also administers day-to-day personnel activities including policy interpretation and application, assisting elected officials and department managers with personnel needs and job specification for available positions. The incumbent is charged with administration of Garland County's Job Evaluation Salary Administration Program, including research, reports, procedures, job analysis, job descriptions, job ratings, salary surveys, application, ranges, budgets, and all fleet, property and general liability insurance policies and claims. ~~and the County's Fixed Assets Management Program.~~ The incumbent acts as a source of information on county policy, principles of management and applicable government laws. The incumbent will monitor all fringe benefit packages for county employees and make recommendations to the Human Resources Committee and County Judge prior to modification or change.

The Human Resources Director also is the appointed County Safety Coordinator and serves as backup to the County Finance Director as ACOOP (Arkansas Continuity of Operations Program) manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES may include, but are not limited to all of the duties in the financial department: See duties and responsibilities of the Comptroller and County Financial Department.

In Addition:

1. Interprets personnel policy and procedure for county employees and management applying appropriate procedure and guidelines to comply with individual circumstances and situations. Review personnel problem areas with County Judge based on particular policy, program and circumstance.
2. Consult with the County's legal counsel in areas that may concern litigation or compliance issues.

3. Administer day-to-day personnel activities involved in maintenance of Personnel Policies, Benefit Programs, Workers Compensation, Retirement, Family Medical Leave Act, Title 14 and other legislation affecting employment policy.
4. ~~Research and establish cell phone and credit card policies for use by county employees.~~
5. Responsible for the preparation of the County personnel budget including the calculations and completion of the annual Worker's Compensation premium and Payroll Audit.
6. Monitor federal guidelines to ensure the county is in compliance with program requirements such as Fair Labor Standards Act, American with Disabilities Act, (ADA) the Civil Rights Act of 1964 (Title 14 & 7), Family Medical Leave Act, worker's compensation law, insurance issues (HIPPA, COBRA, etc.), IRS Regulations on Affordable Care Act and any other legislation or executive orders affecting Garland County.
7. Monitor unemployment claims and provide assistance with appeals as needed.
8. Serve as staff aid for the Human Resources Committee. When asked, may also serve as staff for QC and other standing committees. Prepare agendas, including gathering information and research materials. Coordinates meeting dates and time. Prepares minutes. Attend Human Resource and Finance Committee meetings and Quorum Court meetings.
9. Administer all phases of hiring programs for new employees including advertising of vacant positions, serving as recipient for all resume and application submission, complete background checks and pre-employment drug screens of prospective applicants, arrange or schedule interviews when requested by management, and correspond with successful and non-successful candidates. Incumbent also provides general orientation of county benefits and policies for new employees.
10. Research and recommend management of human resource materials such as Employee Handbook, Job Evaluation Salary Administration Policy, Employee Benefit Packages, Federal and State Employment Laws, including American with Disabilities Act, Family Medical Leave, Equal Employment Opportunity Commission, Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA), etc.
11. Research and prepare bid information and instructions for employee benefits; such as group health, dental, and life insurance. Coordinate and routinely meet with the salary consultant, insurance consultants and any third party administrators for health, dental, life and worker's compensation insurance. Oversee and coordinate open enrollment administration for all benefits.

- ~~12. Research and prepare bid information for purchases to be made by the County Road Department and Solid Waste Department.~~
13. Under established county guidelines, Approve/Disapprove all claims and county expenditures, as needed in the absence of the County Judge's Administrative Assistant, as one of the County Judge's designated representatives for Accounts Payable and Payroll checks according to budget guidelines and in compliance with State Legislative requirements and county objectives.
14. Prepare and maintain annual Personnel Budget Information and supporting documentation. This includes projecting appropriate personnel schedules and pay range increases to comply with the Garland County Salary Policy and present a recommendation to Quorum Court, Human Resources and Finance Committees and County Judge.
15. Maintain county-wide application and resume file data base and purge data base when needed according to county, state and federal guideline.
16. Institute procedures for review of new positions as requested by elected officials or management. Develop job descriptions that accurately reflect day-to-day duties as requested by elected officials or management and see that they are rated through (JESAP) Job Evaluation Salary Administration Policies, and presented to Human Resources Committee and Quorum Court for approval.
17. Attend seminars and training programs to remain knowledgeable about personnel and related issues and regulations. Provide and/or arrange in-house training for elected officials and employees in work-related programs to include benefit administration, promotions, terminations, and compliance with the county at-will employment policy.
18. Administrate Garland County's Drug and Alcohol Testing Program for County Employees. Also coordinates employee immunization programs and blood drives.
19. In consultation with Comptroller, implement and maintain necessary HR Software and Salary Administration Software. Recommendations for software improvement and greater efficiency in the handling, processing and storage of employee and departmental data/information. ~~Designs and maintains HR website.~~
20. Administer and coordinate Garland County's "Employee of the Quarter" Program.
21. Administers the Worker's Compensation Program to include preparation of the annual projected Payroll, Audit, and Actual Payroll Reports for Worker's Compensation Premiums. Reconciles any breakdown by department/person and prepares monthly claims for payment.
22. Administers the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) Program on new hires and terminated employees within the federal legal requirements.

23. Administers the Garland County Fleet, Property and Liability Insurance policies.
24. Calculates longevity pay amounts for both budgeting and actual payments to employees.
25. Conduct all liaison activities in a professional manner to ensure a positive image of the office and maximum cooperation between and among the county, the public, media and other agencies.
26. Supervision of the payroll department.
27. Assist Comptroller and Finance Director with annual budget.
28. Assist Comptroller and Finance Director with other financial matters as directed.
29. Assist Payroll Administrator with all personnel payroll as needed.
30. Make onsite visits for contact with county employees to address change of status, life events, etc.
- ~~31. Responsible for monthly/annual administration of the Garland County Fixed Assets Management Program within the Financial Intelligence Software Program. Maintain accurate titles on all county vehicles and equipment. Work with Legislative Audit to ensure accurate accounting of all Fixed Assets.~~
32. Responsible for the management and implementation of the Garland County Safety Program. Serve as Chairperson of the Safety Committee. Organize and conduct Safety Committee meeting and keep minutes.
33. Organize safety activities such as training and written programs and maintain records of all training.
34. Promote safety education at all levels of the County government and assist department supervisors in their safety activities.
35. Conduct or coordinate safety inspections and audits. Maintain records of all inspections.
36. Maintain the accident reports for the workers compensation program.
37. Conduct accident investigations with the safety committee. Maintain accident investigation records.
38. Administer safety awards and incentives for the county employees.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with documented disabilities as outlined by the Americans with Disabilities Act, of 1990 to perform the essential functions. A thorough understanding of county government, state and federal regulations pertaining to county purchasing and record keeping is essential.

EDUCATION AND EXPERIENCE:

Minimum of high school diploma or general education degree (GED). A Bachelor's Degree (B.A.) from four year college with emphasis in accounting and personnel functions or minimum of six (6) experience in Financial Management with accounting supervisory experience and skills along with four (4) years of employee management experience. Must have a working knowledge of legislation affecting the workplace, and be proficient in the areas of payroll and benefit administration, employment, compensation, and employee development.

SUPERVISORY RESPONSIBILITIES:

The incumbent directly supervises employees in the Human Resources and Payroll Department's.

OTHER SKILLS AND ABILITIES:

The incumbent should possess excellent knowledge of accounting principles; possess good verbal and written communication skills, as this position has frequent contacts with elected officials, department heads, and the public on matters requiring explanations. Must be able to prioritize and organize work in order to meet numerous deadlines. They must have excellent communication, problem solving and analytical skills. The incumbent must possess knowledge of computerized accounting and modern office practices, procedures and equipment. The incumbent must possess the ability to resolve accounting problems independently. Must have the ability to work under stress due to deadlines and perform duties with speed and accuracy.

PHYSICAL DEMANDS:

The physical demands described 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 documented disabilities as outlined by the Americans with Disabilities Act, of 1990 to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, talk, hear, and use hands to handle objects. The employee must occasionally walk, reach with hands and arms, and kneel or crouch. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include the ability to adjust focus and close vision.

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 documented disabilities as outlined by the Americans with Disabilities Act, of 1990 to perform the essential functions. The noise level in the work environment is usually moderate.

