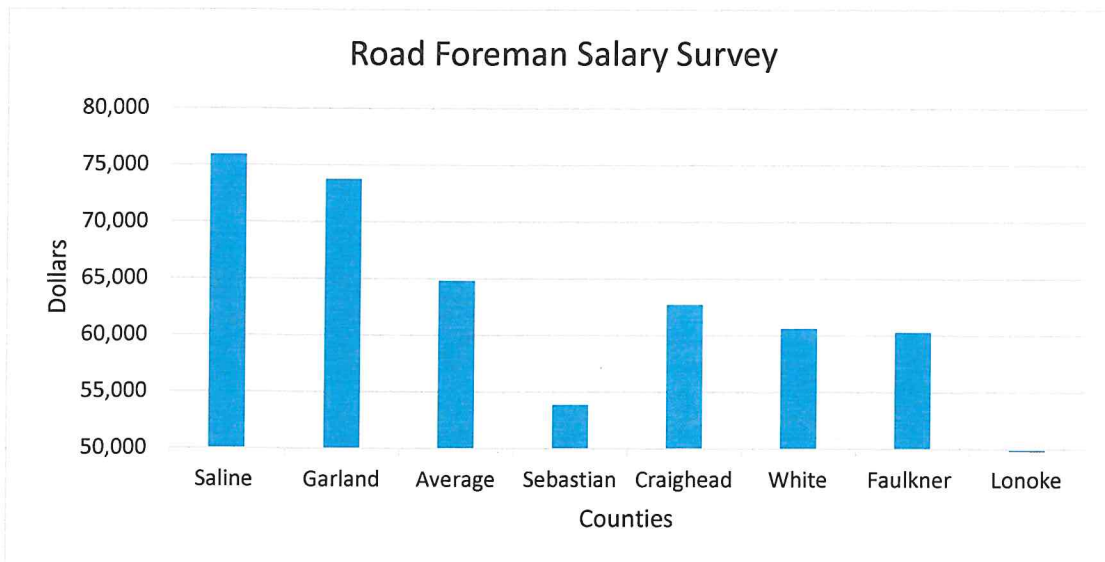


Salary Survey  
Road Foreman

County	2022 Salary
Craighead	62,713
Garland	73,755
Lonoke	51,282
Saline	75,899
Sebastian	64,725
White	60,599
Average	64,829

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

County	2022 Salary
Saline	75,899
Garland	73,755
Average	64,829
Sebastian	53,874
Craighead	62,713
White	60,599
Faulkner	60,265
Lonoke	45,381



## 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
<b><u>County Judge</u></b> ½	49,204		
Administrator	65,966		
Purchasing Agent	58,182		
Secretary ½	22,760		
Human Relations Manager	60,528		
<b><u>Quorum Court</u></b>			
Justice of Peace 13 @	10,208		
<b><u>County Clerk</u></b>	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		
<b><u>Election Coordinator</u></b>	46,350		
<b><u>Circuit Clerk</u></b>	-0-		
<b><u>Recorder Cost Fund</u></b>			
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		
<b><u>Treasurer</u></b>	80,301		
Deputy Treasurer	42,604		
<b><u>Treasurer Automation Fund</u></b>			
Chief Deputy	52,955		
Deputy Part-Time	1,500		
<b><u>Tax Collector</u></b>	80,301		
		<b><u>Tax Collector Automation Fund</u></b>	
		Chief Deputy	52,955
		Deputy	42,170
		Deputy 3@	40,497
		Deputy Part-Time	14,400
		<b><u>Tax Assessor</u></b>	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
		<b><u>Veterans Service Officer</u></b>	45,414
		Clerk Part-Time 2@	13,099

## 2022 Arkansas County Employees Salary Survey

<b><u>Road Department</u></b>		Probation Officer 2@	41,902
County Judge ½	49,204		
Road Superintendent	62,713	<b><u>Jail</u></b>	
Western District Foreman	49,721	Facility/Jail Administrator	62,713
Eastern District Foreman	46,468	Assistant Jail Administrator	59,460
Shop Manager	46,468	Assistant Administrator-Juvenile	49,721
GIS/911 Addressing Coordinator	43,804	Maintenance Administrator	52,955
Coordinator	41,902	Staff Accountant	44,009
Clerk	39,795	Maintenance/Security	44,009
Mechanic 4@	44,622	Booking OIC	45,414
Lead Equipment Operator 3@	44,089	Assistant OIC	42,604
Equipment Operators 44@	42,506	Jailer OIC (Day) 2@	45,414
General Labor Part-Time 4@	20,000	Jailer OIC (Night) 2@	45,414
		Jailer Asst OIC (Day) 2@	42,604
<b><u>Office of Emergency Management</u></b>		Jailer Asst OIC (Night) 2@	42,604
OEM Director	54,101	Detention Officer 53@	40,497
Assistant OEM Director ½	22,760	Detention Officer/Office Mgr	43,307
		Adult/Juvenile Part-Time	22,166
<b><u>Sheriff's Department</u></b>		Night Shift Differential 30@	500
Sheriff	98,409	School/Service Promotion 30@	1,507
Chief Deputy	69,219		
Assistant Chief/Captain Deputy	62,713	<b><u>Coroner</u></b>	80,301
Captain CID	59,460		
DTF Commander	59,460		
Eastern District Deputy	56,381		
Lieutenant 3@	52,955		
Sergeant 4@	49,721		
Sergeant CID	0		
CID Deputy 2@	45,305		
Deputy-Patrol 20@	45,305		
School Resource Officer 3@	45,305		
Transport Officer 2@	41,180		
Environmental Officer	45,305		
CID Secretary	45,338		
Deputy Clerk	40,856		
Deputy Clerk 3@	40,497		
Deputy Clerk Part-Time	23,950		
Clerk-Fine and Fee Collections	40,497		
IT Computer Administrator	49,721		
Litter Pickup Part-Time	17,863		
Deputy 1 <sup>st</sup> Class 19@	1,500		
<b><u>Juvenile</u></b>			
Supervisor	52,955		
Intake Officer	47,804		
Intake Officer	43,981		
Intake Officer 2@	41,902		
Office Manager	41,200		

## 2022 Arkansas County Employees Salary Survey

### GARLAND – Class 6

<b>County Judge</b> 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
<b>Quorum Court</b>		<b>Tax Collector Automation Fund</b>	
Justice of Peace per diem 13@ Annually	9,476	Tax Enforcement Supervisor	36,674
		Tax Enforcement Asst Deputy	31,585
<b>County Clerk</b>	79,738	<b>Tax Assessor</b>	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
<b>Clerk Cost Fund</b>		Abstractor/Mapper 2@	31,234
Appropriation Part-Time	15,000	GIS Coordinator	35,253
		Appraiser Personal/Comm 2@	33,158
<b>Circuit Clerk</b>		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
<b>Recorder Cost Fund</b>		Front Line Supervisor/Hou	28,990
Circuit Clerk	79,738	<b>Veterans Service Officer</b>	34,120
Chief Deputy Circuit	57,510		
Domestic Relations Supervisor	35,839	<b>Road Department</b>	
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
<b>Treasurer</b>	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
<b>Tax Collector</b>	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

### LONOKE – Class 5

<b><u>County Judge</u></b> ½	42,000	<b><u>Tax Collector Automation Fund</u></b>	
		Chief Deputy	38,891
		Deputy	31,960
		Deputy	27,160
		Appropriation Part Time	15,000
<b><u>Quorum Court</u></b>		<b><u>Tax Assessor</u></b>	70,000
Justice of Peace per diem 13@	583	Chief Deputy (GIS)	36,496
		Chief Deputy	34,547
<b><u>Maintenance</u></b>		Deputy 8@	29,573
Maintenance	38,178	Appropriation Part Time	10,500
Janitor	32,608		
Janitor	29,573	<b><u>Veterans Service Officer</u></b>	
Janitor	27,164	Appropriation Contract Labor	14,833
<b><u>County Clerk</u></b>	70,000	<b><u>Road Department</u></b>	
Chief Deputy	33,000	County Judge ½	42,000
Chief Deputy Voter Reg	31,500	Deputy	27,164
Chief Deputy Probate	29,747	Clerical	34,487
Deputy	15,508	Clerical Part Time	32,870
Deputy 3@	29,572	Road Foreman	51,282
		Shop Foreman /Shop Mech	49,709
<b><u>Circuit Clerk</u></b>	70,000	Grader Operator/Foreman	35,994
Chief Deputy	30,481	Grader Operator	41,187
Deputy 2@	29,573	CDL Truck Driver 2@	37,450
Deputy 2@	27,164	CDL Truck Driver	42,546
		CDL Truck Driver	40,362
<b><u>Recorder Cost Fund</u></b>		CDL Truck Driver	36,911
Chief Deputy	30,481	CDL Truck Driver	42,546
Deputy 2@	27,164	CDL Dump Truck Driver	47,197
Deputy	29,573	CDL Truck Driver Foreman	49,098
		CDL Equipment Operator	48,333
<b><u>Treasurer</u></b>	70,000	Truck Driver/Equip Op 5@	27,164
Chief Deputy	29,704	Equip Driver 4@	27,164
Deputy	27,289	Equip Op/Dozer/Grader	42,546
Admin Asst	43,333	Trachoe Equipment Operator	42,400
		Tractor Equipment Operator	38,178
<b><u>Treasurer Automation Fund</u></b>		Equipment Operator PT	22,005
Chief Deputy	39,270	Equipment Driver	27,164
Deputy Part-Time	27,000	Labor/Equipment Operator	36,911
		Labor 3@	33,397
<b><u>Tax Collector</u></b>	70,000	Labor 2@	29,009
Deputy	32,115	Labor	27,164
Deputy	31,022	Appropriation Part-Time 2@	21,630
Deputy	30,068		
Deputy	29,568	<b><u>Office of Emergency Management</u></b>	
Appropriation Part Time	15,000	OEM Director	50,058

## 2022 Arkansas County Employees Salary Survey

### SALINE – Class 6

<b><u>County Judge</u></b> 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
<b><u>Quorum Court</u></b>		<b><u>Treasurer</u></b>	76,852
Justice of Peace per diem 13@	437	Office Manager	44,351
		Deputy	32,415
<b><u>County Clerk</u></b>	90,620	<b><u>Treasurer Automation Fund</u></b>	
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	<b><u>Tax Collector</u></b>	76,852
Appropriation Part-Time	35,000	Administrative Manager	46,080
		Deputy II / Credit	25,789
<b><u>Clerk Automation Fund</u></b>		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	<b><u>Tax Collector-Bryant</u></b>	
Appropriation Part-Time Help	7,500	Manager	30,303
		Benton/Bryant SID CO	16,131
<b><u>Circuit Clerk</u></b>	76,852	Appropriation Part-Time	18,000
Admin/Criminal Manager	42,592		
Juvenile/Child Support	28,004	<b><u>Tax Collector Automation Fund</u></b>	
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
<b><u>Recorder Cost Fund</u></b>		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

Deputy/Delinquent	5,081	Equipment Operator	41,027
Deputy I	1,076	Equipment Operator	41,853
Appropriation Part-Time Help	21,000	Equipment Operator 3@	35,718
<b><u>Tax Assessor</u></b>	97,365	Equipment Operator	37,856
Admin Manager	57,121	Equipment Operator	31,830
Business Personal Prop Supvsr	43,462	Equipment Operator 3@	29,449
Personal Property	28,738	Equipment Operator	37,662
Personal Property 2@	31,931	Equipment Operator	36,185
Personal Property	34,550	Equipment Operator	31,351
<b><u>Tax Assessor-Bryant</u></b>		Equipment Operator	31,831
Personal Property/Real	31,931	Equipment Operator	33,788
<b><u>Tax Assessor-GIS</u></b>		Equipment Operator	34,847
Chief Deputy-GIS/Flood Plain	64,087	Equipment Operator	30,956
GIS Deputy I	34,602	Administrative Assistant	34,189
GIS Deputy III	36,977	Laborer 3@	26,710
EQ/Homestead Assistant	35,376	Laborer	28,772
Deputy Real Estate 2@	35,740	Project Coordinator	53,713
Deputy Real Estate	39,177	Project Coordinator Assist	37,067
Deputy Real Estate	35,829	Field Service Technician	37,972
Deputy Data Entry	43,036	Addressing Coordinator	17,657
EQ/Homestead Manager	43,752	Appropriation Part-Time	15,000
Appropriation Part-Time Help	66,500	<b><u>Office of Emergency Management</u></b>	
<b><u>Veterans Service Office</u></b>		Director	61,154
Veterans Service Officer	41,229	Deputy Director	53,463
Veterans Service Officer	29,382	Administrative Assistant	43,481
Appropriation Part-Time	5,000	Appropriation Part-Time	500
<b><u>Road Department</u></b>		<b><u>911 Emergency Services</u></b>	
County Judge ½	54,963	Communications Director	58,342
Superintendent	75,899	Addressing Coordinator	17,656
Asst Superintendent	66,084	Communications Operator 3@	32,448
Road Foreman 2@	57,230	Communications Operator 4@	36,978
Road Foreman	64,062	Communications Operator 7@	34,276
Road Foreman	58,373	Communications Operator 5@	35,630
Road Project Inspector	39,450	Lead Communications Op	44,097
Road Engineer	91,953	Lead Communications Op 2@	45,060
Mechanic I 3@	42,043	Lead Communications Op	45,761
Equipment Operator I 4@	41,833	Lead Communications Op	41,101
Equipment Operator	45,117	Lead Communications Op	43,852
Equipment Operator	42,182	Lead Communications Director	43,852
Equipment Operator	42,650	Deputy Director	48,514
Equipment Operator	34,335	OEM/911 Director	16,556
Equipment Operator 2@	38,829	Appropriation Part-Time Help	45,000
Equipment Operator	39,460	<b><u>Sheriff's Department</u></b>	
		Sheriff	101,813
		Chief Deputy	82,049

## 2022 Arkansas County Employees Salary Survey

### SEBASTIAN – Class 6

<b><u>County Judge</u></b>	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
<b><u>Courthouse Security</u></b>		<b><u>Circuit Clerk</u></b>	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
<b><u>Maintenance</u></b>		<b><u>Election</u></b>	
Superintendent	54,069	Election Coordinator	36,088
Asst Superintendent	40,808		
Bldg Maint Tech/Carpenter	39,115	<b><u>Treasurer</u></b>	
Laborer/Building Maint	29,877	Treasurer/Tax Collector ½	49,279
Laborer/Building Maint	29,175	Senior Deputy	39,014
Custodian 2 <sup>nd</sup> shift	28,226	Senior Deputy	39,729
Custodian	25,517		
<b><u>Quorum Court</u></b>		<b><u>Treasurer Automation Fund</u></b>	
Justice of Peace per diem 13@	567	Chief Administrator Treasurer	52,750
<b><u>County Clerk</u></b>		<b><u>Tax Collector</u></b>	
County Clerk/Recorder ½	47,527	Treasurer/Tax Collector ½	49,279
Chief Deputy Clerk/Recorder ½	26,375	Office Manager	41,900
Office Manager Clerk/Recorder ½	22,297	Office Manager	41,322
Deputy Clerk/Rec	36,084	Deputy	37,391
Election Manager Assistant	37,047	Deputy 2@	34,961
Approp Clerical Part-Time	9,425	Deputy	35,979
Approp Deputy Extra Help	2,700	Deputy	36,678
Approp Deputy Extra Help	5,498		
<b><u>Recorder</u></b>		<b><u>Tax Collector Automation Fund</u></b>	
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
<b><u>Tax Assessor</u></b>	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	<b><u>Office of Emergency Management</u></b>	
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	<b><u>Sheriff's Department</u></b>	
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
<b><u>Veterans Service Office</u></b>		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
<b><u>Road Department</u></b>		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

### WHITE -Class - 6

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



**2022 Saline County  
Road Dept Superintendent  
Job Description**

**Exempt:** No  
**Department:** Road Department  
**Reports To:** County Judge or his designated representative  
**Location:** 5555 Cynamide Road, Benton, AR 72015  
**Safety Sensitive:** This position is designated as safety sensitive and is subject to pre-employment, reasonable suspicion and random drug and alcohol screening.