2022 Arkansas County Employees Salary Survey

SEBASTIAN – Class 6

<u>County Judge</u>	101,852	Recorder Supervisor	48,785
Administrator	73,972	Senior Land Recorder	37,151
Executive Assistant	47,354	Senior Recorder	38,500
County Admin Executive Asst.	36,591	Assistant Recorder	34,783
		Election Manager Assistant	34,263
		Deputy Clerk	33,577
		Appropriation Part-Time	9,425
<u>Courthouse Security</u>		<u>Circuit Clerk</u>	47,527
Asst Supervisor	39,104	Chief Deputy	52,749
Bailiff 8@	34,079	Office Manager	53,154
Security	38,763	Sr Deputy/Criminal	37,689
Security	30,452	Sr Deputy/Civil	40,306
Security	31,635	Sr CV/DR & QA Deputy	43,035
Security	30,452	Sr Deputy/Records Mgmt	35,130
Security	33,268	Sr Deputy/Juvenile	36,760
Security	33,267	Sr Deputy/Probate	34,608
Security	31,635	Deputy/Juvenile	30,071
Appr Extra Help Security	40,560	Deputy/Criminal/Juvenile	33,796
		Deputy/Criminal	32,657
		Deputy/Circuit	29,600
		Deputy/Civil	30,104
		Deputy/Criminal	34,631
		Deputy/Civil	38,507
		Deputy/Support	30,071
		Appropriation Part-Time	28,275
<u>Maintenance</u>		<u>Election</u>	
Superintendent	54,069	Election Coordinator	36,088
Asst Superintendent	40,808		
Bldg Maint Tech/Carpenter	39,115	<u>Treasurer</u>	
Laborer/Building Maint	29,877	Treasurer/Tax Collector ½	49,279
Laborer/Building Maint	29,175	Senior Deputy	39,014
Custodian 2 nd shift	28,226	Senior Deputy	39,729
Custodian	25,517		
		<u>Treasurer Automation Fund</u>	
<u>Quorum Court</u>		Chief Administrator Treasurer	52,750
Justice of Peace per diem 13@	567		
		<u>Tax Collector</u>	
<u>County Clerk</u>		Treasurer/Tax Collector ½	49,279
County Clerk/Recorder ½	47,527	Office Manager	41,900
Chief Deputy Clerk/Recorder ½	26,375	Office Manager	41,322
Office Manager Clerk/Recorder ½	22,297	Deputy	37,391
Deputy Clerk/Rec	36,084	Deputy 2@	34,961
Election Manager Assistant	37,047	Deputy	35,979
Approp Clerical Part-Time	9,425	Deputy	36,678
Approp Deputy Extra Help	2,700		
Approp Deputy Extra Help	5,498	<u>Tax Collector Automation Fund</u>	
<u>Recorder</u>			
County Clerk/Recorder ½	47,527		
Chief Deputy Clerk/Recorder ½	26,375		
Office Manager Clerk/Recorder ½	22,297		

2022 Arkansas County Employees Salary Survey

Chief Administrator	52,040	Heavy Equipment Operator 4@	30,875
Supervisor Sr. Deputy	43,040	Heavy Equipment Operator 7@	31,472
<u>Tax Assessor</u>	95,052	Heavy Equipment Operator	40,235
Chief Deputy	55,685	Light Equipment Operator 6@	26,758
Personal Quality Assurance	54,820	Parts and Inventory	26,908
Real Property Manager	49,743	Road Laborer 2@	25,270
Office Mgr/Homestead Specialist	47,972	Shop Foreman	59,280
Office Manager	41,952	Assistant Shop Foreman	37,391
GIS Specialist	41,308	Senior Mechanic	33,994
GIS Coordinator	41,308	Senior Mechanic	34,653
Appraiser IV	45,256	Mechanic 2@	27,358
Biz Commercial Deputy Assessor	37,096	Director of Emergency Mgmt ½	31,520
Biz Commercial Deputy Assessor	35,857	Emergency Mgmt Coordinator ½	25,520
Biz Commercial Deputy Assessor	38,618	Appropriation Part-Time (Mowers)	111,360
Biz Commercial Deputy Assessor	39,719	<u>Office of Emergency Management</u>	
Biz Commercial Deputy Assessor	39,704	Director of Emergency Mgmt	31,520
Biz Commercial Deputy Assessor	39,678	Emergency Mgmt Coordinator	25,520
Biz Commercial Deputy Assessor	34,677	Appropriation Extra Help	4,956
Abstractor Mapper	39,500	<u>Sheriff's Department</u>	
Abstractor Mapper	33,162	Sheriff	50,925
Abstractor Mapper	37,151	Chief Deputy	63,667
Personal Property Dep Assessor	33,381	Division Commander	64,047
Personal Property Dep Assessor	34,736	Division Commander	55,717
Personal Property Dep Assessor	32,485	Division Commander	57,295
Personal Property Dep Assessor	32,040	Division Commander	56,810
Personal Property Dep Assessor	38,094	CID - Lieutenant Lead Investigator	52,175
<u>Veterans Service Office</u>		Training Dpty/Asst. Patrol Cmd	50,578
Veterans Service Officer	39,509	Law Enforcement Sergeant 3@	47,409
Sr Deputy	34,570	Law Enforcement Sergeant	47,898
Deputy	31,266	Law Enforcement Sergeant	48,833
Secretary/Receptionist	31,464	Law Enforcement Sergeant	46,501
<u>Road Department</u>		Patrol Deputy 10@	36,038
Superintendent	64,725	Patrol Deputy	36,347
Assistant Superintendent	51,040	Patrol Deputy	36,345
Office Manager	53,249	Patrol Deputy 4@	36,346
Foreman	36,586	Patrol Deputy	38,130
Assistant Foreman	42,414	Patrol Deputy	36,057
Senior HEO/Oil Distributor	36,678	Patrol Deputy	39,303
Senior HEO/Database	44,097	Patrol Deputy	37,461
Sr Heavy Equipment Operator	42,579	Admin Coord/Records Supervisor	41,899
Sr Heavy Equipment Operator	34,322	Record Spec/Training/Bond Acct	38,587
Sr Heavy Equipment Operator	34,988	Records Specialist	29,085
Sr HEO Bridge Maintenance	40,753	Records Specialist	27,772
Sr Heavy Equipment Operator	44,140	Records Specialist 2@	27,560
HEO/Traffic Light Tech/Sign Op	31,472	Records Specialist	34,927
		Records Specialist	28,333

2022 Arkansas County Employees Salary Survey

Records Specialist	27,667	Booking Clerk ADC	28,726
Appropriation Part-Time	24,700	Booking Clerk ADC	29,942
<u>Sheriff Traffic Division</u>		Detention Deputy 6@	33,744
Deputy Canine	43,204	Detention Deputy 50@	33,136
Deputy Patrol	36,361	Detention Deputy	33,838
		Detention Deputy	35,662
		Appropriation Part-Time	12,350
<u>Juvenile</u>		<u>Coroner</u>	
Chief Probation Officer	56,265	Appropriation Extra Help	59,379
Asst Chief Probation Officer	55,717		12,000
Probation Officer	34,575		
Probation Officer	42,375		
Probation Officer 2@	39,761		
Probation Officer	35,978		
Probation Officer	39,001		
Intake Coordinator	30,266		
<u>Juvenile Detention</u>			
Juvenile Detention/Captain	48,307		
Juvenile Detention Assistant	38,423		
Sergeant /Juv Det Deputy	34,882		
Sergeant /Juv Det Deputy	36,296		
Sergeant /Juv Det Deputy	38,830		
Sergeant /Juv Det Deputy	37,527		
Detention Officer 9@	31,163		
Appropriation Part-Time	26,000		
Appr Chaplain Part Time	12,350		
<u>Adult Detention</u>			
Sheriff	50,925		
Detention Administrator	56,285		
ADC Assistant Administrator	50,689		
Director of Inmate Management	42,674		
ADC Administrative Coordinator	46,199		
2nd Shift Lieutenant	47,784		
Deputy Shift Supervisor Sgt	42,089		
Deputy Shift Supervisor Sgt	38,256		
Deputy Shift Supervisor Sgt	37,558		
Deputy Shift Supervisor Sgt	40,572		
ADF Administrative Assistant	35,999		
Deputy Asst Shift Supr Corp 2@	35,271		
Deputy Asst Shift Supr Corp 2@	35,924		
Deputy Asst Shift Supr Corp	35,272		
Deputy Asst Shift Supr Corp	35,273		
ADC Fugitive Warrants/Crt Disp	30,190		
ADC Fugitive Warrants/Crt Disp	31,257		
Booking Clerk ADC 4@	29,280		