**GENERAL DESCRIPTION OF POSITION**

Under general directions, provides overall decisions, directions, assignments, and supervision over the County road department and its employees; responsible for formulating responses to public inquires and requests for service; performs related duties as required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Oversees overall job assignments, work projects result, and road construction and repair. This duty is performed daily.
2. Inspect job site for work quality and ensures employee safety. This duty is performed daily.
3. Records time cards, vacation, and sick leave of employees. This duty is performed daily.
4. Develops plan for county road and bridge and culverts size. This duty is performed daily.
5. Evaluates employee performance for promotions/ and or demotions. This duty is performed weekly.
6. Purchases equipment and parts for department. This duty is performed as needed.
7. Meets with federal and state agencies concerning road construction and repair. This duty is performed monthly.
8. Acquisition of right ways required for construction. This duty is performed monthly.
9. Works with FEMA and other state agencies in time of disaster. This duty is performed as needed.
10. Managing and making the budget for the road dept. This duty is performed annually.
11. 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 9 to 10 years related experience and/or training, and 7 years related management experience, or equivalent combination of education and experience.

## **REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS**

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

## **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 and manages multiple departments through 3 to 5 supervisors who supervise 50+ employees who are engaged in diversified activities.

Supervises the following departments: Road Department Personnel

## **ENVIRONMENTAL CONDITIONS**

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

While performing the functions of this job, the employee is frequently exposed to outdoor weather conditions; and occasionally exposed to work near moving mechanical parts, work in high, precarious places, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock. 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, moderately physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which requires somewhat diversified physical demands of the employee.

While performing the functions of this job, the employee is frequently required to talk or hear; occasionally required to stand, walk, sit, use hands to finger, handle, or feel, 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; peripheral vision; depth perception; and ability to adjust focus.

## **ADDITIONAL INFORMATION**

The Road Superintendent has frequent contact with department personnel and the general public. The position involves regular and irregular hours needed to perform related duties. Work hours may be extended in the event of emergency, disaster, manpower shortage, 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 a 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 Road Department are assigned by the County Judge or a designated representative and are subject to be changed when deemed in the best interest of the Road Department.

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.

This position is designed by Saline County as a "safety sensitive position" as defined by Act 593 of 2017.

SALINE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

# **Craighead County**

## **Road Superintendent**

### **Job Description**

**Job Code:** 2000  
**Exempt:** Yes  
**Department:** Road Superintendent  
**Reports To:** County Judge  
**Location:** Craighead County Hwy Dept 2800 Moore Rd  
**Date Prepared:** March 14, 2019  
**Date Revised:** July 29, 2019

### **GENERAL DESCRIPTION OF POSITION**

Organize daily functions for road department. The Road Superintendent is responsible for a safe and efficient road and bridge program for the benefit of the citizens of Craighead County. The incumbent is responsible for the road and bridge operation entailing an annual budget and over 50 pieces of equipment with a total value over \$5 million.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Works with Assistant District Foreman on a daily work schedule. This duty is performed daily.
2. Works with Shop Manger on schedule machinery breakdown. This duty is performed as needed.
3. Assist with scheduling state and federal aid jobs with County Judge. This duty is performed as needed.
4. works with all foremans to ensure that problems are taken care of such as roads and equipment. This duty is performed daily.
5. reports to the Judge of daily jobs that are going on in the county. This duty is performed daily.
6. Prepare plans for future projects. This duty is performed daily.
7. Ensure that all road dept activities are scheduled and proper equipment is delivered to work site. This duty is performed daily.
8. Communicate with public concerning road concern. This duty is performed daily.
9. Ensure that all supplies, parts, and equipment for road dept is proper quality at minimum cost. This duty is performed as needed.
10. Helps with preparation of annual budget. This duty is performed annually.
11. Works with others agencies in professional manner to ensure maximum cooperation. This duty is performed daily.
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**

High school or GED, plus specialized schooling and/or on the job education in a specific skill area; e.g. data processing, clerical/administrative, equipment operation, etc, plus 7 years related experience and/or training, and 5 years related management experience, or equivalent combination of education and experience.

## **COMMUNICATION SKILLS**

Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization. Ability to write reports, business correspondence, and policy/procedure manuals; Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

## **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.

## **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**

Not indicated.

## **SOFTWARE SKILLS REQUIRED**

Basic: 10-Key, Spreadsheet, Word Processing/Typing

## **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 minor importance and also frequent opportunity for decision-making of major importance, either of which would affect the work operations of large organizational component and the organization's clientele.

## **MENTAL DEMAND**

Highly intense mental demand. Continual involvement with strategic and operational management functions which relate to both the short-term and long-term time periods.

## **ANALYTICAL ABILITY / PROBLEM SOLVING**

Oversight. Activities covered by expansive policies and objectives, and oversight as to execution and review. High order of analytical, interpretative, and constructive thinking in varied situations covering multiple areas of the organization.

## **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 an extra large group (25+) of employees who are engaged in diversified activities in one or more departments.

Supervises the following departments: Not indicated.

## **RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT**

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

## **ACCURACY**

Probable errors would normally not be detected in succeeding operations and could possibly affect organization-patron relationship, involve re-work, or additional expenditures in order to properly resolve the error. The possibility of such errors would occur quite frequently in performance of the job. May also cause inaccuracies or incomplete information that would be used in other segments of the organization as a basis for making subsequent decisions, plans, or actions.

## **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.

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**

Regular contacts with patrons where the contacts are initiated by the employee. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted. Contacts of considerable importance and of such nature, that failure to exercise proper judgment may result in important tangible or intangible losses to 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**

Occasional use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, etc.)

## **WORKING CONDITIONS**

Outside working environment, wherein there are disagreeable working conditions part of the time.

## **ENVIRONMENTAL CONDITIONS**

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

While performing the functions of this job, the employee is occasionally exposed to work near moving mechanical parts, work in high, precarious places, fumes or airborne particles, toxic or caustic chemicals, outdoor weather conditions. 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 frequently required to walk, reach with hands and arms, talk or hear; and occasionally required to stand, sit, use hands to finger, handle, or feel, climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision; distance vision; depth perception; and ability to adjust focus.

## **ADDITIONAL INFORMATION**

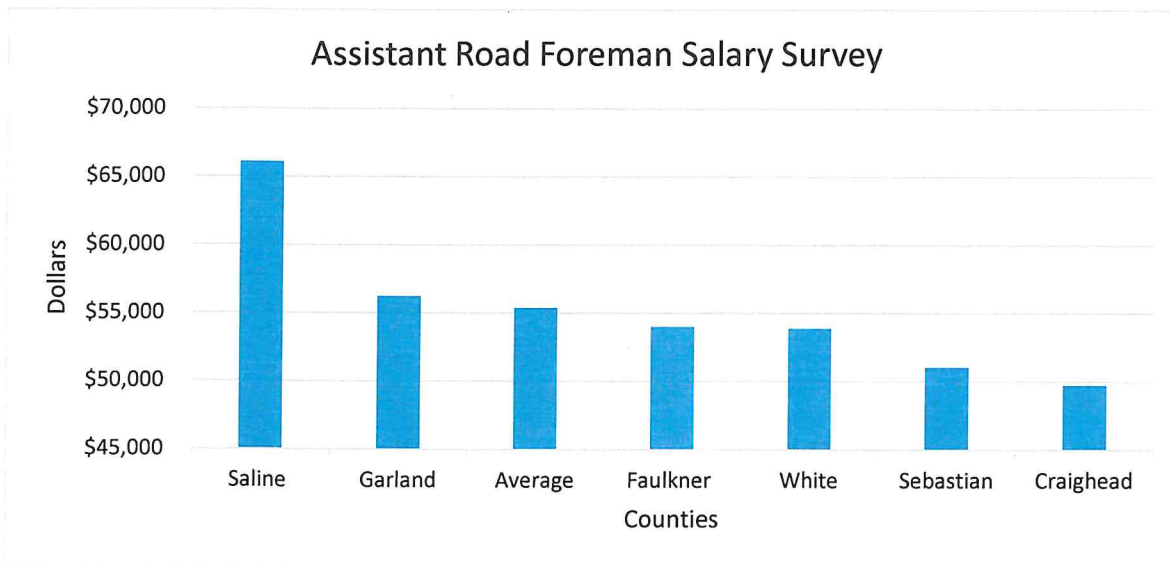
Not indicated.

Salary Survey  
Assistant Road Foreman

County	2022 Salary
Craighead	\$ 49,721 * 2 positions
Garland	\$ 56,232 * 2 positions
Saline	\$ 66,084
Sebastian	\$ 51,040
White	\$ 53,874 * 2 positions
Average	\$ 55,390

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

County	2022 Salary
Saline	\$ 66,084
Garland	\$ 56,232
Average	\$ 55,390
Faulkner	\$ 54,009
White	\$ 53,874
Sebastian	\$ 51,040
Craighead	\$ 49,721



## 2022 Arkansas County Employees Salary Survey

### CRAIGHEAD – Class 6

<u>County Judge</u> 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
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#### County Clerk

Chief Deputy	80,301
Accounts Payable	52,955
Payroll Clerk	42,604
Head Probate	39,795
Lake City Deputy	40,497
Probate Clerk	42,825
Election Clerk	39,795
Deputy Part-Time	39,795
	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

Deputy	40,497
Deputy	40,497
Deputy	40,497
Deputy	40,497
Deputy Part-Time	1,050

#### Tax Collector Automation Fund

Chief Deputy	52,955
Deputy	42,170
Deputy 3@	40,497
Deputy Part-Time	14,400

#### Tax Assessor

Chief Deputy	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

<b><u>Road Department</u></b>		Probation Officer 2@	41,902
County Judge ½	49,204		
Road Superintendent	62,713		
Western District Foreman	49,721	<b><u>Jail</u></b>	
Eastern District Foreman	46,468	Facility/Jail Administrator	62,713
Shop Manager	46,468	Assistant Jail Administrator	59,460
GIS/911 Addressing Coordinator	43,804	Assistant Administrator-Juvenile	49,721
Coordinator	41,902	Maintenance Administrator	52,955
Clerk	39,795	Staff Accountant	44,009
Mechanic 4@	44,622	Maintenance/Security	44,009
Lead Equipment Operator 3@	44,089	Booking OIC	45,414
Equipment Operators 44@	42,506	Assistant OIC	42,604
General Labor Part-Time 4@	20,000	Jailer OIC (Day) 2@	45,414
		Jailer OIC (Night) 2@	45,414
		Jailer Asst OIC (Day) 2@	42,604
		Jailer Asst OIC (Night) 2@	42,604
<b><u>Office of Emergency Management</u></b>		Detention Officer 53@	40,497
OEM Director	54,101	Detention Officer/Office Mgr	43,307
Assistant OEM Director ½	22,760	Adult/Juvenile Part-Time	22,166
		Night Shift Differential 30@	500
		School/Service Promotion 30@	1,507
<b><u>Sheriff's Department</u></b>		<b><u>Coroner</u></b>	80,301
Sheriff	98,409		
Chief Deputy	69,219		
Assistant Chief/Captain Deputy	62,713		
Captain CID	59,460		
DTF Commander	59,460		
Eastern District Deputy	56,381		
Lieutenant 3@	52,955		
Sergeant 4@	49,721		
Sergeant CID	0		
CID Deputy 2@	45,305		
Deputy-Patrol 20@	45,305		
School Resource Officer 3@	45,305		
Transport Officer 2@	41,180		
Environmental Officer	45,305		
CID Secretary	45,338		
Deputy Clerk	40,856		
Deputy Clerk 3@	40,497		
Deputy Clerk Part-Time	23,950		
Clerk-Fine and Fee Collections	40,497		
IT Computer Administrator	49,721		
Litter Pickup Part-Time	17,863		
Deputy 1 <sup>st</sup> Class 19@	1,500		
<b><u>Juvenile</u></b>			
Supervisor	52,955		
Intake Officer	47,804		
Intake Officer	43,981		
Intake Officer 2@	41,902		
Office Manager	41,200		

## 2022 Arkansas County Employees Salary Survey

<b>GARLAND – Class 6</b>		Tax Collection Cashier II	28,177
		Deputy I	36,568
		Deputy II	33,508
		Deputy III	37,043
		Deputy IV	38,177
<b>County Judge</b> 33%	30,275	Tax Enforcement Asst Deputy	31,589
Administrative Assistant	40,589	Tax Enforcement Asst Deputy	28,097
Secretary/Receptionist	34,255		
<b>Quorum Court</b>		<b>Tax Collector Automation Fund</b>	
Justice of Peace per diem 13@	9,476	Tax Enforcement Supervisor	36,674
Annually		Tax Enforcement Asst Deputy	31,585
<b>County Clerk</b>	79,738	<b>Tax Assessor</b>	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
<b>Clerk Cost Fund</b>		Personal Property Supervisor	35,944
Appropriation Part-Time	15,000	Abstractor/Mapper 2@	31,234
		GIS Coordinator	35,253
<b>Circuit Clerk</b>		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
<b>Recorder Cost Fund</b>		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	<b>Veterans Service Officer</b>	34,120
Criminal Division Supervisor	35,839		
Civil Division Supervisor	36,661	<b>Road Department</b>	
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
<b>Treasurer</b>	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
<b>Tax Collector</b>	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

### SALINE – Class 6

<b><u>County Judge</u></b> 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
<b><u>Quorum Court</u></b>		<b><u>Treasurer</u></b>	76,852
Justice of Peace per diem 13@	437	Office Manager	44,351
		Deputy	32,415
<b><u>County Clerk</u></b>	90,620	<b><u>Treasurer Automation Fund</u></b>	
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	<b><u>Tax Collector</u></b>	76,852
Appropriation Part-Time	35,000	Administrative Manager	46,080
		Deputy II / Credit	25,789
<b><u>Clerk Automation Fund</u></b>		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	<b><u>Tax Collector-Bryant</u></b>	
Appropriation Part-Time Help	7,500	Manager	30,303
		Benton/Bryant SID CO	16,131
<b><u>Circuit Clerk</u></b>	76,852	Appropriation Part-Time	18,000
Admin/Criminal Manager	42,592		
Juvenile/Child Support	28,004	<b><u>Tax Collector Automation Fund</u></b>	
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
<b><u>Recorder Cost Fund</u></b>		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