2022 Arkansas County Employees Salary Survey

GARLAND – Class 6

County Judge 33%	30,275	Tax Collection Cashier II	28,177
Administrative Assistant	40,589	Deputy I	36,568
Secretary/Receptionist	34,255	Deputy II	33,508
		Deputy III	37,043
		Deputy IV	38,177
		Tax Enforcement Asst Deputy	31,589
		Tax Enforcement Asst Deputy	28,097
Quorum Court		Tax Collector Automation Fund	
Justice of Peace per diem 13@ Annually	9,476	Tax Enforcement Supervisor	36,674
		Tax Enforcement Asst Deputy	31,585
County Clerk	79,738	Tax Assessor	79,738
Chief Deputy	48,579	Chief Deputy	48,332
Deputy Voter Registrar	30,388	Appraiser Manager	41,779
Deputy 2@	30,940	Abstractor/Mapper-D.E. Super.	43,898
Deputy	29,285	CAMA Operator Manager	36,816
		CAMA Operator Manager	35,268
		Personal Property Supervisor	35,944
Clerk Cost Fund		Abstractor/Mapper 2@	31,234
Appropriation Part-Time	15,000	GIS Coordinator	35,253
		Appraiser Personal/Comm 2@	33,158
Circuit Clerk		Appraiser III	36,178
Circuit Jury Coord/Deputy	36,271	Amendment 79 Admin 2@	29,386
Deputy	29,480	Deputy - Data Entry 2@	26,416
		Deputy - Data Entry	27,172
Recorder Cost Fund		Front Line Supervisor/Hou	28,990
Circuit Clerk	79,738	Veterans Service Officer	34,120
Chief Deputy Circuit	57,510		
Domestic Relations Supervisor	35,839	Road Department	
Criminal Division Supervisor	35,839	County Judge 50%	45,871
Civil Division Supervisor	36,661	Road Commissioner	73,755
Front Office Supervisor - D	36,661	Road & Maint Foreman 2@	56,232
Accounting/Bookkeeper Super	36,468	Working Bridge Crew Leader	41,056
Deputy- Bookkeeper	29,480	Shop Working Crew Leader	51,410
Deputy Circuit Clk/Circuit	29,480	Pavement & Asphalt Working	37,680
Deputy Circuit Clk/Crime	31,406	Backhoe Working Crew Leader	38,250
Deputy Circuit Clk/Civil	29,480	Crew Leader/Operator	38,507
Deputy 3@	29,480	Skilled Operator	34,303
Appropriation Part-Time	20,540	Tire Mech/Welder/Fabricator	38,111
		Mower Working Crew Leader	37,680
Treasurer	79,738	Skilled Operator	38,507
Chief Deputy	55,251	Backhoe Working Crew Leader	36,132
Bookkeeper	35,871	Grader/Trucking Leadman	33,741
		Grader/Trucking Leadman	38,805
Tax Collector	79,738	Grader/Trucking Leadman 2@	43,020
Chief Deputy	54,742	Office Administrator	47,857
Head Tax Collection Cashier	41,762		

2022 Arkansas County Employees Salary Survey

Paving & Prep Crew Leader	33,178	Lead Transport Operator	35,519
Pave & Asphalt Assistant	33,342	Lead Transfer Station Op	30,031
Truck Driver 4@	34,532	Truck Driver 4@	34,818
Truck Driver	33,188	Truck Driver 5@	34,303
Truck Driver 2@	33,024	Truck Driver 2@	34,256
Truck Driver	32,411	Truck Driver	33,693
Mechanic	36,400	Transfer Station Operator	29,799
Sign Shop Working Crew Leader	37,680	Transfer Station Operator 2@	29,284
Skilled Operator	32,399	Transfer Station Operator	28,066
Skilled Operator	32,973	ES Controller	49,738
Laborer	30,657	Landfill Clerk II	30,117
Laborer	30,645	Landfill Clerk II	28,783
Laborer 11@	27,448	Laborer	28,246
Mower Working Crew Leader	37,680	Laborer	27,551
Boomhog Working Crew Leader	35,171	Laborer 4@	26,988
Secretary/Clerk	34,107	Laborer	26,313
Engineer	74,647	Laborer 2@	26,828
Road Maint Foreman	56,232	Laborer	26,710
Appropriation Part-Time	80,000	Diesel Mechanic	46,200
		Appropriation Part-Time	11,000
<u>Emergency 911</u>		<u>Sheriff's Department</u>	
Director of Emergency Mgmt	65,745	Sheriff	91,745
911/DEM Asst Coordinator	36,367	Chief Deputy	75,803
Emergency Mgmt Technician	46,179	Sheriff's Special Investigator	33,610
GIS Technician	40,552	Secretary/Receptionist	29,290
911 Database/GIS Technician	48,957	CID Captain	62,641
Appropriation Part-Time	15,000	CID Lieutenant	57,843
		CID Sergeant	52,344
<u>911 Communication Center</u>		CID Sergeant	52,345
Telecommunications Director	59,720	CID Corporal	43,674
Telecommunications Supervisor	43,520	CID Investigator-Corporal	48,992
Telecommunicator Level IV 4@	40,652	CID Investigator 4@	43,799
Telecommunicator Level II 3@	38,785	CID Investigator	43,933
Telecommunicator Level II 3@	36,450	CID Investigator	44,323
Telecommunicator Level I 5@	36,116	CID Secretary	32,807
Appropriation Extra Help	2,500	CID Secretary	29,290
		Patrol Captain	62,641
<u>Solid Waste</u>		Patrol Lieutenant @	57,843
County Judge 17%	15,598	Patrol Sergeant 4@	52,344
Director of Environmental	74,778	Patrol Corporal 5@	48,992
Office Manager - Landfill	36,907	Patrol Corporal	41,270
Mechanical Maintenance Tech	36,747	Patrol Deputy	43,799
Heavy Equipment Operator	37,505	Patrol Deputy	44,888
Heavy Equipment Operator	37,064	Patrol Deputy	41,304
Heavy Equipment Operator	35,437	Patrol Deputy	45,605
Lead Front Load Operator	42,429	Patrol Deputy	41,939
Lead Landfill Operator	38,770	Patrol Deputy 17@	41,270
Lead Rolloff Operator	36,519		

2022 Arkansas County Employees Salary Survey

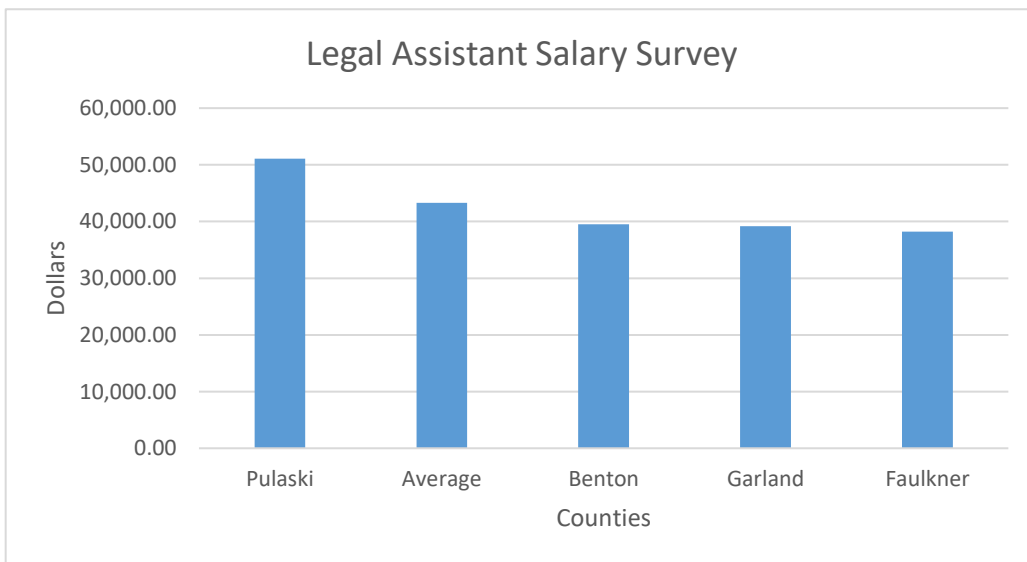
Patrol Deputy – NPCC	46,979	Inmate Work Release Deputy	41,270
Patrol Deputy – SRO LHSD	42,898	Expeditor/Investigator	41,270
Patrol Lieutenant	57,843	Maintenance Staff 2@	36,738
Mechanic/Transport	37,274	Maintenance Staff	38,989
Office Administrator	46,416	Housekeeping Staff	30,589
HR Coordinator	35,902	Substance Abuse Coordinator	45,126
Senior Bookkeeper	36,265	Civilian Clerk 4@	30,874
Bookkeeper	29,290		
Bookkeeper	30,640	<u>Coroner</u>	79,738
Records Clerk	34,920	Deputy 2@	36,750
Records Clerk	30,899		
Secretary/Clerk Civil War	29,290	<u>Election</u>	
Fines & Fees Clerk	29,290	Election Coordinator	37,200
District Court Bailiff 4@	39,526		
District Court Bailiff	48,992		
Appropriation Extra Help	5,000		
<u>Juvenile</u>			
Corporal 4@	48,416		
Detention Officer 6@	40,352		
<u>Juvenile</u>			
Corporal Detention 4@	48,416		
Detention Officer 6@	40,352		
<u>Jail</u>			
Chief of Corrections	82,330		
Captain of Operations	62,641		
Program Services Director	57,084		
Receptionist/Clerk	29,567		
Maintenance Director	64,410		
Relief Commander–Sergeant 4@	51,567		
Security Director–Captain	62,641		
Correction Officer	38,168		
Correction Officer	41,477		
Correction Officer	46,980		
Correction Officer	41,455		
Correction Officer 3@	40,138		
Correction Officer 2@	40,228		
Correction Officer 12@	40,352		
Correction Officer 4@	40,269		
Correction Officer 27@	38,138		
Corrections Officer 17@	40,168		
Area Supervisor–Corporal 10@	48,416		
Shift Commander–Lieutenant 4@	57,084		
Relief Shift Comm-Sgt 2@	51,567		
Finance Manager	53,200		
Inmate Work Release Deputy	41,704		

Salary Survey
Legal Assistant

County	2022 Salary
Garland	39,200.44
Pulaski	51,073.88
Benton	39,539.25 (Average of Highlighted Salaries on page 4)
Average	43,271.19

Salary Survey
with average and Faulkner
County added and sorted
on salary

County	2022 Salary
Pulaski	51,073.88
Average	43,271.19
Benton	39,539.25
Garland	39,200.44
Faulkner	38,234.56





2022 BUDGET POSITION LIST

FUND: 1000 COUNTY GENERAL FUND

DEPARTMENT: 0122-COUNTY CIVIL ATTN

DEPT	ASSIGNMENT ID	PCN	TITLE	LEVEL	YEARLY SALARY	FILLED/VACANT	
0122	0122-A023-001	001	COUNTY CIVIL ATTORNEY	U30	\$112,201.96	F	
0122	0122-P008-002	002	CHIEF DEPUTY CO CIVIL ATTY	U27	\$93,991.56	F	
0122	0122-P010-003	003	ATTORNEY II	U24	\$75,780.38	F	
0122	0122-R007-005	005	PARALEGAL	C118	\$51,073.88	F	
0122	0122-P073-006	006	ATTORNEY III	U25	\$81,850.60	F	
Fund:	<input type="text" value="1000"/>	Dept:	<input type="text" value="0122"/>	Total No. of Records:	<input type="text" value="5"/>	Total Yearly Salary for Depts:	<input type="text" value="\$414,898.38"/>

GARLAND COUNTY
 2022 Final Budget
 DEPT : 0118
 County Attorney
 FUND : (1000) County General

PCN	Title	Grade	Current Annual Salary
1200	County Attorney		111,533.60
1202	Paralegal/Administrative		39,200.44
Total Salaries			150,734.04

Line	Description	Budget 2022
1001	Salaries, Full-Time.....	150,734.04
1005	Overtime And Holiday Pay.....	1,000.00
1006	Social Security Matching.....	11,645.90
1007	Retirement Matching.....	23,322.25
1009	Health Insurance Matching.....	14,160.00
1010	Workmens Compensation.....	225.00
1011	Unemployment Compensation.....	260.00
1012	Other Fringe Benefits.....	500.00
1018	Critical Position Lump Sum Vacation Holiday.....	2,500.00
Total Personal Services		204,347.19

Elected Official	Job Title Description	Annual Salary
	COURTROOM SECURITY OFFICER	\$46,541.25
	DRUG COURT CASE MGR/COURT ASST	\$48,144.10
	SPECIALTY COURT ADMINISTRATOR	\$71,577.74
Co Judge - Maint & Custodial	MASTER ELECTRICIAN	\$60,725.18
	FACILITIES CUSTODIAN SUPERVISOR	\$56,620.98
	ASSISTANT CUSTODIAL SUPERVISOR	\$40,987.23
	FACILITIES MAINT & CONSTRUCTION SUP	\$56,995.90
	GENERAL SERVICES ASSISTANT	\$40,489.54
	MAINTENANCE SERVICE TECHNICIAN	\$50,278.80
	MAINTENANCE SERVICE TECHNICIAN	\$47,535.49
	BUILDING CUSTODIAN/MAINTENANCE	\$36,630.46
	BUILDING CUSTODIAN/MAINTENANCE	\$35,835.70
	BUILDING CUSTODIAN/MAINTENANCE	\$35,247.26
	BUILDING CUSTODIAN/MAINTENANCE	\$35,240.61
	BUILDING CUSTODIAN/MAINTENANCE 3@	\$35,232.70
	BUILDING CUSTODIAN/MAINTENANCE	\$33,072.00
Prosecuting Attorney	CASE MANAGEMENT SUPERVISOR	\$57,260.84
	DEPUTY PROSECUTOR 4 @	\$85,790.12
	DEPUTY PROSECUTOR	\$85,680.14
	FELONY CASE MANAGER	\$43,943.12
	FELONY CASE MANAGER	\$41,141.57
	FELONY CASE MANAGER	\$40,753.44
	JUDICIAL COLLECTIONS ADMINISTRATOR	\$43,576.00
	LEGAL ASSISTANT I 2 @	\$40,722.86
	LEGAL ASSISTANT I	\$40,060.80
	LEGAL ASSISTANT I	\$39,312.00
	LEGAL ASSISTANT I	\$38,980.86
	LEGAL ASSISTANT I	\$38,584.00
	LEGAL ASSISTANT I	\$38,355.20
	LEGAL ASSISTANT I	\$38,353.95
	LEGAL ASSISTANT I	\$38,188.80
	LEGAL ASSISTANT I	\$37,856.00
	LEGAL ASSISTANT I	\$37,643.63
	LEGAL ASSISTANT I	\$36,933.52
	LEGAL ASSISTANT I	\$36,570.77
	LEGAL ASSISTANT II	\$43,028.54
	LEGAL ASSISTANT II	\$43,014.40
	LEGAL ASSISTANT II	\$41,425.28
	LEGAL ASSISTANT II	\$40,435.20
	LEGAL ASSISTANT II	\$39,312.00
	OFFICE MANAGER - ADMINISTRATION	\$58,204.64
	OFFICE MANAGER - LEGAL	\$58,204.64
	SR INVESTIGATOR-PA	\$67,188.99
	VICTIM ASSISTANCE COORD.	\$53,139.42
Public Defender	CASE MANAGER	\$46,469.28
	CASE MANAGER	\$46,144.38
	CASE MANAGER	\$45,479.82
	CASE MANAGER	\$45,050.72
	CASE MANAGER	\$43,742.40
	DEPUTY PUBLIC DEFENDER 2 @	\$75,819.90
	DEPUTY PUBLIC DEFENDER	\$74,317.88
	DEPUTY PUBLIC DEFENDER 2 @	\$70,785.26
	DEPUTY PUBLIC DEFENDER	\$69,722.64
	INVESTIGATOR	\$50,005.28
	LEGAL SECRETARY I	\$42,928.70
	OFFICE MANAGER	\$57,863.00

POSITION TITLE: Paralegal
DEPARTMENT/DIVISION: County Civil Attorney
REPORTS TO: County Civil Attorney
FLSA STATUS: Non-Exempt

This position is not safety sensitive and is not subject to random drug and alcohol testing.