Deputy/Delinquent	5,081	Equipment Operator	41,027
Deputy I	1,076	Equipment Operator	41,853
Appropriation Part-Time Help	21,000	Equipment Operator 3@	35,718
<b><u>Tax Assessor</u></b>	97,365	Equipment Operator	37,856
Admin Manager	57,121	Equipment Operator	31,830
Business Personal Prop Supvsr	43,462	Equipment Operator 3@	29,449
Personal Property	28,738	Equipment Operator	37,662
Personal Property 2@	31,931	Equipment Operator	36,185
Personal Property	34,550	Equipment Operator	31,351
<b><u>Tax Assessor-Bryant</u></b>		Equipment Operator	31,831
Personal Property/Real	31,931	Equipment Operator	33,788
<b><u>Tax Assessor-GIS</u></b>		Equipment Operator	34,847
Chief Deputy-GIS/Flood Plain	64,087	Equipment Operator	30,956
GIS Deputy I	34,602	Administrative Assistant	34,189
GIS Deputy III	36,977	Laborer 3@	26,710
EQ/Homestead Assistant	35,376	Laborer	28,772
Deputy Real Estate 2@	35,740	Project Coordinator	53,713
Deputy Real Estate	39,177	Project Coordinator Assist	37,067
Deputy Real Estate	35,829	Field Service Technician	37,972
Deputy Data Entry	43,036	Addressing Coordinator	17,657
EQ/Homestead Manager	43,752	Appropriation Part-Time	15,000
Appropriation Part-Time Help	66,500	<b><u>Office of Emergency Management</u></b>	
<b><u>Veterans Service Office</u></b>		Director	61,154
Veterans Service Officer	41,229	Deputy Director	53,463
Veterans Service Officer	29,382	Administrative Assistant	43,481
Appropriation Part-Time	5,000	Appropriation Part-Time	500
<b><u>Road Department</u></b>		<b><u>911 Emergency Services</u></b>	
County Judge ½	54,963	Communications Director	58,342
Superintendent	75,899	Addressing Coordinator	17,656
Asst Superintendent	66,084	Communications Operator 3@	32,448
Road Foreman 2@	57,230	Communications Operator 4@	36,978
Road Foreman	64,062	Communications Operator 7@	34,276
Road Foreman	58,373	Communications Operator 5@	35,630
Road Project Inspector	39,450	Lead Communications Op	44,097
Road Engineer	91,953	Lead Communications Op 2@	45,060
Mechanic I 3@	42,043	Lead Communications Op	45,761
Equipment Operator I 4@	41,833	Lead Communications Op	41,101
Equipment Operator	45,117	Lead Communications Op	43,852
Equipment Operator	42,182	Lead Communications Director	43,852
Equipment Operator	42,650	Deputy Director	48,514
Equipment Operator	34,335	OEM/911 Director	16,556
Equipment Operator 2@	38,829	Appropriation Part-Time Help	45,000
Equipment Operator	39,460	<b><u>Sheriff's Department</u></b>	
		Sheriff	101,813
		Chief Deputy	82,049

## 2022 Arkansas County Employees Salary Survey

### SEBASTIAN – Class 6

<b><u>County Judge</u></b>	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
<b><u>Courthouse Security</u></b>		<b><u>Circuit Clerk</u></b>	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
<b><u>Maintenance</u></b>		<b><u>Election</u></b>	
Superintendent	54,069	Election Coordinator	36,088
Asst Superintendent	40,808		
Bldg Maint Tech/Carpenter	39,115	<b><u>Treasurer</u></b>	
Laborer/Building Maint	29,877	Treasurer/Tax Collector ½	49,279
Laborer/Building Maint	29,175	Senior Deputy	39,014
Custodian 2 <sup>nd</sup> shift	28,226	Senior Deputy	39,729
Custodian	25,517		
		<b><u>Treasurer Automation Fund</u></b>	
		Chief Administrator Treasurer	52,750
<b><u>Quorum Court</u></b>		<b><u>Tax Collector</u></b>	
Justice of Peace per diem 13@	567	Treasurer/Tax Collector ½	49,279
		Office Manager	41,900
		Office Manager	41,322
		Deputy	37,391
		Deputy 2@	34,961
		Deputy	35,979
		Deputy	36,678
<b><u>County Clerk</u></b>		<b><u>Tax Collector Automation Fund</u></b>	
County Clerk/Recorder ½	47,527		
Chief Deputy Clerk/Recorder ½	26,375		
Office Manager Clerk/Recorder ½	22,297		
Deputy Clerk/Rec	36,084		
Election Manager Assistant	37,047		
Approp Clerical Part-Time	9,425		
Approp Deputy Extra Help	2,700		
Approp Deputy Extra Help	5,498		
<b><u>Recorder</u></b>			
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
<b><u>Tax Assessor</u></b>	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	<b><u>Office of Emergency Management</u></b>	
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	<b><u>Sheriff's Department</u></b>	
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
<b><u>Veterans Service Office</u></b>		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
<b><u>Road Department</u></b>		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

### WHITE –Class - 6

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



**2022 Saline County  
Road Dept Assistant Superintendent  
Job Description**

**Exempt:** No  
**Department:** Road Department  
**Reports To:** Road Supt/County Judge  
**Location:** 5555 Cynamide Road, Benton, AR 72015  
**Safety Sensitive:** This position is designated as safety sensitive and is subject to pre-employment, reasonable suspicion and random drug and alcohol screening.

**GENERAL DESCRIPTION OF POSITION**

Under general directions, provides overall decisions, directions, assignments, and supervision over the County Road Department and its employees; responsible for formulating responses to public inquires and requests for service; performs related duties as required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Records time cards, vacation, and sick leave of employees. This duty is performed daily.
2. Evaluates employee performance for promotions/ and or demotions. This duty is performed monthly.
3. Meets with federal and state agencies concerning road construction and repair. This duty is performed as needed.
4. Meets with FEMA and other state agencies during disasters. This duty is performed as needed.
5. Managing expenditures of the road dept. budget. This duty is performed daily.
6. Other duties as assigned. This duty is performed daily.
7. Oversees overall job assignments, work projects result, and road construction and repair. This duty is performed daily.
8. Inspect job site for work quality and ensures employee safety. This duty is performed daily.
9. 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 6 years related management experience, or equivalent combination of education and experience.

## **REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS**

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

## **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 and manages multiple departments through 3 to 5 supervisors who supervise 50+ employees who are engaged in diversified activities.

Supervises the following departments: Road Department Personnel

## **ENVIRONMENTAL CONDITIONS**

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

While performing the functions of this job, the employee is frequently exposed to outdoor weather conditions; and occasionally exposed to work near moving mechanical parts, work in high, precarious places, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, vibration. 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, moderately physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which requires somewhat diversified physical demands of the employee.

While performing the functions of this job, the employee is occasionally required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk or hear, 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; peripheral vision; depth perception; and ability to adjust focus.

## **ADDITIONAL INFORMATION**

The Assistant Road Superintendent has frequent contact with department personnel and the general public. The position may involve regular and irregular hours needed to perform related duties. Work hours may be extended in the event of an emergency, disaster, manpower shortage, 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 a 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 Road Department are assigned by the Road Superintendent or a designated representative and are subject to be changed when deemed in the best interest of the Road Department.

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.

This position is designed by Saline County as a "safety sensitive position" as defined by Act 593 of 2017.

SALINE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

# **Craighead County**

## **Road Eastern District Foreman**

### **Job Description**

**Job Code:** 2000  
**Exempt:** Yes  
**Department:** Road District Foreman  
**Reports to:** Eugene Neff, Road Superintendent  
**Location:** 2800 Moore Road, Jonesboro AR. 72401  
**Date Prepared:** March 13, 2019  
**Date Revised:** March 24, 2020

#### **GENERAL DESCRIPTION OF POSITION**

Supervision, performs supervisory work of moderate difficulty in the repair of roads, performs related work as assigned, computer work orders to employees daily.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Coordinate task according to priorities and plans. This duty is performed daily.
2. Produce schedules and monitor attendance of crew. This duty is performed daily.
3. Allocate general and daily responsibilities. This duty is performed daily.
4. Supervise and train workers. This duty is performed as needed.
5. Monitor expenditure and ensure it remains within budget. This duty is performed as needed.
6. Resolve problems when they arise. This duty is performed as needed.
7. report on progress to upper management. This duty is performed daily.
8. Inspects road projects. This duty is performed daily.
9. Tracks road projects and fleet maintenance in the computer. This duty is performed daily.
10. responds to complaints from citizens and makes site visits to investigate and gathers information as needed. This duty is performed daily.
11. Maintains records and prepares reports. This duty is performed daily.
12. Reviews plans of construction projects for implementation planning and assignments. This duty is performed daily.
13. Attends and participates in pre-construction meetings providing perspectives of road conditions and locales. This duty is performed as needed.
14. Meets with staff, co-workers, and other governmental agencies to coordinate road work and ensure policies and procedures are observed with utilities. This duty is performed as needed.

15. Assigns projects for weekly maintenance, construction projects and any other road issues such as culvert work, tree removal, ditch clean out, asphalt work and any other issue that may arise in the county. This duty is performed daily.
16. Assigns equipment for construction and maintenance of roads, culverts and draining of ditching; maintainers inventory of all road construction. This duty is performed daily.
17. trains employees in safety, road maintenance and fleet operations, arranges for training. This duty is performed as needed.
18. oversees personnel in assigned grader routes of the county. This duty is performed daily.
19. Ensures compliance with safety requirements. This duty is performed daily.
20. Inspects roadways. This duty is performed daily.
21. Schedules and implements changes as directed. This duty is performed daily.
22. Supervises county maintenance, repair and construction work crews. This duty is performed daily.
23. Assist in maintaining MSDS sheets as required by law when needed. This duty is performed daily.
24. Identify methods of performing tasks that will lead to a reduction of workplace injuries. This duty is performed daily.
25. Assist in maintaining an inspection program for the cleaning of county shop and county vehicles. This duty is performed daily.
26. Perform any other related duties as required or assigned.

## **QUALIFICATIONS**

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

## **EDUCATION AND EXPERIENCE**

High school or GED, plus specialized schooling and/or on the job education in a specific skill area; e.g. data processing, clerical/administrative, equipment operation, etc, plus 5 years related experience and/or training, and 2 years related management experience, or equivalent combination of education and experience.

## **COMMUNICATION SKILLS**

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

## **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.

## **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**

Requires CDL's within the year of employment

### **PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS**

Not indicated.

### **SOFTWARE SKILLS REQUIRED**

Basic: 10-Key, Database, Spreadsheet

### **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**

Very close mental demand. Operations requiring very close and continuous attention for control of operations which require a high degree of coordination or immediate response. 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 moderate size group (8-15) of employees, but possibly smaller if difficult, semi-technical work, requiring considerable direction and assistance, is involved. Plans, directs and coordinates work, makes decisions, and performs personally the more difficult aspects of the same broad assignment.

Supervises the following departments: Not indicated.



## **RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT**

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

## **ACCURACY**

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

## **ACCOUNTABILITY**

### **FREEDOM TO ACT**

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

### **ANNUAL MONETARY IMPACT**

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

Small. Job creates a monetary impact for the organization from \$100,000 to \$1mm.

### **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 where the contacts are initiated by the employee. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted. Contacts of considerable importance and of such nature, that failure to exercise proper judgment may result in important tangible or intangible losses to the organization.

## **EMPLOYEE CONTACT**

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs.

## **USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS**

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**

Outside working environment, wherein there are disagreeable working conditions part of the time.

## **ENVIRONMENTAL CONDITIONS**

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

While performing the functions of this job, the employee is regularly exposed to outdoor weather conditions, wet or humid conditions, extreme cold, extreme heat; occasionally exposed to fumes or airborne particles, toxic or caustic chemicals. 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, moderately physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which requires somewhat diversified physical demands of the employee.

While performing the functions of this job, the employee is regularly required to stand, walk, climb or balance, talk or hear, taste or smell; and occasionally required to sit, 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 25 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**

Supervision of approximately 12 to 15 full time employees. Carries out supervisory responsibilities in accordance with the county's policies and applicable laws. Responsibilities include interviewing, help in the hiring and training employees; planning, assigning, and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

# Craighead County

## Road Western District Foreman

### Job Description

**Job Code:** 2000  
**Exempt:** Yes  
**Department:** Road District Foreman  
**Reports to:** Eugene Neff, Road Superintendent  
**Location:** 2800 Moore Road, Jonesboro AR. 72401  
**Date Prepared:** March 13, 2019  
**Date Revised:** March 24, 2020

#### **GENERAL DESCRIPTION OF POSITION**

Supervision, performs supervisory work of moderate difficulty in the repair of roads, performs related work as assigned, computer work orders to employees daily.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Coordinate task according to priorities and plans. This duty is performed daily.
2. Produce schedules and monitor attendance of crew. This duty is performed daily.
3. Allocate general and daily responsibilities. This duty is performed daily.
4. Supervise and train workers. This duty is performed as needed.
5. Monitor expenditure and ensure it remains within budget. This duty is performed as needed.
6. Resolve problems when they arise. This duty is performed as needed.
7. report on progress to upper management. This duty is performed daily.
8. Inspects road projects. This duty is performed daily.
9. Tracks road projects and fleet maintenance in the computer. This duty is performed daily.
10. Responds to complaints from citizens and makes site visits to investigate and gathers information as needed. This duty is performed daily.
11. Maintains records and prepares reports. This duty is performed daily.
12. Reviews plans of construction projects for implementation planning and assignments. This duty is performed daily.
13. Attends and participates in pre-construction meetings providing perspectives of road conditions and locales. This duty is performed as needed.
14. Meets with staff, co-workers, and other governmental agencies to coordinate road work and ensure policies and procedures are observed with utilities. This duty is performed as needed.

15. Assigns projects for weekly maintenance, construction projects and any other road issues such as culvert work, tree removal, ditch clean out, asphalt work and any other issue that may arise in the county. This duty is performed daily.
16. Assigns equipment for construction and maintenance of roads, culverts and draining of ditching; maintains inventory of all road construction. This duty is performed daily.
17. Trains employees in safety, road maintenance and fleet operations, arranges for training. This duty is performed as needed.
18. Oversees personnel in assigned grader routes of the county. This duty is performed daily.
19. Ensures compliance with safety requirements. This duty is performed daily.
20. Inspects roadways. This duty is performed daily.
21. Schedules and implements changes as directed. This duty is performed daily.
22. Supervises county maintenance, repair and construction work crews. This duty is performed daily.
23. Assist in maintaining MSDS sheets as required by law when needed. This duty is performed daily.
24. Identify methods of performing tasks that will lead to a reduction of workplace injuries. This duty is performed daily.
25. Assist in maintaining an inspection program for the cleaning of county shop and county vehicles. This duty is performed daily.
26. Perform any other related duties as required or assigned.

## **QUALIFICATIONS**

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

## **EDUCATION AND EXPERIENCE**

High school or GED, plus specialized schooling and/or on the job education in a specific skill area; e.g. data processing, clerical/administrative, equipment operation, etc, plus 5 years related experience and/or training, and 2 years related management experience, or equivalent combination of education and experience.

## **COMMUNICATION SKILLS**

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

## **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.

## **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**

Requires CDL's within the year of employment

### **PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS**

Not indicated.