This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and minimum qualifications of this job. The incumbent(s) may be required to perform job related responsibilities and tasks other than those stated in this job description. Nothing in this job description restricts management's right to assign or reassign job-related responsibilities and tasks to this job at any time. Certain functions are understood to be essential; these include, but are not limited to, attendance, getting along with others, working a full shift, and dealing with and working under stress. Any essential function of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant only to the extent medically and reasonably feasible.

JOB SUMMARY: Responsible for providing support to the legal staff of the County Attorney's Office with legal research, preparation of legal documents, and maintenance of legal case files and litigation calendar; assists with the management of the attorney's non-litigation calendars and research files.

ESSENTIAL JOB FUNCTIONS:

1. Conducts legal research to assist legal staff with case preparation.
2. Organizes and maintains litigation files.
3. Drafts discovery pleadings and organizes documents.
4. Maintains litigation calendar for all legal staff within office ensuring appropriate deadlines.
5. Conducts legal research and prepares drafts of memoranda, legal opinions, ordinances, and legislation for review by attorney.
6. Maintains Bond Forfeiture files and scheduling; drafts order and pleading as required.
7. Monitors bankruptcy and foreclosure files; prepares pleadings as may be necessary.
8. Indexes and summarizes depositions; organizes and prepares exhibits for trial.
9. Prepares subpoenas as directed; serves or ensures the serving of subpoenas.

10. Assists at trial as requested by attorneys.
11. Assists taxpayers in resolving tax assessment and tax payment problems.
12. Maintains law library in County Attorney's Office.
13. Performs Office Manager/Legal Secretary's duties.

SECONDARY DUTIES AND RESPONSIBILITIES:

1. Performs other related duties as assigned.

PERSONNEL SUPERVISED: None.

WORKING CONDITIONS:

Work is performed primarily indoors in a smoking restricted environment. Occasional trips outside the office to the law library and courtrooms are required.

MINIMUM QUALIFICATIONS:

REQUIRED SKILLS, KNOWLEDGE, AND ABILITIES:

Considerable knowledge of State and Federal Statutes, case laws, precedents, and County ordinances concerning governmental operations, ad valorem taxation, labor law, and local government finance.

Considerable knowledge of court proceedings and processes.

Ability to prepare motions, court orders, and legal documents related to case presentation.

Ability to conduct legal research.

Ability to read, interpret, and apply Federal and State Laws, regulations, and statutes.

Ability to maintain organization of office, files, attorney calendars, and litigation calendars.

Skill in the operation of a computer.

PHYSICAL REQUIREMENTS:

Ability to communicate effectively orally via telephone and in person.

Digital dexterity necessary for keyboard operation.

Visual acuity necessary for use of computer screen and reading of legal documentation.

EDUCATION AND EXPERIENCE:

Completion of college level coursework in legal, paralegal, or related field; some experience in the paralegal, legal research, case preparation, or a related area; or any equivalent combination of experience and training which provides the required skills, knowledge, and abilities.

ADDITIONAL REQUIREMENTS:

Must possess or be able to immediately obtain a valid Arkansas Driver’s License.

Employment contingent upon successful completion of a criminal background check.

Prefer: Paralegal certificate

PHYSICAL REQUIREMENTS:

The physical activities marked below are representative of those that will be required on a regular basis to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work involves:	YES	NO
lifting, pushing, pulling or carrying 40 pounds or more		X
the operation of earth-moving equipment or commercial motor vehicles		X
The operation of non-commercial motor vehicles	X	
The operation of tools such as axes, shovels, sling blades		X
The operation of motorized equipment such as chain saws, power saws, jackhammers, lawn mowers, tractors		X
Balancing, bending, climbing, stooping, twisting, or reaching out in unusual positions		X
Sitting for long periods of time	X	
Running, standing, or walking over a long period of time		X
Working above ground or floor level, such as on stools or ladders		X
Working in a relatively high average degree of temperature over a long period of time		X
Considerable physical exertion of the whole body over a long period of time		X
Exposure to hazardous conditions		X
Requires near vision (20 inches or less)	X	
Requires distance vision (20 feet or more)		X
Detection of color differences		X
Determination of the correct location of a sound, such as footsteps		X
Hearing and understanding conversation or sounds	X	
Speaking/talking	X	

Created: JNK 5/18/21
Reviewed: April 2022 JM

Garland County
Position Description

JOB TITLE: Administrative Assistant to the County Attorney

Exempt(Y/N): No

Department: County Attorney

Date Prepared: April 2019

Supervisor: County Attorney

SUMMARY:

The Administrative Assistant to the County Attorney is to provide specialized secretarial and legal assistance as requested by the County Attorney. This individual has the responsibility of assisting the County Attorney in the daily functioning and administration of his office and in the preparation of cases for trial in order to maintain continuity and serve as a liaison between the County Attorney, the public, county elected officials, department heads and employees, and other county and state offices. Highly complex clerical and secretarial skills and experience are a necessity, as well as a high initiative to compose and complete pleadings and correspondence as needed. This position must promote a high level of professionalism as this individual will have considerable public contact in maintaining public relations for the office of County Attorney, via telephone, other county, city and state agencies, the general public, various vendors and all individuals involved in Garland County's civil legal matters. The Administrative Assistant will be under the direct supervision of the County Attorney only and shall perform all tasks as directed by the County Attorney.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned by the County Attorney:

1. Provide specialized secretarial services to the County Attorney as needed and ordered, consisting of composing, typing, and filing routine and complex forms, pleadings, and correspondence.
2. Screen calls and arrange appointments for the County Attorney.
3. Respond to incoming mail at the direction of the County Attorney.
4. Compile and disseminate information as needed.
5. Acknowledge and calendar trial dates, events, and meetings.
6. Attend meetings and court as needed to provide support services for the County Attorney.
7. Be responsible for case management as directed to include:
 - a. Draft preparation, filing, obtaining service, distribution and follow-up on pleadings, subpoenas, orders, correspondence with counsel and the court, etc.;
 - b. All other services as needed from beginning of litigation to conclusion.
8. Conduct all liaison activities in a professional manner to ensure maximum cooperation between the County Attorney, elected officials, the public and other county and state offices.
9. Promote confidence in Garland County and the County Attorney's office.

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 disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE;

Minimum of high school diploma or general education degree (GED); must have extensive knowledge of legal procedure and the justice system; must have a minimum of six (6) years Legal Secretary experience or similar experience in legal administration in the public or private sector; experience in general office management is mandatory.

OTHER SKILLS AND ABILITIES:

1. The diversity of activities in this office and the requirements that will be asked by the County Attorney of his Administrative Assistant require organizational skills and the ability to work under pressure with a constant awareness that all actions are subject to scrutiny by the public.
2. Must possess excellent communication and human relations skills and the ability to get along and work with all types of individuals in various emotional states.
3. Must have extensive knowledge of the legal system and an understanding of legal terminology and judicial proceedings.
4. Must have a high level of independent judgment and the ability to make appropriate plans of action as called upon.
5. Must be able to work independently, efficiently and with initiative and ingenuity.
6. Must have an exceptional knowledge of proper English and have strong writing and verbal communication skills.
7. Must have extensive knowledge of office procedures, regulations, and operations.
8. Must have the ability to maintain effective working relationships with top-level administrators, officials, staff within all departments, and the public.
9. Must have strong analytical/problem solving abilities to analyze facts, statements and evidence.
10. Must have the ability to deal effectively with the public in receiving and giving information, screening calls, referring calls, and arranging appointments for the county attorney.
11. Must have an exceptional ability to compose effective correspondence and legal pleadings.
12. Must be reliable, trustworthy, honest, and able to accept responsibility.
13. Must have an extensive knowledge of modern business procedures, regulations, and office equipment, including computers, and be willing to be trained to keep operations current.

14. Must be familiar with law enforcement agencies and municipalities and civil remedies.
15. Must have the ability to learn new tasks readily.
16. Must have the ability and initiative to carry out the oral and written instructions of the County Attorney.