### **SOFTWARE SKILLS REQUIRED**

Basic: 10-Key, Database, Spreadsheet

### **INITIATIVE AND INGENUITY**

#### **SUPERVISION RECEIVED**

Under general direction, working from policies and general directives. Rarely refers specific cases to supervisor unless clarification or interpretation of the organization's policy is required.

#### **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**

Very close mental demand. Operations requiring very close and continuous attention for control of operations which require a high degree of coordination or immediate response. 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 an extra large group (25+) of employees who are engaged in similar activities in one or more departments.

Supervises the following departments: Not indicated.

## **RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT**

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

## **ACCURACY**

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

## **ACCOUNTABILITY**

### **FREEDOM TO ACT**

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

### **ANNUAL MONETARY IMPACT**

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

Small. Job creates a monetary impact for the organization from \$100,000 to \$1mm.

### **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 where the contacts are initiated by the employee. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted. Contacts of considerable importance and of such nature, that failure to exercise proper judgment may result in important tangible or intangible losses to the organization.

## **EMPLOYEE CONTACT**

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs.

## **USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS**

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**

Outside working environment, wherein there are disagreeable working conditions part of the time.

## **ENVIRONMENTAL CONDITIONS**

The following work environment characteristics described here are representative of those an

employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is regularly exposed to outdoor weather conditions, wet or humid conditions, extreme cold, extreme heat; occasionally exposed to fumes or airborne particles, toxic or caustic chemicals. 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, moderately physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which requires somewhat diversified physical demands of the employee.

While performing the functions of this job, the employee is regularly required to stand, walk, climb or balance, talk or hear, taste or smell; and occasionally required to sit, 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 25 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**

Supervision of approximately 40 full time employees. Carries out supervisory responsibilities in accordance with the county's policies and applicable laws. Responsibilities include interviewing, help in the hiring and training employees; planning, assigning, and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

Salary Survey  
Job Supervisor I  
(Tires, Mowing, Equipment, Shop Manger)

County	2022 Salary
Craighead	\$ 46,468
Garland	\$ 51,410
Lonoke	\$ 49,709
Sebastian	\$ 59,280
White	\$ 45,381
Average	\$ 50,450

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

County	2022 Salary
Sebastian	\$ 59,280
Garland	\$ 51,410
Average	\$ 50,450
Lonoke	\$ 49,709
Faulkner	\$ 46,974
Craighead	\$ 46,468
White	\$ 45,381





## 2022 Arkansas County Employees Salary Survey

### CRAIGHEAD – Class 6

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

## 2022 Arkansas County Employees Salary Survey

<b><u>Road Department</u></b>		Probation Officer 2@	41,902
County Judge ½	49,204		
Road Superintendent	62,713	<b><u>Jail</u></b>	
Western District Foreman	49,721	Facility/Jail Administrator	62,713
Eastern District Foreman	46,468	Assistant Jail Administrator	59,460
Shop Manager	46,468	Assistant Administrator-Juvenile	49,721
GIS/911 Addressing Coordinator	43,804	Maintenance Administrator	52,955
Coordinator	41,902	Staff Accountant	44,009
Clerk	39,795	Maintenance/Security	44,009
Mechanic 4@	44,622	Booking OIC	45,414
Lead Equipment Operator 3@	44,089	Assistant OIC	42,604
Equipment Operators 44@	42,506	Jailer OIC (Day) 2@	45,414
General Labor Part-Time 4@	20,000	Jailer OIC (Night) 2@	45,414
		Jailer Asst OIC (Day) 2@	42,604
		Jailer Asst OIC (Night) 2@	42,604
<b><u>Office of Emergency Management</u></b>		Detention Officer 53@	40,497
OEM Director	54,101	Detention Officer/Office Mgr	43,307
Assistant OEM Director ½	22,760	Adult/Juvenile Part-Time	22,166
		Night Shift Differential 30@	500
<b><u>Sheriff's Department</u></b>		School/Service Promotion 30@	1,507
Sheriff	98,409		
Chief Deputy	69,219	<b><u>Coroner</u></b>	80,301
Assistant Chief/Captain Deputy	62,713		
Captain CID	59,460		
DTF Commander	59,460		
Eastern District Deputy	56,381		
Lieutenant 3@	52,955		
Sergeant 4@	49,721		
Sergeant CID	0		
CID Deputy 2@	45,305		
Deputy-Patrol 20@	45,305		
School Resource Officer 3@	45,305		
Transport Officer 2@	41,180		
Environmental Officer	45,305		
CID Secretary	45,338		
Deputy Clerk	40,856		
Deputy Clerk 3@	40,497		
Deputy Clerk Part-Time	23,950		
Clerk-Fine and Fee Collections	40,497		
IT Computer Administrator	49,721		
Litter Pickup Part-Time	17,863		
Deputy 1 <sup>st</sup> Class 19@	1,500		
<b><u>Juvenile</u></b>			
Supervisor	52,955		
Intake Officer	47,804		
Intake Officer	43,981		
Intake Officer 2@	41,902		
Office Manager	41,200		

## 2022 Arkansas County Employees Salary Survey

### GARLAND – Class 6

<b>County Judge</b> 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
<b>Quorum Court</b>		<b>Tax Collector Automation Fund</b>	
Justice of Peace per diem 13@ Annually	9,476	Tax Enforcement Supervisor	36,674
		Tax Enforcement Asst Deputy	31,585
<b>County Clerk</b>	79,738	<b>Tax Assessor</b>	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
<b>Clerk Cost Fund</b>		Personal Property Supervisor	35,944
Appropriation Part-Time	15,000	Abstractor/Mapper 2@	31,234
		GIS Coordinator	35,253
<b>Circuit Clerk</b>		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
<b>Recorder Cost Fund</b>		Deputy - Data Entry	27,172
Circuit Clerk	79,738	Front Line Supervisor/Hou	28,990
Chief Deputy Circuit	57,510	<b>Veterans Service Officer</b>	34,120
Domestic Relations Supervisor	35,839		
Criminal Division Supervisor	35,839	<b>Road Department</b>	
Civil Division Supervisor	36,661	County Judge 50%	45,871
Front Office Supervisor - D	36,661	Road Commissioner	73,755
Accounting/Bookkeeper Super	36,468	Road & Maint Foreman 2@	56,232
Deputy- Bookkeeper	29,480	Working Bridge Crew Leader	41,056
Deputy Circuit Clk/Circuit	29,480	Shop Working Crew Leader	51,410
Deputy Circuit Clk/Crime	31,406	Pavement & Asphalt Working	37,680
Deputy Circuit Clk/Civil	29,480	Backhoe Working Crew Leader	38,250
Deputy 3@	29,480	Crew Leader/Operator	38,507
Appropriation Part-Time	20,540	Skilled Operator	34,303
		Tire Mech/Welder/Fabricator	38,111
<b>Treasurer</b>	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
		Grader/Trucking Leadman	33,741
<b>Tax Collector</b>	79,738	Grader/Trucking Leadman	38,805
Chief Deputy	54,742	Grader/Trucking Leadman 2@	43,020
Head Tax Collection Cashier	41,762	Office Administrator	47,857

## 2022 Arkansas County Employees Salary Survey

### LONOKE – Class 5

<b><u>County Judge</u></b> ½	42,000	<b><u>Tax Collector Automation Fund</u></b>	
		Chief Deputy	38,891
		Deputy	31,960
		Deputy	27,160
		Appropriation Part Time	15,000
<b><u>Quorum Court</u></b>		<b><u>Tax Assessor</u></b>	70,000
Justice of Peace per diem 13@	583	Chief Deputy (GIS)	36,496
		Chief Deputy	34,547
<b><u>Maintenance</u></b>		Deputy 8@	29,573
Maintenance	38,178	Appropriation Part Time	10,500
Janitor	32,608		
Janitor	29,573	<b><u>Veterans Service Officer</u></b>	
Janitor	27,164	Appropriation Contract Labor	14,833
<b><u>County Clerk</u></b>	70,000		
Chief Deputy	33,000	<b><u>Road Department</u></b>	
Chief Deputy Voter Reg	31,500	County Judge ½	42,000
Chief Deputy Probate	29,747	Deputy	27,164
Deputy	15,508	Clerical	34,487
Deputy 3@	29,572	Clerical Part Time	32,870
		Road Foreman	51,282
<b><u>Circuit Clerk</u></b>	70,000	Shop Foreman /Shop Mech	49,709
Chief Deputy	30,481	Grader Operator/Foreman	35,994
Deputy 2@	29,573	Grader Operator	41,187
Deputy 2@	27,164	CDL Truck Driver 2@	37,450
		CDL Truck Driver	42,546
<b><u>Recorder Cost Fund</u></b>		CDL Truck Driver	40,362
Chief Deputy	30,481	CDL Truck Driver	36,911
Deputy 2@	27,164	CDL Truck Driver	42,546
Deputy	29,573	CDL Dump Truck Driver	47,197
		CDL Truck Driver Foreman	49,098
<b><u>Treasurer</u></b>	70,000	CDL Equipment Operator	48,333
Chief Deputy	29,704	Truck Driver/Equip Op 5@	27,164
Deputy	27,289	Equip Driver 4@	27,164
Admin Asst	43,333	Equip Op/Dozer/Grader	42,546
		Trachoe Equipment Operator	42,400
<b><u>Treasurer Automation Fund</u></b>		Tractor Equipment Operator	38,178
Chief Deputy	39,270	Equipment Operator PT	22,005
Deputy Part-Time	27,000	Equipment Driver	27,164
		Labor/Equipment Operator	36,911
<b><u>Tax Collector</u></b>	70,000	Labor 3@	33,397
Deputy	32,115	Labor 2@	29,009
Deputy	31,022	Labor	27,164
Deputy	30,068	Appropriation Part-Time 2@	21,630
Deputy	29,568		
Appropriation Part Time	15,000	<b><u>Office of Emergency Management</u></b>	
		OEM Director	50,058

## 2022 Arkansas County Employees Salary Survey

### SEBASTIAN – Class 6

<b><u>County Judge</u></b>	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
<b><u>Courthouse Security</u></b>		<b><u>Circuit Clerk</u></b>	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
<b><u>Maintenance</u></b>		<b><u>Election</u></b>	
Superintendent	54,069	Election Coordinator	36,088
Asst Superintendent	40,808		
Bldg Maint Tech/Carpenter	39,115	<b><u>Treasurer</u></b>	
Laborer/Building Maint	29,877	Treasurer/Tax Collector ½	49,279
Laborer/Building Maint	29,175	Senior Deputy	39,014
Custodian 2 <sup>nd</sup> shift	28,226	Senior Deputy	39,729
Custodian	25,517		
		<b><u>Treasurer Automation Fund</u></b>	
<b><u>Quorum Court</u></b>		Chief Administrator Treasurer	52,750
Justice of Peace per diem 13@	567		
		<b><u>Tax Collector</u></b>	
<b><u>County Clerk</u></b>		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	<b><u>Tax Collector Automation Fund</u></b>	
<b><u>Recorder</u></b>			
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
<b><u>Tax Assessor</u></b>	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	<b>Shop Foreman</b>	<b>59,280</b>
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	<b><u>Office of Emergency Management</u></b>	
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	<b><u>Sheriff's Department</u></b>	
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
<b><u>Veterans Service Office</u></b>		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
<b><u>Road Department</u></b>		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

### WHITE -Class - 6

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

## 2022 Arkansas County Employees Salary Survey

Special Operator	39,880	Deputy	42,536
Special Operator	40,130	Deputy 3@	36,958
Special Operator	37,555	Deputy	39,097
Special Operator	39,955	Deputy	42,461
Mechanic	45,381	Deputy	44,486
Mechanic	43,431	Deputy 2@	40,027
Mechanic	42,456	Deputy 2@	41,836
Mechanic	40,735	Deputy	37,237
Appropriation Part-Time	107,520	Deputy	41,386
		Deputy	42,861
		Deputy	43,861
<b><u>Office of Emergency Management</u></b>		Deputy 2@	38,725
OEM Coordinator	58,526	Deputy	44,011
OEM/GIS	45,491	Deputy	43,286
		Deputy	39,562
<b><u>Emergency 911</u></b>		Deputy	38,632
Dispatch Supervisor	48,196	Deputy	38,818
Assistant Dispatcher Supervisor	43,646	Detective Crimes Against Women	43,336
Dispatcher	31,904	Detective Crimes Against Women	41,611
Dispatcher	38,818	Lieutenant 2@	48,736
Dispatcher	35,988	Narcotics 2@	45,136
Dispatcher	30,640	Sergeant 3@	46,336
Dispatcher	32,462	Sergeant	44,336
Dispatcher	34,546	Sergeant	43,986
Dispatcher	31,291	Other Personnel	39,416
Dispatcher	31,625	Appropriation Part-Time	100,464
Dispatcher	31,680		
Dispatcher	37,158		
Dispatcher	33,447	<b><u>Cops in School Fund</u></b>	
Dispatcher	35,958	Beebe School District	45,136
Appropriation Part-Time	7,082	Riverview School District	43,686
		White County Central School Dist	42,536
		Pangburn School District	45,136
<b><u>Sheriff's Department</u></b>			
Sheriff	85,082	<b><u>Juvenile</u></b>	
Chief Deputy	60,408	Intake Officer	48,607
Office Manager	44,242	Probation Officer	40,755
Patrol Captain	54,452	Truancy Officer	40,605
Captain Jail Administrator	54,452	Probation Officer	39,980
Clerical 5@	37,232	Officer	41,580
Bookkeeper	37,232		
Clerical	34,932	<b><u>Jail</u></b>	
Deputy	41,461	Lieutenant	48,736
Deputy 5@	45,136	Lieutenant	40,558
Deputy 2@	48,736	Sergeant 2@	32,438
Deputy	42,786	Sergeant	34,856
Deputy	42,111	Sergeant	39,066
Deputy	36,958	Sergeant	39,139
Deputy 2@	45,136	Jailer 14@	31,238
Deputy	43,161		



# **Craighead County**

## **Road Shop Manager**

### **Job Description**

**Job Code:** 2000  
**Exempt:** No  
**Department:** Shop Manager  
**Reports To:** Road Superintendent  
**Location:** Craighead County Hwy Dept 2800 Moore Rd  
**Date Prepared:** March 14, 2019  
**Date Revised:** July 29, 2019

### **GENERAL DESCRIPTION OF POSITION**

In charge of shop, schedule, and assigned jobs for mechanics and service technicians.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Acknowledge machinery breakdowns. This duty is performed daily.
2. Maintain accurate log of problems. This duty is performed daily.
3. Supervise 3 to 5 employees. This duty is performed daily.
4. Communicate with Road Superintendent to establish priorities and schedule work repair. This duty is performed daily.
5. Makes quick decision on machinery breakdowns to avoid dangerous situations. This duty is performed as needed.
6. Locate parts and supplies for breakdowns and replenish inventory. This duty is performed daily.
7. Ensure that all purchase orders are accurately completed and parts are obtained at minimum cost. This duty is performed daily.
8. Ensure that an adequate inventory of tools and parts and supplies are on hand. This duty is performed weekly.
9. Ensure that accurate maintenance records are maintained. This duty is performed daily.
10. must be able to communicate with multiple vendors on a daily basic. This duty is performed daily.
11. Perform any other related duties as required or assigned.

### **QUALIFICATIONS**

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

### **EDUCATION AND EXPERIENCE**

High school or GED, plus specialized schooling and/or on the job education in a specific skill area; e.g. data processing, clerical/administrative, equipment operation, etc, plus 5 years related experience and/or training, and 2 years related management experience, or equivalent combination of education and experience.

## **COMMUNICATION SKILLS**

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

## **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.

## **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**

Not indicated.

## **SOFTWARE SKILLS REQUIRED**

Basic: 10-Key, Spreadsheet, Word Processing/Typing

## **INITIATIVE AND INGENUITY**

### **SUPERVISION RECEIVED**

Under general direction, working from policies and general directives. Rarely refers specific cases to supervisor unless clarification or interpretation of the organization's policy is required.

### **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**

Very close mental demand. Operations requiring very close and continuous attention for control of operations which require a high degree of coordination or immediate response. 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**

Moderately directed. Activities covered by wide-ranging policies and courses of action, and generally directed as to execution and review. High order of analytical, interpretative, and/or constructive thinking in varied situations.

## **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: Not indicated.

### **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 could possibly affect organization-patron relationship, involve re-work, or additional expenditures in order to properly resolve the error. The possibility of such errors would occur quite frequently in performance of the job. May also cause inaccuracies or incomplete information that would be used in other segments of the organization as a basis for making subsequent decisions, plans, or actions.

### **ACCOUNTABILITY**

#### **FREEDOM TO ACT**

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

#### **ANNUAL MONETARY IMPACT**

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

Small. Job creates a monetary impact for the organization from \$100,000 to \$1mm.

#### **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 where the contacts are initiated by the employee. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted. Contacts of considerable importance and of such nature, that failure to exercise proper judgment may result in important tangible or intangible losses to the organization.

### **EMPLOYEE CONTACT**

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs.

### **USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS**

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**

Outside working environment, wherein there are disagreeable working conditions part of the time.

### **ENVIRONMENTAL CONDITIONS**

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

While performing the functions of this job, the employee is frequently exposed to outdoor weather conditions; and occasionally exposed to work near moving mechanical parts, work in high, precarious places, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, vibration. 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, moderately physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which requires somewhat diversified physical demands of the employee.

While performing the functions of this job, the employee is frequently required to walk, use hands to finger, handle, or feel, reach with hands and arms; occasionally required to stand, sit, climb or balance, stoop, kneel, crouch, or crawl, talk or hear, taste or smell. The employee must occasionally lift and/or move up to 50 pounds; frequently lift and/or move up to 25 pounds; regularly lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision; distance vision; and ability to adjust focus.

### **ADDITIONAL INFORMATION**

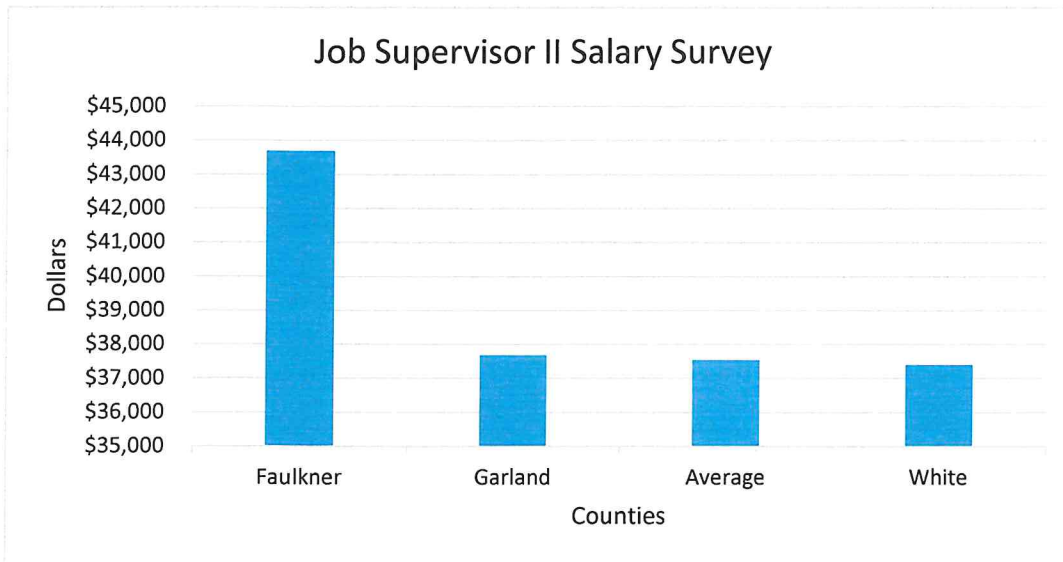
Not indicated.

Salary Survey  
 Job Supervisor II  
 (Signs and Weed Control with Class A CDL)

County	2022 Salary
Garland	\$ 37,680 * No CDL Required
White	\$ 37,395 * No CDL Required
Average	\$ 37,538

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

County	2022 Salary
Faulkner	\$ 43,697
Garland	\$ 37,680
Average	\$ 37,538
White	\$ 37,395



## 2022 Arkansas County Employees Salary Survey

### GARLAND – Class 6

<b>County Judge</b> 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
<b>Quorum Court</b>		<b>Tax Collector Automation Fund</b>	
Justice of Peace per diem 13@	9,476	Tax Enforcement Supervisor	36,674
Annually		Tax Enforcement Asst Deputy	31,585
<b>County Clerk</b>	79,738	<b>Tax Assessor</b>	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
<b>Clerk Cost Fund</b>		Personal Property Supervisor	35,944
Appropriation Part-Time	15,000	Abstractor/Mapper 2@	31,234
		GIS Coordinator	35,253
<b>Circuit Clerk</b>		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
<b>Recorder Cost Fund</b>		Deputy - Data Entry	27,172
Circuit Clerk	79,738	Front Line Supervisor/Hou	28,990
Chief Deputy Circuit	57,510	<b>Veterans Service Officer</b>	34,120
Domestic Relations Supervisor	35,839	<b>Road Department</b>	
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
<b>Treasurer</b>	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
<b>Tax Collector</b>	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

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
<b><u>Emergency 911</u></b>		<b><u>Sheriff's Department</u></b>	
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
<b><u>911 Communication Center</u></b>		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
<b><u>Solid Waste</u></b>		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

### WHITE -Class - 6

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



Salary Survey

Job Supervisor  
(Bridges)

County	2022 Salary
Garland	\$ 41,056
Average	\$ 41,056

Salary Survey

with average and Faulkner County  
added and sorted on salary

County	2022 Salary
Faulkner	\$ 50,251
Garland	\$ 41,056
Average	\$ 41,056



## 2022 Arkansas County Employees Salary Survey

### GARLAND – Class 6

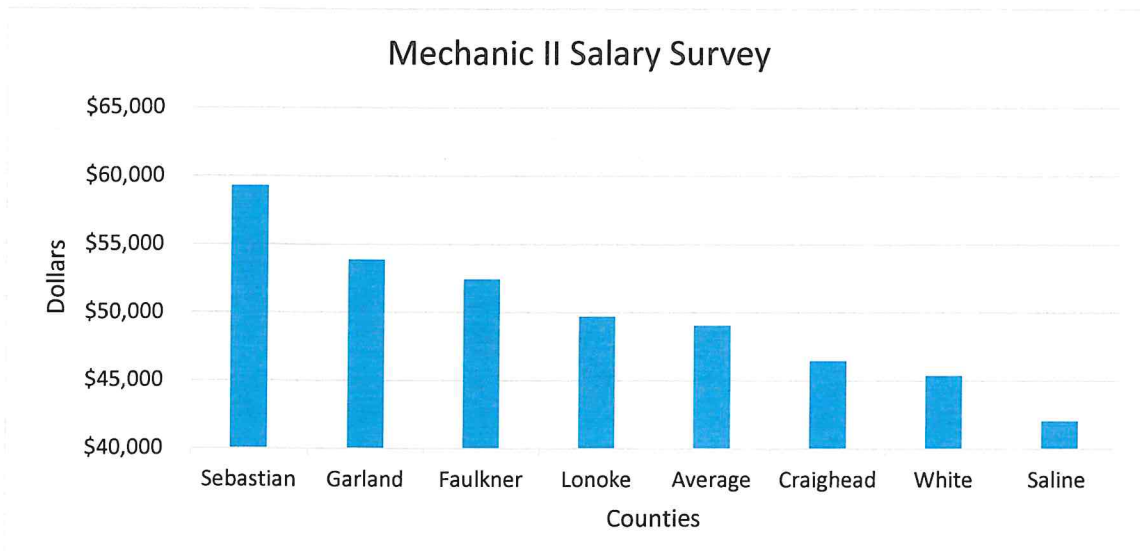
<b><u>County Judge</u></b> 33%	30,275	Tax Collection Cashier II	28,177
Administrative Assistant	40,589	Deputy I	36,568
Secretary/Receptionist	34,255	Deputy II	33,508
		Deputy III	37,043
		Deputy IV	38,177
		Tax Enforcement Asst Deputy	31,589
		Tax Enforcement Asst Deputy	28,097
<b><u>Quorum Court</u>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

Salary Survey  
Mechanic II  
 (All equipment Repairs/Shop Manager)

County	2022 Salary
Craighead	\$ 46,468
Garland	\$ 51,410
Lonoke	\$ 49,709
Saline	\$ 42,043
Sebastian	\$ 59,280
White	\$ 45,381
Average	\$ 49,049

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

County	2022 Salary
Sebastian	\$ 59,280
Garland	\$ 53,874
Faulkner	\$ 52,436
Lonoke	\$ 49,709
Average	\$ 49,049
Craighead	\$ 46,468
White	\$ 45,381
Saline	\$ 42,043



## 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
<b>County Judge</b> ½	49,204		
Administrator	65,966		
Purchasing Agent	58,182		
Secretary ½	22,760		
Human Relations Manager	60,528		
<b>Quorum Court</b>			
Justice of Peace 13 @	10,208		
<b>County Clerk</b>	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		
<b>Election Coordinator</b>	46,350		
<b>Circuit Clerk</b>	-0-		
<b>Recorder Cost Fund</b>			
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		
<b>Treasurer</b>	80,301		
Deputy Treasurer	42,604		
<b>Treasurer Automation Fund</b>			
Chief Deputy	52,955		
Deputy Part-Time	1,500		
<b>Tax Collector</b>	80,301		
		<b>Tax Collector Automation Fund</b>	
		Chief Deputy	52,955
		Deputy	42,170
		Deputy 3@	40,497
		Deputy Part-Time	14,400
		<b>Tax Assessor</b>	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
		<b>Veterans Service Officer</b>	45,414
		Clerk Part-Time 2@	13,099

## 2022 Arkansas County Employees Salary Survey

<b><u>Road Department</u></b>		Probation Officer 2@	41,902
County Judge ½	49,204		
Road Superintendent	62,713	<b><u>Jail</u></b>	
Western District Foreman	49,721	Facility/Jail Administrator	62,713
Eastern District Foreman	46,468	Assistant Jail Administrator	59,460
Shop Manager	46,468	Assistant Administrator-Juvenile	49,721
GIS/911 Addressing Coordinator	43,804	Maintenance Administrator	52,955
Coordinator	41,902	Staff Accountant	44,009
Clerk	39,795	Maintenance/Security	44,009
Mechanic 4@	44,622	Booking OIC	45,414
Lead Equipment Operator 3@	44,089	Assistant OIC	42,604
Equipment Operators 44@	42,506	Jailer OIC (Day) 2@	45,414
General Labor Part-Time 4@	20,000	Jailer OIC (Night) 2@	45,414
		Jailer Asst OIC (Day) 2@	42,604
		Jailer Asst OIC (Night) 2@	42,604
<b><u>Office of Emergency Management</u></b>		Detention Officer 53@	40,497
OEM Director	54,101	Detention Officer/Office Mgr	43,307
Assistant OEM Director ½	22,760	Adult/Juvenile Part-Time	22,166
		Night Shift Differential 30@	500
		School/Service Promotion 30@	1,507
		<b><u>Coroner</u></b>	80,301
<b><u>Sheriff's Department</u></b>			
Sheriff	98,409		
Chief Deputy	69,219		
Assistant Chief/Captain Deputy	62,713		
Captain CID	59,460		
DTF Commander	59,460		
Eastern District Deputy	56,381		
Lieutenant 3@	52,955		
Sergeant 4@	49,721		
Sergeant CID	0		
CID Deputy 2@	45,305		
Deputy-Patrol 20@	45,305		
School Resource Officer 3@	45,305		
Transport Officer 2@	41,180		
Environmental Officer	45,305		
CID Secretary	45,338		
Deputy Clerk	40,856		
Deputy Clerk 3@	40,497		
Deputy Clerk Part-Time	23,950		
Clerk-Fine and Fee Collections	40,497		
IT Computer Administrator	49,721		
Litter Pickup Part-Time	17,863		
Deputy 1 <sup>st</sup> Class 19@	1,500		
<b><u>Juvenile</u></b>			
Supervisor	52,955		
Intake Officer	47,804		
Intake Officer	43,981		
Intake Officer 2@	41,902		
Office Manager	41,200		

## 2022 Arkansas County Employees Salary Survey

### **GARLAND – Class 6**

<b>County Judge</b> 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
<b>Quorum Court</b>		<b>Tax Collector Automation Fund</b>	
Justice of Peace per diem 13@	9,476	Tax Enforcement Supervisor	36,674
Annually		Tax Enforcement Asst Deputy	31,585
<b>County Clerk</b>	79,738	<b>Tax Assessor</b>	79,738
Chief Deputy	48,579	Chief Deputy	48,332
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Deputy	29,285	CAMA Operator Manager	36,816
		CAMA Operator Manager	35,268
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Appropriation Part-Time	15,000	Abstractor/Mapper 2@	31,234
		GIS Coordinator	35,253
<b>Circuit Clerk</b>		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
<b>Recorder Cost Fund</b>		Deputy - Data Entry	27,172
Circuit Clerk	79,738	Front Line Supervisor/Hou	28,990
Chief Deputy Circuit	57,510	<b>Veterans Service Officer</b>	34,120
Domestic Relations Supervisor	35,839		
Criminal Division Supervisor	35,839	<b>Road Department</b>	
Civil Division Supervisor	36,661	County Judge 50%	45,871
Front Office Supervisor - D	36,661	Road Commissioner	73,755
Accounting/Bookkeeper Super	36,468	Road & Maint Foreman 2@	56,232
Deputy- Bookkeeper	29,480	Working Bridge Crew Leader	41,056
Deputy Circuit Clk/Circuit	29,480	Shop Working Crew Leader	51,410
Deputy Circuit Clk/Crime	31,406	Pavement & Asphalt Working	37,680
Deputy Circuit Clk/Civil	29,480	Backhoe Working Crew Leader	38,250
Deputy 3@	29,480	Crew Leader/Operator	38,507
Appropriation Part-Time	20,540	Skilled Operator	34,303
		Tire Mech/Welder/Fabricator	38,111
<b>Treasurer</b>	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
		Grader/Trucking Leadman	33,741
<b>Tax Collector</b>	79,738	Grader/Trucking Leadman	38,805
Chief Deputy	54,742	Grader/Trucking Leadman 2@	43,020
Head Tax Collection Cashier	41,762	Office Administrator	47,857