TECHNICAL SKILLS:

Extensive experience in the operation of computers, copiers, facsimile machines, and other office equipment is mandatory.

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 use their hands to type, write, and use equipment. This individual must have the ability to speak, hear, see, stand, walk, sit, stoop, kneel, crouch and reach.

The employee is occasionally required to lift and/or move up to ten (10) pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and the ability to adjust focus.

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.

Legal Secretary I, Assistant to Deputy Prosecuting Attorney
Job Description

SUMMARY: The Legal Secretary I position of the Prosecuting Attorney's Office has different and various duties related to the Felony Division, Misdemeanor Division and the Juvenile Division, reporting to the Deputy Prosecutors whom they assist

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Handle all information received by this office in a highly confidential manner.
- Obtain case reports from Law Enforcement Agencies on cases and effectively organize and present to the Deputy Prosecutor. Also, maintain file as case develops working with outside agencies gathering additional information from different sources such as the Office of Child Support, Sex Offender Registry Records, Arkansas (or other state's) Driver Control Records, Certified Priors Convictions. Must follow Children Advocacy Center confidentiality protocol when dealing with records pertaining to sexual crimes against children. Send out discovery in a timely manner. Prepare for Bench Trials, Suppression Hearings and Jury Trials when necessary.
- Issue Jury Trial Subpoenas and other Duces Tecum Subpoenas for various types of records.
- File legal documents with the Circuit Clerk's Office. Request certified prior conviction when necessary.
- Transcription of various types of audio recordings related to felony cases.
- Daily contact with Arkansas State Crime Lab, Law Enforcement Agencies, Court Systems across the US to obtain necessary documents to complete case files.
- Certified to run NCIC/ACIC criminal histories.
- Use various programs to gather information regarding defendants and witnesses, i.e. Justice Exchange, GTL Lazer Phone Mgt. System, Southern Software-Jail Pak System, and Southern Software-Sheriff Pak System.
- Schedule related appointments and maintain calendars for Deputy Prosecuting Attorneys when necessary.
- Screen calls from victims and witnesses and direct them to the appropriate personnel/department.
- Assist other legal assistants with case load/transcription. Back up switchboard operator when necessary.
- Handle law enforcement requests for issuance of duces tecum subpoenas for a variety of records, such as phone, banking, medical records.
- Communicate effectively with criminal defense attorneys and other outside agencies regarding case files.

Misdemeanor legal assistant attends Rogers and Bentonville District Court twice monthly with the misdemeanor Deputy Prosecutor to help coordinate a heavy volume of trials on those dates.

ADDITIONAL SPECIALIZED DUTIES assigned to legal secretary I include the following:

- Prepare and file petitions for the involuntary commitment of persons suffering from mental illness who are deemed to be homicidal, suicidal, or incapable of caring for themselves. Coordinate witnesses for hearings on those petitions, including expert witnesses. Coordinate with the Benton County Sheriff's Office for the court attendance of the person suffering from mental illness. Prepare court orders following hearings and coordinate with the Benton County Sheriff's Office for transport of the committee to the proper mental health facility.
- Develop and maintain all Sex Offender Screening and Risk Assessment files. Ensure that the Department of Correction has full background and case file information to effectively screen sex offenders for the appropriate registration levels.
- Develop and maintain files on all defendants who have been acquitted by reason of mental disease and who are supervised in the Act 911 program administered by the Arkansas State Hospital System. Respond appropriately to communication received from the defendant's Act 911 supervisor, including filing petitions in the probate division of circuit court to, for example, return an acquitted defendant to the State Hospital for treatment.
- Develop and maintain files on petitions for post-conviction relief filed pursuant to Rule 37 of the Arkansas Rules of Criminal Procedure.
- Develop and maintain files on petitions to seal and/or expunge criminal records pursuant to Act 346 of 1975
- Develop and maintain all files for civil asset forfeitures and file in the proper division of circuit court. Coordinate with the service of the complaint and summons on the proper persons.
- Assist as a backup to the Victim Advocate in assisting victims of crime with Orders of Protection against their abusers.
- Develop, maintain, and file petitions for destruction of contraband and evidence no longer needed for trial.
- Develop and maintain files for petitions to revoke probation or suspended sentence.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, and 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:

High School, and knowledge of computers, especially Microsoft Office 2007. At least two (2) years of office experience. Possess good typing/computer skills, general secretarial skills as well as organizational skills. Must possess good public relations and communication skills. Experience in the legal profession is helpful, but not required.

WORKING RELATIONSHIPS:

Assist Deputy Prosecuting Attorney’s in their positions to maintain an efficient work environment. Position will require daily contact with attorneys, law enforcement officers, various outside agencies as well as Courts, Judges, and their Case Coordinators, etc.

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, reach with hands and arms, use hands to handle or feel objects/controls and talk or hear. The employee is occasionally required to stand and walk. Specific vision abilities required by this position include close and distance 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.

Approved by: _____

Date: _____

JESAP Grade Assignment: 7

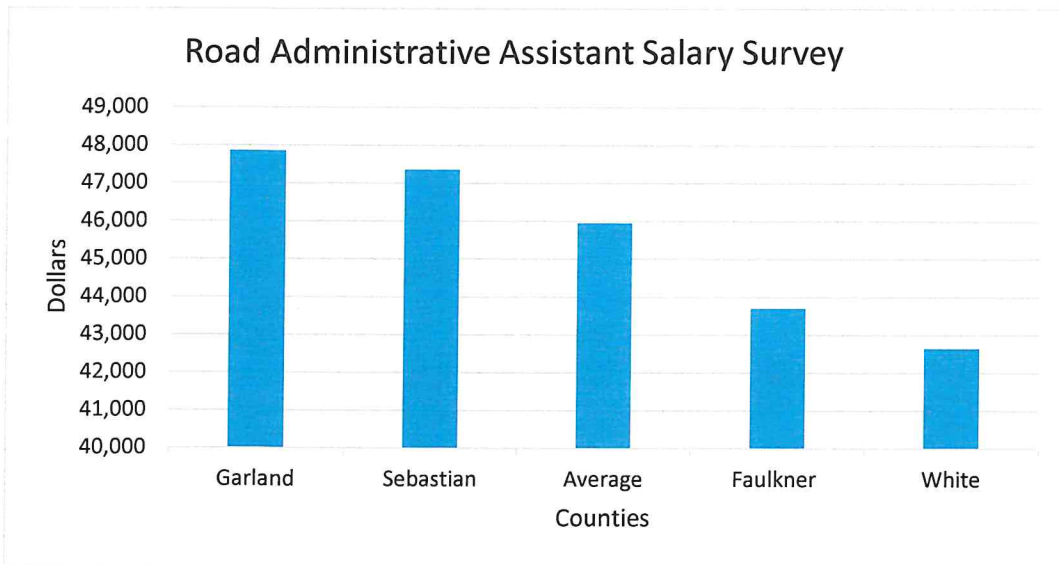
Date: 10/9/2012

Salary Survey
Road Administrative Assistant II

County	2022 Salary
Garland	47,857
Sebastian	47,354
White	42,643
Average	45,951

Salary Survey
with average and Faulkner
County added and sorted
on salary

County	2022 Salary
Garland	47,857
Sebastian	47,354
Average	45,951
Faulkner	43,696
White	42,643



GARLAND COUNTY
Position Description

JOB TITLE: Office Administrator - Road Department

Exempt (Y/N): No	DEPARTMENT: Road Department
DATE PREPARED: October, 1996 July 27, 2004	SUPERVISOR: Road Commissioner

SUMMARY:

The Office Administrator is responsible for the performance of administrative duties in the Road Department. The incumbent has the responsibility to maintain and manage the general office, to provide support for all internal departments, and to interface with outside contacts. The Office Administrator manages accounts payable, maintains department payroll records, and ensures that expenses are maintained within the department budget of \$4MM. This employee has considerable public contact via telephone, other road department staff, personnel, and various vendors. The Office Administrator acts as receptionist for the office, answers telephone calls, and provides general assistance in order to maintain office continuity. The incumbent must ensure that all office functions are performed efficiently and in a timely manner and that each situation is handled according to County policies.

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

1. Perform accounting duties for the department. Post invoices to accounts and pay bills ensuring line items are maintained within the department budget. Assist with the preparation of the annual budget.
2. Perform secretarial duties for the County Road Department in an efficient and professional manner.
3. Answer telephones, direct phone calls to appropriate person, or take messages in a polite and efficient manner.
4. Maintain payroll and personnel records for department, which has approximately 40 employees.
5. Perform clerical duties such as photocopying, posting notices, and distributing materials.
6. Perform general filing of purchase orders, personnel forms, time cards, comptroller reports, crusher reports, tile invoices, road sign invoices, gravel agreements, project reports etc. in an efficient manner.
7. Maintain sick leave and vacation leave records for staff. Assist other employees with insurance problems and completion of forms.

Explain and complete Health Insurance enrollment for all new personnel and part-time summer employees. Prepare and file workmen's compensation claims for employees, as required.

8. Maintain inventory on approximately 88 department vehicles and equipment. Ensure that they are all licensed and insured.
9. Prepare, distribute, and file various monthly reports to include grader reports, crusher reports, gas, oil, and diesel reports, work progress report, etc.
10. Maintain computerized records of signs posted and roads sealed.
11. Record road, bridge, drainage, and brush hog complaints and log complaints in appropriate log.
12. Maintain adequate supplies and forms in the office. Replenish by ordering, as necessary.
13. Perform other office functions as directed by the County Road Commissioner.
14. Conduct all liaison activities in a professional manner to ensure maximum cooperation between and among the County, the public, and other agencies.

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:

Minimum of high school diploma or general education degree (GED); two (2) years formal business school; and minimum of three (3) years general office and accounting/bookkeeping experience.

OTHER SKILLS and ABILITIES:

The diversity of activities requires organization skills and the ability to work under pressure with a constant awareness that actions are subject to scrutiny by the general public. The incumbent in this position should possess excellent communication and human relations skills as this position has considerable public contact. Should possess accurate accounting skills for the preparation of payroll and maintenance of accounts payable/budget items for the department. Machine skills required are typewriter, computer, calculator, telephone system, photocopier, and FAX machine. The incumbent should possess a clear voice and proper usage of the English language when answering the telephone.

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, use hands to finger, handle, or feel objects and to talk or hear. The employee must occasionally stand, walk, and reach with hands and arms.

The employee may occasionally lift and/or move up to 10 pounds.

Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

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.

Sebastian County 2022

Executive Assistant 0100

Job Description

Job Code: 22601
Exempt: No
Department: County Judge
Reports To: County Judge
Location: Not indicated.
Date Prepared: April 23, 2010
Date Revised: June 24, 2021
Safety Sensitive: No

GENERAL DESCRIPTION OF POSITION

The incumbent assists the County Judge in overseeing office operations and in the performance of the duties and responsibilities of the Chief Executive Officer position as a personal assistant and key team member. Supports Judge in monitoring and completing office tasks and projects on a timely basis and in a professional manner. Provides secretarial and administrative support including Quorum Court administration, operation of county boards and committees, and coordination with county offices, city governments and other agencies. Prepare reports, including research and data analysis, drafting correspondence, ordinances, and court orders. Coordinate with administrative staff and department heads to facilitate team work and assist with completion of project assignments, monitoring office workflow and deadlines. Position is governed by County policies.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Serves as personal assistant to the County Judge through effective daily communication to support monitoring office workflow and completion of tasks and projects on timely basis and in a professional manner, both by incumbent and administrative staff. Requires strict confidentiality in managing information, contracts and office operations.
2. Prepares reports, including research and data analysis, drafting correspondence, ordinances and court orders. Transcribes, copy, collate and draft; memos, reports, court orders, letters, ordinances, resolutions, proclamations and other materials for Judge and key management staff.
3. Manage and maintain all associated files as part of a coordinated office file system, focusing on County Judge's current project files and record systems. Oversees office filing system in file room and located at 4th & Parker records warehouse. Maintains an up to date index and file system of all leases, contracts and agreements in a specific record by office and department budget of all related financial commitments funded by each line item in each county budget. Maintains office library.
4. Assist in the preparation of the Quorum Court packet for regular, special and committee meetings. Oversee copying and distribution of Quorum Court materials insuring compliance with deadlines and press release procedures, monitoring meeting checklist.
5. Coordinate with county judges, administrative staff and departments to facilitate teamwork, incumbent is required to maintain thorough working knowledge of Budget, accounting system, personnel system and policies, purchasing system, IS department operations, courthouse maintenance operations, road operations, emergency services, park operations and the elections process/election commission.
6. Assist County Judge and Road superintendent in monitoring and implementing county road plans

and projects, including a detailed file and correspondence system. Maintains knowledge of road status and types of projects and includes processing road permits and bonds tracking expiration dates with Road Superintendent, coordinating with the secretary receptionist.

7. Incumbent must understand office operations and be able to provide adequate backup and support to each support staff and administrator in the County Judge's office scope of operations.

8. Assist County Judge and County Administrator in complying with notification of news media for Quorum Court meetings and any other activity which requires a news release, meeting required deadlines, in compliance with county ordinances and the Freedom of Information Act.

9. Maintain a comprehensive calendar for the County Judge and County Administrator..

10. Make travel arrangements for the County Judge working with airlines and agencies.

11. Open and screen mail, review and distribute to staff, note and schedule meeting dates, coordinating this process with secretary receptionist.

12. Assign work to Administrative Secretary/Receptionist as necessary to balance workflow, and assists County Judge and County Administrator in monitoring office workload and teamwork to meet deadlines.

13. Maintain up to date roles of current Federal, State, County and City officials, and County boards and committees, track expiration of term for all committee and board members dealing with County business, briefing County Judge two months before expiration, especially if the Judge appoints a replacement.

14. Files all Oaths of Office for board members.

15. Maintain county real estate property records, titles, and related documents in fire safe.

16. Process documents for road openings, road closings and gas leases.

17. Compose letters for various areas within office relative to a variety of subjects and problem areas.

18. Reconcile bank statements of the County Road Department (\$80,000), Ben Geren Park (\$900,000) and the County Emergency Management Services (\$600,000).

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

Knowledge of a specialized field (however acquired), such as basic accounting, computer, etc. Equivalent of four years in high school, plus night, trade extension, or correspondence school specialized training, equal to two years of college, plus 5 years related experience and/or training, and 19 to 23 months related management experience, or equivalent combination of education and experience.

COMMUNICATION SKILLS

Ability to read, analyze, and understand common scientific and technical journals, financial reports, and legal documents; ability to respond to complex or difficult inquiries or complaints from customers, regulatory agencies, or members of the business community.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to prepare and interpret bar graphs.

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

Advanced: Contact Management, Presentation/PowerPoint, Word Processing/Typing

Intermediate: 10-Key, Alphanumeric Data Entry, Spreadsheet

Basic: Accounting, Database, Human Resources Systems, Payroll Systems

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 (1-3) of employees in the same or lower classification. Assigns and checks

work; assists and instructs as required, but performs same work as those supervised, or closely related work, most of the time. Content of the work supervised is of a non-technical nature and does not vary in complexity to any great degree.

Supervises the following departments: Not indicated.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Regularly responsible for property where carelessness or error would result in only minor damage or minor monetary loss. Almost continuous care and attention is required when handling this property in order to prevent loss.

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

Moderately directed. Freedom to act is given by upper level management guided by general policies and objectives that are reviewed by top management.

ANNUAL MONETARY IMPACT

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

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

IMPACT ON END RESULTS

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

PUBLIC CONTACT

Regular contacts with patrons, 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, plus frequent contact with senior level internal officials.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

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

WORKING CONDITIONS

Normal working conditions as found within an office setting, wherein there is controlled temperature and a low noise level, plus a minimum of distractions.

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.

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 talk or hear; regularly required to sit; occasionally required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

ADDITIONAL INFORMATION

Knowledge of budgeting and personnel administration helpful. Must have supervisory experience. Must be able to use a word processor and type accurately. Ability to transcribe from dictation is also necessary. Excellent verbal and written communication skills are required. Problem solving and analytical ability are also necessary. Must be able to work with minimal supervision and frequent interruptions. The incumbent must possess good computer software and general office practices and procedures skills as well as general office equipment knowledge.