## 2022 Arkansas County Employees Salary Survey

### LONOKE – Class 5

<b><u>County Judge</u></b> ½	42,000	<b><u>Tax Collector Automation Fund</u></b>	
		Chief Deputy	38,891
		Deputy	31,960
		Deputy	27,160
		Appropriation Part Time	15,000
<b><u>Quorum Court</u></b>		<b><u>Tax Assessor</u></b>	70,000
Justice of Peace per diem 13@	583	Chief Deputy (GIS)	36,496
		Chief Deputy	34,547
<b><u>Maintenance</u></b>		Deputy 8@	29,573
Maintenance	38,178	Appropriation Part Time	10,500
Janitor	32,608		
Janitor	29,573	<b><u>Veterans Service Officer</u></b>	
Janitor	27,164	Appropriation Contract Labor	14,833
<b><u>County Clerk</u></b>	70,000	<b><u>Road Department</u></b>	
Chief Deputy	33,000	County Judge ½	42,000
Chief Deputy Voter Reg	31,500	Deputy	27,164
Chief Deputy Probate	29,747	Clerical	34,487
Deputy	15,508	Clerical Part Time	32,870
Deputy 3@	29,572	Road Foreman	51,282
		Shop Foreman /Shop Mech	49,709
<b><u>Circuit Clerk</u></b>	70,000	Grader Operator/Foreman	35,994
Chief Deputy	30,481	Grader Operator	41,187
Deputy 2@	29,573	CDL Truck Driver 2@	37,450
Deputy 2@	27,164	CDL Truck Driver	42,546
		CDL Truck Driver	40,362
<b><u>Recorder Cost Fund</u></b>		CDL Truck Driver	36,911
Chief Deputy	30,481	CDL Truck Driver	42,546
Deputy 2@	27,164	CDL Dump Truck Driver	47,197
Deputy	29,573	CDL Truck Driver Foreman	49,098
		CDL Equipment Operator	48,333
<b><u>Treasurer</u></b>	70,000	Truck Driver/Equip Op 5@	27,164
Chief Deputy	29,704	Equip Driver 4@	27,164
Deputy	27,289	Equip Op/Dozer/Grader	42,546
Admin Asst	43,333	Trachoe Equipment Operator	42,400
		Tractor Equipment Operator	38,178
<b><u>Treasurer Automation Fund</u></b>		Equipment Operator PT	22,005
Chief Deputy	39,270	Equipment Driver	27,164
Deputy Part-Time	27,000	Labor/Equipment Operator	36,911
		Labor 3@	33,397
<b><u>Tax Collector</u></b>	70,000	Labor 2@	29,009
Deputy	32,115	Labor	27,164
Deputy	31,022	Appropriation Part-Time 2@	21,630
Deputy	30,068		
Deputy	29,568	<b><u>Office of Emergency Management</u></b>	
Appropriation Part Time	15,000	OEM Director	50,058

## 2022 Arkansas County Employees Salary Survey

### SALINE – Class 6

<b>County Judge</b> 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
<b>Quorum Court</b>		<b>Treasurer</b>	76,852
Justice of Peace per diem 13@	437	Office Manager	44,351
		Deputy	32,415
<b>County Clerk</b>	90,620	<b>Treasurer Automation Fund</b>	
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	<b>Tax Collector</b>	76,852
Appropriation Part-Time	35,000	Administrative Manager	46,080
		Deputy II / Credit	25,789
<b>Clerk Automation Fund</b>		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	<b>Tax Collector-Bryant</b>	
Appropriation Part-Time Help	7,500	Manager	30,303
		Benton/Bryant SID CO	16,131
<b>Circuit Clerk</b>	76,852	Appropriation Part-Time	18,000
Admin/Criminal Manager	42,592		
Juvenile/Child Support	28,004	<b>Tax Collector Automation Fund</b>	
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
<b>Recorder Cost Fund</b>		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

Deputy/Delinquent	5,081	Equipment Operator	41,027
Deputy I	1,076	Equipment Operator	41,853
Appropriation Part-Time Help	21,000	Equipment Operator 3@	35,718
<b><u>Tax Assessor</u></b>	97,365	Equipment Operator	37,856
Admin Manager	57,121	Equipment Operator	31,830
Business Personal Prop Supvrs	43,462	Equipment Operator 3@	29,449
Personal Property	28,738	Equipment Operator	37,662
Personal Property 2@	31,931	Equipment Operator	36,185
Personal Property	34,550	Equipment Operator	31,351
<b><u>Tax Assessor-Bryant</u></b>		Equipment Operator	31,831
Personal Property/Real	31,931	Equipment Operator	33,788
<b><u>Tax Assessor-GIS</u></b>		Equipment Operator	34,847
Chief Deputy-GIS/Flood Plain	64,087	Equipment Operator	30,956
GIS Deputy I	34,602	Administrative Assistant	34,189
GIS Deputy III	36,977	Laborer 3@	26,710
EQ/Homestead Assistant	35,376	Laborer	28,772
Deputy Real Estate 2@	35,740	Project Coordinator	53,713
Deputy Real Estate	39,177	Project Coordinator Assist	37,067
Deputy Real Estate	35,829	Field Service Technician	37,972
Deputy Data Entry	43,036	Addressing Coordinator	17,657
EQ/Homestead Manager	43,752	Appropriation Part-Time	15,000
Appropriation Part-Time Help	66,500	<b><u>Office of Emergency Management</u></b>	
<b><u>Veterans Service Office</u></b>		Director	61,154
Veterans Service Officer	41,229	Deputy Director	53,463
Veterans Service Officer	29,382	Administrative Assistant	43,481
Appropriation Part-Time	5,000	Appropriation Part-Time	500
<b><u>Road Department</u></b>		<b><u>911 Emergency Services</u></b>	
County Judge ½	54,963	Communications Director	58,342
Superintendent	75,899	Addressing Coordinator	17,656
Asst Superintendent	66,084	Communications Operator 3@	32,448
Road Foreman 2@	57,230	Communications Operator 4@	36,978
Road Foreman	64,062	Communications Operator 7@	34,276
Road Foreman	58,373	Communications Operator 5@	35,630
Road Project Inspector	39,450	Lead Communications Op	44,097
Road Engineer	91,953	Lead Communications Op 2@	45,060
Mechanic I 3@	42,043	Lead Communications Op	45,761
Equipment Operator I 4@	41,833	Lead Communications Op	41,101
Equipment Operator	45,117	Lead Communications Op	43,852
Equipment Operator	42,182	Lead Communications Director	43,852
Equipment Operator	42,650	Deputy Director	48,514
Equipment Operator	34,335	OEM/911 Director	16,556
Equipment Operator 2@	38,829	Appropriation Part-Time Help	45,000
Equipment Operator	39,460	<b><u>Sheriff's Department</u></b>	
		Sheriff	101,813
		Chief Deputy	82,049

## 2022 Arkansas County Employees Salary Survey

### SEBASTIAN – Class 6

<b><u>County Judge</u></b>	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
<b><u>Courthouse Security</u></b>		<b><u>Circuit Clerk</u></b>	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
<b><u>Maintenance</u></b>		<b><u>Election</u></b>	
Superintendent	54,069	Election Coordinator	36,088
Asst Superintendent	40,808		
Bldg Maint Tech/Carpenter	39,115	<b><u>Treasurer</u></b>	
Laborer/Building Maint	29,877	Treasurer/Tax Collector ½	49,279
Laborer/Building Maint	29,175	Senior Deputy	39,014
Custodian 2 <sup>nd</sup> shift	28,226	Senior Deputy	39,729
Custodian	25,517		
<b><u>Quorum Court</u></b>		<b><u>Treasurer Automation Fund</u></b>	
Justice of Peace per diem 13@	567	Chief Administrator Treasurer	52,750
<b><u>County Clerk</u></b>		<b><u>Tax Collector</u></b>	
County Clerk/Recorder ½	47,527	Treasurer/Tax Collector ½	49,279
Chief Deputy Clerk/Recorder ½	26,375	Office Manager	41,900
Office Manager Clerk/Recorder ½	22,297	Office Manager	41,322
Deputy Clerk/Rec	36,084	Deputy	37,391
Election Manager Assistant	37,047	Deputy 2@	34,961
Approp Clerical Part-Time	9,425	Deputy	35,979
Approp Deputy Extra Help	2,700	Deputy	36,678
Approp Deputy Extra Help	5,498		
<b><u>Recorder</u></b>		<b><u>Tax Collector Automation Fund</u></b>	
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
<b><u>Tax Assessor</u></b>	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	<b>Shop Foreman</b>	<b>59,280</b>
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	<b><u>Office of Emergency Management</u></b>	
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	<b><u>Sheriff's Department</u></b>	
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
<b><u>Veterans Service Office</u></b>		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
<b><u>Road Department</u></b>		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

### WHITE –Class - 6

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

## 2022 Arkansas County Employees Salary Survey

Special Operator	39,880	Deputy	42,536
Special Operator	40,130	Deputy 3@	36,958
Special Operator	37,555	Deputy	39,097
Special Operator	39,955	Deputy	42,461
Mechanic	45,381	Deputy	44,486
Mechanic	43,431	Deputy 2@	40,027
Mechanic	42,456	Deputy 2@	41,836
Mechanic	40,735	Deputy	37,237
Appropriation Part-Time	107,520	Deputy	41,386
		Deputy	42,861
		Deputy	43,861
<b><u>Office of Emergency Management</u></b>		Deputy 2@	38,725
OEM Coordinator	58,526	Deputy	44,011
OEM/GIS	45,491	Deputy	43,286
		Deputy	39,562
		Deputy	38,632
		Deputy	38,818
<b><u>Emergency 911</u></b>		Detective Crimes Against Women	43,336
Dispatch Supervisor	48,196	Detective Crimes Against Women	41,611
Assistant Dispatcher Supervisor	43,646	Lieutenant 2@	48,736
Dispatcher	31,904	Narcotics 2@	45,136
Dispatcher	38,818	Sergeant 3@	46,336
Dispatcher	35,988	Sergeant	44,336
Dispatcher	30,640	Sergeant	43,986
Dispatcher	32,462	Other Personnel	39,416
Dispatcher	34,546	Appropriation Part-Time	100,464
Dispatcher	31,291		
Dispatcher	31,625		
Dispatcher	31,680		
Dispatcher	37,158		
Dispatcher	33,447		
Dispatcher	35,958		
Appropriation Part-Time	7,082		
		<b><u>Cops in School Fund</u></b>	
		Beebe School District	45,136
		Riverview School District	43,686
		White County Central School Dist	42,536
		Pangburn School District	45,136
		<b><u>Juvenile</u></b>	
		Intake Officer	48,607
		Probation Officer	40,755
		Truancy Officer	40,605
		Probation Officer	39,980
		Officer	41,580
		<b><u>Jail</u></b>	
		Lieutenant	48,736
		Lieutenant	40,558
		Sergeant 2@	32,438
		Sergeant	34,856
		Sergeant	39,066
		Sergeant	39,139
		Jailer 14@	31,238
<b><u>Sheriff's Department</u></b>			
Sheriff	85,082		
Chief Deputy	60,408		
Office Manager	44,242		
Patrol Captain	54,452		
Captain Jail Administrator	54,452		
Clerical 5@	37,232		
Bookkeeper	37,232		
Clerical	34,932		
Deputy	41,461		
Deputy 5@	45,136		
Deputy 2@	48,736		
Deputy	42,786		
Deputy	42,111		
Deputy	36,958		
Deputy 2@	45,136		
Deputy	43,161		



**2022 Saline County  
Road Dept Mechanic I  
Job Description**

**Exempt:** No  
**Department:** Road Department  
**Reports To:** Road Superintendent, Assistant Superintendent, Road Foreman  
**Location:** 5555 Cynamide Road, Benton, AR 72015  
**Safety Sensitive:** This position is designated as safety/security sensitive and is subject to pre-employment, reasonable suspicion and random drug and alcohol screening.

**GENERAL DESCRIPTION OF POSITION**

Functions as general mechanic for vehicles and buildings. To provide preventative maintenance and repair to the equipment utilized for road maintenance and construction and maintenance of equipment used for the care of County property.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Performs work to repair and service vehicles, trailers, mowers, tractors, etc.
2. Inspect, diagnose and locate mechanical problems in trucks and equipment used in road construction, maintenance and repair.
3. Overhaul, repair and adjust engines, transmissions, differentials and clutches on heavy gas and diesel equipment.
4. Perform work underneath, on top of, and inside equipment with some heavy lifting required.
5. Tune up engines, replace ignition parts, clean and adjust carburetors, repair fuel lines and injection systems.
6. Repair hydraulic systems and perform rear-end and rear axle repairs.
7. Make needed repairs or replace and perform preventive maintenance oil changes, check fluid levels.
8. Repair and change tires.
9. Perform brake repair and replacement.
10. Perform on the road or job site repairs.
11. Perform some cosmetic and body repair.
12. Maintain time and materials records as well as shop cleanliness.
13. Responds to evening, weekend and holiday emergency service calls.
14. Order parts and restock inventory.
15. Fabricate and install components.

16. Maintain welding that needs to be done on equipment.
17. Maintain the shop and equipment in the shop.
18. Performs work on roadways during emergencies such as flooding, snow etc. along with other Road Department staff.
19. Attend departmental meetings, functions and safety training as required.
20. Perform any other related duties as required or assigned.

## **QUALIFICATIONS**

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

## **EDUCATION AND EXPERIENCE**

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, or equivalent combination of education and experience.

## **REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS**

Commercial Drivers License; Certifications include vehicles up to an including heavy duty. Certifications require on the job training for up to 3 years before the employee can apply for training. Certifications that must be obtained during that period are auto maintenance and light repair, brake inspection, heavy duty friction and air disc brake, heavy duty wheel bearing training, suspension and steering and preventative maintenance and inspections and must be able to weld.

## **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: None

## **ENVIRONMENTAL CONDITIONS**

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

While performing the functions of this job, the employee is regularly exposed to work near moving mechanical parts; occasionally exposed to work in high, precarious places, fumes or airborne particles, toxic or caustic chemicals, outdoor weather conditions. The noise level in the work environment is usually loud.

## **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, highly physical. Highly repetitive type work which requires the concentrated and non-diversified physical demands of the employee.

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

## **ADDITIONAL INFORMATION**

Valid State and commercial driver's license; five years mechanical experience on small engines, lawn equipment, gasoline, and diesel engines; welding experience; equipment operation experience. This position will continue education where made available by the County.

This position may involve regular and irregular hours to perform the job duties. Work hours may be extended in the event of an emergency, disaster, manpower shortage, work or work in progress.

All positions within the Road Department are assigned by the Road Superintendent or Assistant Road Superintendent or a designated representative and are subject to be changed when deemed in the best interest of the Road Department.

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.

This position is designed by Saline County as a "safety sensitive position" as defined by Act 593 of 2017.

**SALINE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**



# **Craighead County**

## **Road Shop Manager**

### **Job Description**

**Job Code:** 2000  
**Exempt:** No  
**Department:** Shop Manager  
**Reports To:** Road Superintendent  
**Location:** Craighead County Hwy Dept 2800 Moore Rd  
**Date Prepared:** March 14, 2019  
**Date Revised:** July 29, 2019

### **GENERAL DESCRIPTION OF POSITION**

In charge of shop, schedule, and assigned jobs for mechanics and service technicians.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Acknowledge machinery breakdowns. This duty is performed daily.
2. Maintain accurate log of problems. This duty is performed daily.
3. Supervise 3 to 5 employees. This duty is performed daily.
4. Communicate with Road Superintendent to establish priorities and schedule work repair. This duty is performed daily.
5. Makes quick decision on machinery breakdowns to avoid dangerous situations. This duty is performed as needed.
6. Locate parts and supplies for breakdowns and replenish inventory. This duty is performed daily.
7. Ensure that all purchase orders are accurately completed and parts are obtained at minimum cost. This duty is performed daily.
8. Ensure that an adequate inventory of tools and parts and supplies are on hand. This duty is performed weekly.
9. Ensure that accurate maintenance records are maintained. This duty is performed daily.
10. must be able to communicate with multiple vendors on a daily basic. This duty is performed daily.
11. Perform any other related duties as required or assigned.

### **QUALIFICATIONS**

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

### **EDUCATION AND EXPERIENCE**

High school or GED, plus specialized schooling and/or on the job education in a specific skill area; e.g. data processing, clerical/administrative, equipment operation, etc, plus 5 years related experience and/or training, and 2 years related management experience, or equivalent combination of education and experience.

## **COMMUNICATION SKILLS**

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

## **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.

## **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**

Not indicated.

## **SOFTWARE SKILLS REQUIRED**

Basic: 10-Key, Spreadsheet, Word Processing/Typing

## **INITIATIVE AND INGENUITY**

### **SUPERVISION RECEIVED**

Under general direction, working from policies and general directives. Rarely refers specific cases to supervisor unless clarification or interpretation of the organization's policy is required.

### **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**

Very close mental demand. Operations requiring very close and continuous attention for control of operations which require a high degree of coordination or immediate response. 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**

Moderately directed. Activities covered by wide-ranging policies and courses of action, and generally directed as to execution and review. High order of analytical, interpretative, and/or constructive thinking in varied situations.

## **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: Not indicated.

### **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 could possibly affect organization-patron relationship, involve re-work, or additional expenditures in order to properly resolve the error. The possibility of such errors would occur quite frequently in performance of the job. May also cause inaccuracies or incomplete information that would be used in other segments of the organization as a basis for making subsequent decisions, plans, or actions.

### **ACCOUNTABILITY**

#### **FREEDOM TO ACT**

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

#### **ANNUAL MONETARY IMPACT**

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

Small. Job creates a monetary impact for the organization from \$100,000 to \$1mm.

#### **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 where the contacts are initiated by the employee. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted. Contacts of considerable importance and of such nature, that failure to exercise proper judgment may result in important tangible or intangible losses to the organization.

### **EMPLOYEE CONTACT**

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs.

### **USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS**

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**

Outside working environment, wherein there are disagreeable working conditions part of the time.

### **ENVIRONMENTAL CONDITIONS**

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

While performing the functions of this job, the employee is frequently exposed to outdoor weather conditions; and occasionally exposed to work near moving mechanical parts, work in high, precarious places, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, vibration. 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, moderately physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which requires somewhat diversified physical demands of the employee.

While performing the functions of this job, the employee is frequently required to walk, use hands to finger, handle, or feel, reach with hands and arms; occasionally required to stand, sit, climb or balance, stoop, kneel, crouch, or crawl, talk or hear, taste or smell. The employee must occasionally lift and/or move up to 50 pounds; frequently lift and/or move up to 25 pounds; regularly lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision; distance vision; and ability to adjust focus.

### **ADDITIONAL INFORMATION**

Not indicated.

Salary Survey

Supervisor II

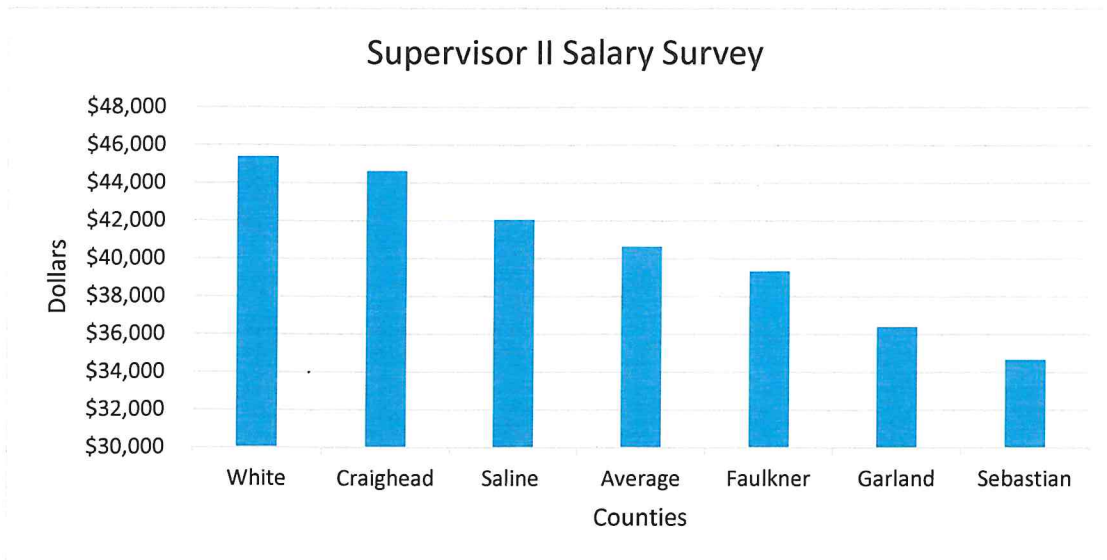
Field Mechanic and Fueler with Class A CDL

County	2022 Salary
Craighead	\$ 44,622
Garland	\$ 36,400
Saline	\$ 42,043
Sebastian	\$ 34,652
White	\$ 45,381
Average	\$ 40,620

Salary Survey

with average and Faulkner County added and sorted on salary

County	2022 Salary
White	\$ 45,381
Craighead	\$ 44,622
Saline	\$ 42,043
Average	\$ 40,620
Faulkner	\$ 39,327
Garland	\$ 36,400
Sebastian	\$ 34,652



## 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
<b><u>County Judge</u></b> ½		49,204
Administrator		65,966
Purchasing Agent		58,182
Secretary ½		22,760
Human Relations Manager		60,528
<b><u>Quorum Court</u></b>		
Justice of Peace 13 @		10,208
<b><u>County Clerk</u></b>		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
<b><u>Election Coordinator</u></b>		46,350
<b><u>Circuit Clerk</u></b>		-0-
<b><u>Recorder Cost Fund</u></b>		
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
<b><u>Treasurer</u></b>		80,301
Deputy Treasurer		42,604
<b><u>Treasurer Automation Fund</u></b>		
Chief Deputy		52,955
Deputy Part-Time		1,500
<b><u>Tax Collector</u></b>		80,301
	<b><u>Tax Collector Automation Fund</u></b>	
	Chief Deputy	52,955
	Deputy	42,170
	Deputy 3@	40,497
	Deputy Part-Time	14,400
	<b><u>Tax Assessor</u></b>	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
	<b><u>Veterans Service Officer</u></b>	45,414
	Clerk Part-Time 2@	13,099

## 2022 Arkansas County Employees Salary Survey

<b><u>Road Department</u></b>		Probation Officer 2@	41,902
County Judge ½	49,204		
Road Superintendent	62,713	<b><u>Jail</u></b>	
Western District Foreman	49,721	Facility/Jail Administrator	62,713
Eastern District Foreman	46,468	Assistant Jail Administrator	59,460
Shop Manager	46,468	Assistant Administrator-Juvenile	49,721
GIS/911 Addressing Coordinator	43,804	Maintenance Administrator	52,955
Coordinator	41,902	Staff Accountant	44,009
Clerk	39,795	Maintenance/Security	44,009
Mechanic 4@	44,622	Booking OIC	45,414
Lead Equipment Operator 3@	44,089	Assistant OIC	42,604
Equipment Operators 44@	42,506	Jailer OIC (Day) 2@	45,414
General Labor Part-Time 4@	20,000	Jailer OIC (Night) 2@	45,414
		Jailer Asst OIC (Day) 2@	42,604
		Jailer Asst OIC (Night) 2@	42,604
<b><u>Office of Emergency Management</u></b>		Detention Officer 53@	40,497
OEM Director	54,101	Detention Officer/Office Mgr	43,307
Assistant OEM Director ½	22,760	Adult/Juvenile Part-Time	22,166
		Night Shift Differential 30@	500
<b><u>Sheriff's Department</u></b>		School/Service Promotion 30@	1,507
Sheriff	98,409		
Chief Deputy	69,219	<b><u>Coroner</u></b>	80,301
Assistant Chief/Captain Deputy	62,713		
Captain CID	59,460		
DTF Commander	59,460		
Eastern District Deputy	56,381		
Lieutenant 3@	52,955		
Sergeant 4@	49,721		
Sergeant CID	0		
CID Deputy 2@	45,305		
Deputy-Patrol 20@	45,305		
School Resource Officer 3@	45,305		
Transport Officer 2@	41,180		
Environmental Officer	45,305		
CID Secretary	45,338		
Deputy Clerk	40,856		
Deputy Clerk 3@	40,497		
Deputy Clerk Part-Time	23,950		
Clerk-Fine and Fee Collections	40,497		
IT Computer Administrator	49,721		
Litter Pickup Part-Time	17,863		
Deputy 1 <sup>st</sup> Class 19@	1,500		
<b><u>Juvenile</u></b>			
Supervisor	52,955		
Intake Officer	47,804		
Intake Officer	43,981		
Intake Officer 2@	41,902		
Office Manager	41,200		

## 2022 Arkansas County Employees Salary Survey

### **GARLAND – Class 6**

<b><u>County Judge</u></b> 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
<b><u>Quorum Court</u></b>		<b><u>Tax Collector Automation Fund</u></b>	
Justice of Peace per diem 13@ Annually	9,476	Tax Enforcement Supervisor	36,674
		Tax Enforcement Asst Deputy	31,585
<b><u>County Clerk</u></b>	79,738	<b><u>Tax Assessor</u></b>	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
<b><u>Clerk Cost Fund</u></b>		Personal Property Supervisor	35,944
Appropriation Part-Time	15,000	Abstractor/Mapper 2@	31,234
		GIS Coordinator	35,253
<b><u>Circuit Clerk</u></b>		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
<b><u>Recorder Cost Fund</u></b>		Deputy - Data Entry	27,172
Circuit Clerk	79,738	Front Line Supervisor/Hou	28,990
Chief Deputy Circuit	57,510	<b><u>Veterans Service Officer</u></b>	34,120
Domestic Relations Supervisor	35,839		
Criminal Division Supervisor	35,839	<b><u>Road Department</u></b>	
Civil Division Supervisor	36,661	County Judge 50%	45,871
Front Office Supervisor - D	36,661	Road Commissioner	73,755
Accounting/Bookkeeper Super	36,468	Road & Maint Foreman 2@	56,232
Deputy- Bookkeeper	29,480	Working Bridge Crew Leader	41,056
Deputy Circuit Clk/Circuit	29,480	Shop Working Crew Leader	51,410
Deputy Circuit Clk/Crime	31,406	Pavement & Asphalt Working	37,680
Deputy Circuit Clk/Civil	29,480	Backhoe Working Crew Leader	38,250
Deputy 3@	29,480	Crew Leader/Operator	38,507
Appropriation Part-Time	20,540	Skilled Operator	34,303
		Tire Mech/Welder/Fabricator	38,111
<b><u>Treasurer</u></b>	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
		Grader/Trucking Leadman	33,741
<b><u>Tax Collector</u></b>	79,738	Grader/Trucking Leadman	38,805
Chief Deputy	54,742	Grader/Trucking Leadman 2@	43,020
Head Tax Collection Cashier	41,762	Office Administrator	47,857



## 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
<b>Mechanic</b>	<b>36,400</b>	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
<b><u>Emergency 911</u></b>		<b><u>Sheriff's Department</u></b>	
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
<b><u>911 Communication Center</u></b>		CID Sergeant	52,344
Telecommunications Director	59,720	CID Sergeant	52,345
Telecommunications Supervisor	43,520	CID Corporal	43,674
Telecommunicator Level IV 4@	40,652	CID Investigator-Corporal	48,992
Telecommunicator Level II 3@	38,785	CID Investigator 4@	43,799
Telecommunicator Level II 3@	36,450	CID Investigator	43,933
Telecommunicator Level I 5@	36,116	CID Investigator	44,323
Appropriation Extra Help	2,500	CID Secretary	32,807
		CID Secretary	29,290
<b><u>Solid Waste</u></b>		Patrol Captain	62,641
County Judge 17%	15,598	Patrol Lieutenant @	57,843
Director of Environmental	74,778	Patrol Sergeant 4@	52,344
Office Manager - Landfill	36,907	Patrol Corporal 5@	48,992
Mechanical Maintenance Tech	36,747	Patrol Corporal	41,270
Heavy Equipment Operator	37,505	Patrol Deputy	43,799
Heavy Equipment Operator	37,064	Patrol Deputy	44,888
Heavy Equipment Operator	35,437	Patrol Deputy	41,304
Lead Front Load Operator	42,429	Patrol Deputy	45,605
Lead Landfill Operator	38,770	Patrol Deputy	41,939
Lead Rolloff Operator	36,519	Patrol Deputy 17@	41,270

## 2022 Arkansas County Employees Salary Survey

### SALINE – Class 6

<b>County Judge ½</b>	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
<b>Quorum Court</b>		<b>Treasurer</b>	76,852
Justice of Peace per diem 13@	437	Office Manager	44,351
		Deputy	32,415
<b>County Clerk</b>	90,620	<b>Treasurer Automation Fund</b>	
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	<b>Tax Collector</b>	76,852
Appropriation Part-Time	35,000	Administrative Manager	46,080
		Deputy II / Credit	25,789
<b>Clerk Automation Fund</b>		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	<b>Tax Collector-Bryant</b>	
Appropriation Part-Time Help	7,500	Manager	30,303
		Benton/Bryant SID CO	16,131
<b>Circuit Clerk</b>	76,852	Appropriation Part-Time	18,000
Admin/Criminal Manager	42,592		
Juvenile/Child Support	28,004	<b>Tax Collector Automation Fund</b>	
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 Supvr/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
<b>Recorder Cost Fund</b>		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