2022 Arkansas County Employees Salary Survey

GARLAND – Class 6		Tax Collection Cashier II	28,177
		Deputy I	36,568
		Deputy II	33,508
		Deputy III	37,043
		Deputy IV	38,177
County Judge 33%	30,275	Tax Enforcement Asst Deputy	31,589
Administrative Assistant	40,589	Tax Enforcement Asst Deputy	28,097
Secretary/Receptionist	34,255		
Quorum Court		Tax Collector Automation Fund	
Justice of Peace per diem 13@	9,476	Tax Enforcement Supervisor	36,674
Annually		Tax Enforcement Asst Deputy	31,585
County Clerk	79,738	Tax Assessor	79,738
Chief Deputy	48,579	Chief Deputy	48,332
Deputy Voter Registrar	30,388	Appraiser Manager	41,779
Deputy 2@	30,940	Abstractor/Mapper-D.E. Super.	43,898
Deputy	29,285	CAMA Operator Manager	36,816
		CAMA Operator Manager	35,268
Clerk Cost Fund		Personal Property Supervisor	35,944
Appropriation Part-Time	15,000	Abstractor/Mapper 2@	31,234
		GIS Coordinator	35,253
Circuit Clerk		Appraiser Personal/Comm 2@	33,158
Circuit Jury Coord/Deputy	36,271	Appraiser III	36,178
Deputy	29,480	Amendment 79 Admin 2@	29,386
		Deputy - Data Entry 2@	26,416
Recorder Cost Fund		Deputy - Data Entry	27,172
Circuit Clerk	79,738	Front Line Supervisor/Hou	28,990
Chief Deputy Circuit	57,510		
Domestic Relations Supervisor	35,839	Veterans Service Officer	34,120
Criminal Division Supervisor	35,839		
Civil Division Supervisor	36,661	Road Department	
Front Office Supervisor - D	36,661	County Judge 50%	45,871
Accounting/Bookkeeper Super	36,468	Road Commissioner	73,755
Deputy- Bookkeeper	29,480	Road & Maint Foreman 2@	56,232
Deputy Circuit Clk/Circuit	29,480	Working Bridge Crew Leader	41,056
Deputy Circuit Clk/Crime	31,406	Shop Working Crew Leader	51,410
Deputy Circuit Clk/Civil	29,480	Pavement & Asphalt Working	37,680
Deputy 3@	29,480	Backhoe Working Crew Leader	38,250
Appropriation Part-Time	20,540	Crew Leader/Operator	38,507
		Skilled Operator	34,303
Treasurer	79,738	Tire Mech/Welder/Fabricator	38,111
Chief Deputy	55,251	Mower Working Crew Leader	37,680
Bookkeeper	35,871	Skilled Operator	38,507
		Backhoe Working Crew Leader	36,132
Tax Collector	79,738	Grader/Trucking Leadman	33,741
Chief Deputy	54,742	Grader/Trucking Leadman	38,805
Head Tax Collection Cashier	41,762	Grader/Trucking Leadman 2@	43,020
		Office Administrator	47,857

2022 Arkansas County Employees Salary Survey

WHITE –Class - 6		Chief Deputy	45,771
		Deputy 4@	38,220
		Deputy 3@	37,232
		Deputy	36,270
		Deputy	33,632
		Deputy	31,379
<u>County Judge</u>	88,839	<u>Tax Assessor Automation Fund</u>	
Administrative Assistant	62,187	Appropriation Part-Time	6,580
Benefit Manager	46,196		
Road Department Assistant	42,643	<u>Veterans Service Office</u>	
<u>Quorum Court</u>		VSO Part-Time	16,848
Justice of Peace per diem 8@	908	VSO Assistant Part-Time	14,040
Justice of Peace per diem	858	VSO Assistant Part-Time	18,720
Justice of Peace per diem 2@	758		
Justice of Peace per diem 2@	708	<u>Road Department</u>	
<u>County Clerk</u>	76,336	Supervisor	60,559
Chief Deputy	46,564	Foreman - Eastern	53,874
Deputy 6@	37,232	Foreman - Western	53,574
Deputy	28,477	Foreman Shop/Office	55,484
Deputy	35,382	Truck Driver 3@	38,870
Appropriation Part-Time	6,600	Truck Driver	35,995
<u>Election Coordinator</u>	43,829	Truck Driver	35,270
		Truck Driver	31,157
<u>Circuit Clerk</u>	79,336	Truck Driver	36,020
Deputy	28,477	Truck Driver	35,595
Deputy	34,557	Truck Driver	35,445
Deputy	35,032	Truck Driver	37,920
Deputy	28,775	Truck Driver	36,095
<u>Recorder Cost Fund</u>		Truck Driver	38,695
Chief Deputy	46,564	Truck Driver	35,295
Deputy 4@	37,232	Truck Driver	37,795
Deputy	34,632	Truck Driver	36,070
Appropriation Part-Time	2,000	Sign Maintenance	37,395
<u>Treasurer</u>	76,336	Operator 2@	32,278
Chief Deputy	46,564	Operator 2@	41,056
		Operator 12@	40,456
<u>Tax Collector</u>	73,736	Operator	38,281
Chief Deputy	44,978	Operator	36,277
Deputy	34,107	Operator	36,756
Deputy 3@	37,232	Operator	37,156
Deputy	34,632	Operator	39,806
Appropriation Part-Time	14,808	Operator	38,431
		Operator	37,731
<u>Tax Collector Automation Fund</u>		Operator	39,956
Appropriation Part-Time	7,840	Operator	35,719
		Special Operator	37,955
<u>Tax Assessor</u>	75,036	Special Operator 4@	41,056

2022 Arkansas County Employees Salary Survey

SEBASTIAN – Class 6

<u>County Judge</u>	101,852	Recorder Supervisor	48,785
Administrator	73,972	Senior Land Recorder	37,151
Executive Assistant	47,354	Senior Recorder	38,500
County Admin Executive Asst.	36,591	Assistant Recorder	34,783
		Election Manager Assistant	34,263
		Deputy Clerk	33,577
		Appropriation Part-Time	9,425
<u>Courthouse Security</u>		<u>Circuit Clerk</u>	47,527
Asst Supervisor	39,104	Chief Deputy	52,749
Bailiff 8@	34,079	Office Manager	53,154
Security	38,763	Sr Deputy/Criminal	37,689
Security	30,452	Sr Deputy/Civil	40,306
Security	31,635	Sr CV/DR & QA Deputy	43,035
Security	30,452	Sr Deputy/Records Mgmt	35,130
Security	33,268	Sr Deputy/Juvenile	36,760
Security	33,267	Sr Deputy/Probate	34,608
Security	31,635	Deputy/Juvenile	30,071
Appr Extra Help Security	40,560	Deputy/Criminal/Juvenile	33,796
		Deputy/Criminal	32,657
		Deputy/Circuit	29,600
		Deputy/Civil	30,104
		Deputy/Criminal	34,631
		Deputy/Civil	38,507
		Deputy/Support	30,071
		Appropriation Part-Time	28,275
<u>Maintenance</u>		<u>Election</u>	
Superintendent	54,069	Election Coordinator	36,088
Asst Superintendent	40,808		
Bldg Maint Tech/Carpenter	39,115	<u>Treasurer</u>	
Laborer/Building Maint	29,877	Treasurer/Tax Collector ½	49,279
Laborer/Building Maint	29,175	Senior Deputy	39,014
Custodian 2 nd shift	28,226	Senior Deputy	39,729
Custodian	25,517		
		<u>Treasurer Automation Fund</u>	
<u>Quorum Court</u>		Chief Administrator Treasurer	52,750
Justice of Peace per diem 13@	567		
		<u>Tax Collector</u>	
<u>County Clerk</u>		Treasurer/Tax Collector ½	49,279
County Clerk/Recorder ½	47,527	Office Manager	41,900
Chief Deputy Clerk/Recorder ½	26,375	Office Manager	41,322
Office Manager Clerk/Recorder ½	22,297	Deputy	37,391
Deputy Clerk/Rec	36,084	Deputy 2@	34,961
Election Manager Assistant	37,047	Deputy	35,979
Approp Clerical Part-Time	9,425	Deputy	36,678
Approp Deputy Extra Help	2,700		
Approp Deputy Extra Help	5,498	<u>Tax Collector Automation Fund</u>	
<u>Recorder</u>			
County Clerk/Recorder ½	47,527		
Chief Deputy Clerk/Recorder ½	26,375		
Office Manager Clerk/Recorder ½	22,297		