Deputy/Delinquent	5,081	Equipment Operator	41,027
Deputy I	1,076	Equipment Operator	41,853
Appropriation Part-Time Help	21,000	Equipment Operator 3@	35,718
<b><u>Tax Assessor</u></b>	97,365	Equipment Operator	37,856
Admin Manager	57,121	Equipment Operator	31,830
Business Personal Prop Supvsr	43,462	Equipment Operator 3@	29,449
Personal Property	28,738	Equipment Operator	37,662
Personal Property 2@	31,931	Equipment Operator	36,185
Personal Property	34,550	Equipment Operator	31,351
<b><u>Tax Assessor-Bryant</u></b>		Equipment Operator	31,831
Personal Property/Real	31,931	Equipment Operator	33,788
<b><u>Tax Assessor-GIS</u></b>		Equipment Operator	34,847
Chief Deputy-GIS/Flood Plain	64,087	Equipment Operator	30,956
GIS Deputy I	34,602	Administrative Assistant	34,189
GIS Deputy III	36,977	Laborer 3@	26,710
EQ/Homestead Assistant	35,376	Laborer	28,772
Deputy Real Estate 2@	35,740	Project Coordinator	53,713
Deputy Real Estate	39,177	Project Coordinator Assist	37,067
Deputy Real Estate	35,829	Field Service Technician	37,972
Deputy Data Entry	43,036	Addressing Coordinator	17,657
EQ/Homestead Manager	43,752	Appropriation Part-Time	15,000
Appropriation Part-Time Help	66,500	<b><u>Office of Emergency Management</u></b>	
<b><u>Veterans Service Office</u></b>		Director	61,154
Veterans Service Officer	41,229	Deputy Director	53,463
Veterans Service Officer	29,382	Administrative Assistant	43,481
Appropriation Part-Time	5,000	Appropriation Part-Time	500
<b><u>Road Department</u></b>		<b><u>911 Emergency Services</u></b>	
County Judge ½	54,963	Communications Director	58,342
Superintendent	75,899	Addressing Coordinator	17,656
Asst Superintendent	66,084	Communications Operator 3@	32,448
Road Foreman 2@	57,230	Communications Operator 4@	36,978
Road Foreman	64,062	Communications Operator 7@	34,276
Road Foreman	58,373	Communications Operator 5@	35,630
Road Project Inspector	39,450	Lead Communications Op	44,097
Road Engineer	91,953	Lead Communications Op 2@	45,060
Mechanic I 3@	42,043	Lead Communications Op	45,761
Equipment Operator I 4@	41,833	Lead Communications Op	41,101
Equipment Operator	45,117	Lead Communications Op	43,852
Equipment Operator	42,182	Lead Communications Director	43,852
Equipment Operator	42,650	Deputy Director	48,514
Equipment Operator	34,335	OEM/911 Director	16,556
Equipment Operator 2@	38,829	Appropriation Part-Time Help	45,000
Equipment Operator	39,460	<b><u>Sheriff's Department</u></b>	
		Sheriff	101,813
		Chief Deputy	82,049

## 2022 Arkansas County Employees Salary Survey

### SEBASTIAN – Class 6

<b><u>County Judge</u></b>	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
<b><u>Courthouse Security</u></b>		<b><u>Circuit Clerk</u></b>	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
<b><u>Maintenance</u></b>		Deputy/Criminal	34,631
Superintendent	54,069	Deputy/Civil	38,507
Asst Superintendent	40,808	Deputy/Support	30,071
Bldg Maint Tech/Carpenter	39,115	Appropriation Part-Time	28,275
Laborer/Building Maint	29,877		
Laborer/Building Maint	29,175	<b><u>Election</u></b>	
Custodian 2 <sup>nd</sup> shift	28,226	Election Coordinator	36,088
Custodian	25,517		
		<b><u>Treasurer</u></b>	
<b><u>Quorum Court</u></b>		Treasurer/Tax Collector ½	49,279
Justice of Peace per diem 13@	567	Senior Deputy	39,014
		Senior Deputy	39,729
<b><u>County Clerk</u></b>		<b><u>Treasurer Automation Fund</u></b>	
County Clerk/Recorder ½	47,527	Chief Administrator Treasurer	52,750
Chief Deputy Clerk/Recorder ½	26,375		
Office Manager Clerk/Recorder ½	22,297	<b><u>Tax Collector</u></b>	
Deputy Clerk/Rec	36,084	Treasurer/Tax Collector ½	49,279
Election Manager Assistant	37,047	Office Manager	41,900
Approp Clerical Part-Time	9,425	Office Manager	41,322
Approp Deputy Extra Help	2,700	Deputy	37,391
Approp Deputy Extra Help	5,498	Deputy 2@	34,961
		Deputy	35,979
<b><u>Recorder</u></b>		Deputy	36,678
County Clerk/Recorder ½	47,527	<b><u>Tax Collector Automation Fund</u></b>	
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
<b><u>Tax Assessor</u></b>	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	<b>Senior Mechanic</b>	<b>34,653</b>
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	<b><u>Office of Emergency Management</u></b>	
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	<b><u>Sheriff's Department</u></b>	
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
<b><u>Veterans Service Office</u></b>		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
<b><u>Road Department</u></b>		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

### WHITE -Class - 6

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

## 2022 Arkansas County Employees Salary Survey

Special Operator	39,880	Deputy	42,536
Special Operator	40,130	Deputy 3@	36,958
Special Operator	37,555	Deputy	39,097
Special Operator	39,955	Deputy	42,461
<b>Mechanic</b>	<b>45,381</b>	Deputy	44,486
Mechanic	43,431	Deputy 2@	40,027
Mechanic	42,456	Deputy 2@	41,836
Mechanic	40,735	Deputy	37,237
Appropriation Part-Time	107,520	Deputy	41,386
		Deputy	42,861
		Deputy	43,861
<b><u>Office of Emergency Management</u></b>		Deputy 2@	38,725
OEM Coordinator	58,526	Deputy	44,011
OEM/GIS	45,491	Deputy	43,286
		Deputy	39,562
		Deputy	38,632
		Deputy	38,818
<b><u>Emergency 911</u></b>		Detective Crimes Against Women	43,336
Dispatch Supervisor	48,196	Detective Crimes Against Women	41,611
Assistant Dispatcher Supervisor	43,646	Lieutenant 2@	48,736
Dispatcher	31,904	Narcotics 2@	45,136
Dispatcher	38,818	Sergeant 3@	46,336
Dispatcher	35,988	Sergeant	44,336
Dispatcher	30,640	Sergeant	43,986
Dispatcher	32,462	Other Personnel	39,416
Dispatcher	34,546	Appropriation Part-Time	100,464
Dispatcher	31,291		
Dispatcher	31,625		
Dispatcher	31,680		
Dispatcher	37,158		
Dispatcher	33,447	<b><u>Cops in School Fund</u></b>	
Dispatcher	35,958	Beebe School District	45,136
Appropriation Part-Time	7,082	Riverview School District	43,686
		White County Central School Dist	42,536
		Pangburn School District	45,136
<b><u>Sheriff's Department</u></b>			
Sheriff	85,082	<b><u>Juvenile</u></b>	
Chief Deputy	60,408	Intake Officer	48,607
Office Manager	44,242	Probation Officer	40,755
Patrol Captain	54,452	Truancy Officer	40,605
Captain Jail Administrator	54,452	Probation Officer	39,980
Clerical 5@	37,232	Officer	41,580
Bookkeeper	37,232		
Clerical	34,932	<b><u>Jail</u></b>	
Deputy	41,461	Lieutenant	48,736
Deputy 5@	45,136	Lieutenant	40,558
Deputy 2@	48,736	Sergeant 2@	32,438
Deputy	42,786	Sergeant	34,856
Deputy	42,111	Sergeant	39,066
Deputy	36,958	Sergeant	39,139
Deputy 2@	45,136	Jailer 14@	31,238
Deputy	43,161		



**2022 Saline County  
Road Dept Mechanic I  
Job Description**

**Exempt:** No  
**Department:** Road Department  
**Reports To:** Road Superintendent, Assistant Superintendent, Road Foreman  
**Location:** 5555 Cynamide Road, Benton, AR 72015  
**Safety Sensitive:** This position is designated as safety/security sensitive and is subject to pre-employment, reasonable suspicion and random drug and alcohol screening.

**GENERAL DESCRIPTION OF POSITION**

Functions as general mechanic for vehicles and buildings. To provide preventative maintenance and repair to the equipment utilized for road maintenance and construction and maintenance of equipment used for the care of County property.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Performs work to repair and service vehicles, trailers, mowers, tractors, etc.
2. Inspect, diagnose and locate mechanical problems in trucks and equipment used in road construction, maintenance and repair.
3. Overhaul, repair and adjust engines, transmissions, differentials and clutches on heavy gas and diesel equipment.
4. Perform work underneath, on top of, and inside equipment with some heavy lifting required.
5. Tune up engines, replace ignition parts, clean and adjust carburetors, repair fuel lines and injection systems.
6. Repair hydraulic systems and perform rear-end and rear axle repairs.
7. Make needed repairs or replace and perform preventive maintenance oil changes, check fluid levels.
8. Repair and change tires.
9. Perform brake repair and replacement.
10. Perform on the road or job site repairs.
11. Perform some cosmetic and body repair.
12. Maintain time and materials records as well as shop cleanliness.
13. Responds to evening, weekend and holiday emergency service calls.
14. Order parts and restock inventory.
15. Fabricate and install components.



16. Maintain welding that needs to be done on equipment.
17. Maintain the shop and equipment in the shop.
18. Performs work on roadways during emergencies such as flooding, snow etc. along with other Road Department staff.
19. Attend departmental meetings, functions and safety training as required.
20. Perform any other related duties as required or assigned.

## **QUALIFICATIONS**

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

## **EDUCATION AND EXPERIENCE**

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, or equivalent combination of education and experience.

## **REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS**

Commercial Drivers License; Certifications include vehicles up to an including heavy duty. Certifications require on the job training for up to 3 years before the employee can apply for training. Certifications that must be obtained during that period are auto maintenance and light repair, brake inspection, heavy duty friction and air disc brake, heavy duty wheel bearing training, suspension and steering and preventative maintenance and inspections and must be able to weld.

## **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: None

## **ENVIRONMENTAL CONDITIONS**

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

While performing the functions of this job, the employee is regularly exposed to work near moving mechanical parts; occasionally exposed to work in high, precarious places, fumes or airborne particles, toxic or caustic chemicals, outdoor weather conditions. The noise level in the work environment is usually loud.

## **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, highly physical. Highly repetitive type work which requires the concentrated and non-diversified physical demands of the employee.

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

## **ADDITIONAL INFORMATION**

Valid State and commercial driver's license; five years mechanical experience on small engines, lawn equipment, gasoline, and diesel engines; welding experience; equipment operation experience. This position will continue education where made available by the County.

This position may involve regular and irregular hours to perform the job duties. Work hours may be extended in the event of an emergency, disaster, manpower shortage, work or work in progress.

All positions within the Road Department are assigned by the Road Superintendent or Assistant Road Superintendent or a designated representative and are subject to be changed when deem in the best interest of the Road Department.

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.

This position is designed by Saline County as a "safety sensitive position" as defined by Act 593 of 2017.

**SALINE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**

# **Craighead County**

## **Road Mechanic**

### **Job Description**

**Job Code:** 2000  
**Exempt:** No  
**Department:** Road Shop  
**Reports To:** Shop Manager  
**Location:** Craighead County Hwy Dept 2800 Moore Rd  
**Date Prepared:** March 14, 2019  
**Date Revised:** July 29, 2019

### **GENERAL DESCRIPTION OF POSITION**

Keeps shop equipment operating by following operating instructions; troubleshooting breakdowns; maintaining tools; performing preventive maintenance; for repairs

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Perform general mechanic work on heavy equipment to include engine and hydraulic repair. This duty is performed daily.
2. Perform general mechanic work on gasoline engines and rebuild drive train. This duty is performed daily.
3. Checks and replaces breaks if needed. This duty is performed weekly.
4. Perform some body work on equipment such as fixing dents, welding, and painting. This duty is performed as needed.
5. Works with Shop Manager on Mechanical problems. This duty is performed daily.
6. Make sure their work area is clean. This duty is performed daily.
7. Works well with other mechanic. This duty is performed daily.
8. Verifies vehicle serviceability by conducting test drives; adjusting controls and systems. This duty is performed daily.
9. Maintains vehicle records by recording service and repairs. This duty is performed daily.
10. Updates job knowledge by participating in educational opportunities; diagnosis using lap - top. This duty is performed as needed.
11. Maintains vehicle functional condition by listening to operator complaints; conducting inspections; repairing engine failures; repairing mechanical and electrical systems malfunctions; replacing parts and components. This duty is performed as needed.
12. Keeps equipment available for use by inspecting and testing vehicles. This duty is performed as needed.
13. Perform any other related duties as required or assigned.

### **QUALIFICATIONS**

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

### **EDUCATION AND EXPERIENCE**

High school or GED, plus specialized schooling and/or on the job education in a specific skill area; e.g. data processing, clerical/administrative, equipment operation, etc, plus 5 years related experience and/or training, or equivalent combination of education and experience.

### **COMMUNICATION SKILLS**

Ability to read and understand documents such as policy manuals, safety rules, operating and maintenance instructions, and procedure manuals; Ability to write routine reports and correspondence.

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

### **REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS**

Must have CDL licenses within a year

### **PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS**

Not indicated.

### **SOFTWARE SKILLS REQUIRED**

Basic: 10-Key, Other

### **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; may also occasionally assist in the planning of work assignments performed by others within a limited area of operation.

#### **DECISION MAKING**

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

### **MENTAL DEMAND**

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**

Moderately structured. Fairly broad activities using moderately structured procedures with only

generally guided supervision. Interpolation of learned things in somewhat varied situations.

### **RESPONSIBILITY FOR WORK OF OTHERS**

Responsibility for work of others: Not indicated.

### **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 could possibly affect organization-patron relationship, involve re-work, or additional expenditures in order to properly resolve the error. The possibility of such errors would occur quite frequently in performance of the job. May also cause inaccuracies or incomplete information that would be used in other segments of the organization as a basis for making subsequent decisions, plans, or actions.

### **ACCOUNTABILITY**

#### **FREEDOM TO ACT**

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

#### **ANNUAL MONETARY IMPACT**

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

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

#### **IMPACT ON END RESULTS**

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

### **PUBLIC CONTACT**

Frequent contacts with general public, patrons, or other outside representatives, wherein the manner of handling these contacts has a bearing on the organization's position and operation.

### **EMPLOYEE CONTACT**

Contacts of considerable importance within the department or office, such as those required in coordination of effort, or frequent contacts with other departments or offices, generally in normal course of performing duties. Requires tact in discussing problems and presenting data and making recommendations, but responsibility for action and decision reverts to others.

### **USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS**

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

### **WORKING CONDITIONS**

Outside working environment, wherein there are disagreeable working conditions part of the time.

### **ENVIRONMENTAL CONDITIONS**

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

While performing the functions of this job, the employee is frequently exposed to work near moving

mechanical parts, outdoor weather conditions; and occasionally exposed to work in high, precarious places, fumes or airborne particles, toxic or caustic chemicals, wet or humid conditions, risk of electrical shock, vibration. 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, highly physical. Highly repetitive type work which requires the concentrated and non-diversified physical demands of the employee.

While performing the functions of this job, the employee is regularly required to use hands to finger, handle, or feel, reach with hands and arms; and frequently required to stand, walk, climb or balance, stoop, kneel, crouch, or crawl, talk or hear; occasionally required to sit, taste or smell. The employee must occasionally lift and/or move up to 100 pounds; frequently lift and/or move up to 25 pounds; regularly lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision; distance vision; and ability to adjust focus.

### **ADDITIONAL INFORMATION**

Not indicated.