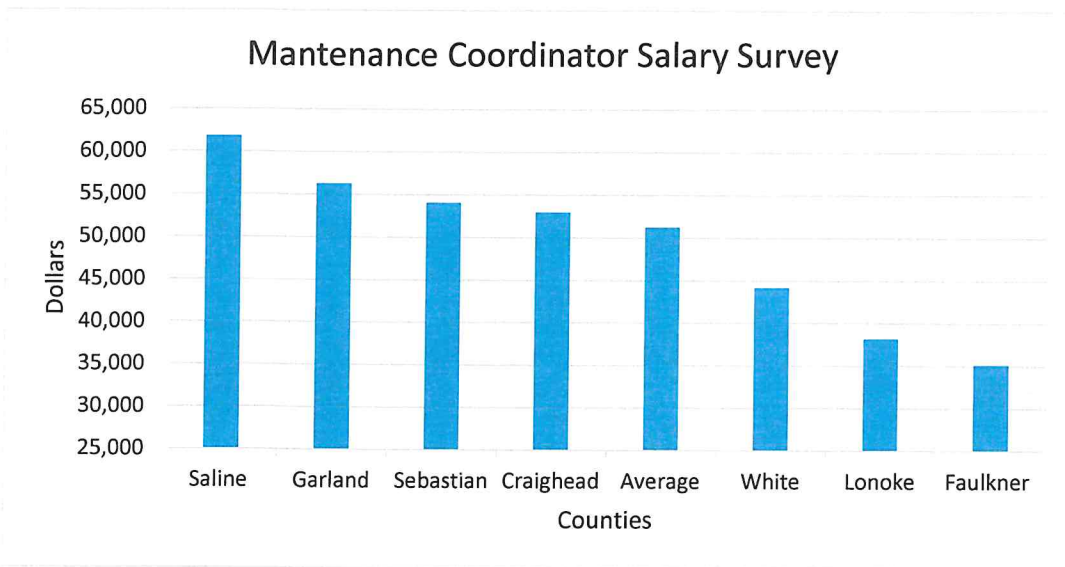


Salary Survey
Maintenance Coordinator

County	2022 Salary
Craighead	52,955
Garland	56,233
Lonoke	38,178
Saline	61,755
Sebastian	54,069
White	44,158
Average	51,225

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

County	2022 Salary
Saline	61,755
Garland	56,233
Sebastian	54,069
Craighead	52,955
Average	51,225
White	44,158
Lonoke	38,178
Faulkner	35,106



	Faulkner	Saline	Craighead	White	Garland	Sebastian
Buildings	14	15	12	12	11	15+
Sq.Feet	150K +	200K +	100K	11,000		
Employees	4	9	10	6	6	13
Budget	Yes	No	Yes	No	Some	Yes
Billing	Yes	No	Yes	No	No	Yes
			*		*	

Craighead County

Maintenance-Maintenance Supervisor

Job Description

Job Code: 1000
Exempt: Yes
Department: Maintenance Supervisor
Reports To: County Judge
Location: All county properties.
Date Prepared: February 18, 2019
Date Revised: July 29, 2019

GENERAL DESCRIPTION OF POSITION

The Buildings Maintenance Supervisor is responsible for the direction and supervision of building maintenance and oversees custodial tasks of all the county buildings and grounds. The incumbent assists and provides recommendations for the best method of maintaining, repairing, or replacing mechanical and necessary elements of the County's buildings. Provide assistance in developing and writing specifications for building and equipment. The incumbent must select the best qualified service companies for repair and maintenance and ensure that service contracts for building maintenance and equipment. The incumbent must select the best qualified service companies for repair and maintenance and ensure that the service contract for building maintenance and equipment repair are carried out and performed adequately and efficiently. The incumbent participates in event planning and requires independent judgment, and various degrees of specialization. Oral and written instructions are both received by and given to subordinates.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Direct and supervise general carpentry, electrical, plumbing and maintenance work involved in the alteration, repair and maintenance of County buildings and equipment to include heating and air-conditioning systems. This duty is performed as needed, about 5% of the time.
2. Oversee building construction projects, working closely with architects and contractors to protect County interests. This duty is performed as needed, about 2% of the time.
3. Supervise custodial and maintenance workers by assigning work and monitoring performance of duties. Keep, check and enter time for entire department and schedule leave for department. This duty is performed daily, about 15% of the time.
4. Provide technical support to maintenance workers in repair and maintenance of County buildings, HVAC systems, electrical and plumbing systems and grounds. This duty is performed as needed, about 5% of the time.
5. Prepare specifications for additional or replacement HVAC systems or units, electrical and plumbing systems, repairs to buildings, and small construction projects. This duty is performed as needed, about 2% of the time.
6. Purchase supplies and equipment needed to perform duties adhering to County purchasing policy and procedures. Monitor and keep a balanced budget. This duty is performed as needed, about 5% of the time.
7. Determine needs and purchase materials, parts, and equipment for proper installation and completion of repairs. This duty is performed as needed, about 5% of the time.
8. Work with contractors to assure that the requirements of maintenance agreements are met

appropriately. This duty is performed as needed, about 5% of the time.

9. Schedule and monitor routine and preventative maintenance of HVAC systems. This duty is performed as needed, about 5% of the time.

10. Detect and correct hazardous and/or unsightly conditions in areas of County building and grounds. This duty is performed as needed, about 5% of the time.

11. In cooperation with elected officials and department heads, schedule and direct relocation of County offices, records, equipment and furniture. This duty is performed as needed, about 2% of the time.

12. Meet with elected officials, as needed. This duty is performed as needed, about 5% of the time.

13. Prepare and maintain department budget. This duty is performed annually, about 10% of the time.

14. Assure that County buildings are opened during business hours and otherwise secured. This duty is performed daily, about 5% of the time.

15. Provide maintenance support for all emergency situations associated with County buildings and/or grounds 24 hours a day/seven (7) days a week. This duty is performed as needed, about 2% of the time.

16. Work closely with County management, and architects in developing adequate and efficient work areas. This duty is performed as needed, about 2% of the time.

17. Conduct liaison activities in a professional manner and ensure maximum cooperation between and among the County, public and other agencies. This duty is performed as needed, about 5% of the time.

18. Ensure that all duties assigned are performed in an efficient and responsible manner according to office policies and procedures. This duty is performed daily, about 13% of the time.

19. Participate in safety and training programs, as necessary. This duty is performed as needed, about 2% of the time.

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

Mental alertness and adaptability to office and field area work routines. Equivalent to four years high school or GED, with particular emphasis during high school in office skills, shop skills, or others, plus 5 years related experience and/or training, and 3 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: Other, Payroll Systems, 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 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 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

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.

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, plus frequent contact with senior level internal officials.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

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

WORKING CONDITIONS

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, work in high, precarious places, fumes or airborne particles, toxic or caustic chemicals, outdoor weather conditions; and occasionally exposed to wet or humid conditions, risk of electrical shock, vibration. 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.

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 walk, talk or hear; and frequently required to stand, sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl; occasionally required to taste or smell. The employee must occasionally lift and/or move more than 100 pounds; frequently lift and/or move up to 50 pounds; regularly 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

High School diploma or equivalent; and a minimum of ten (10) years experience in building trades. Considerable knowledge and experience in the standard practice of building construction, maintenance, electrical, plumbing, HVAC and other trades pertaining to buildings and structures is required. In addition, five (5) years of management and/or project management experience is required.

Physical Job Requirements: Bending, standing for extended periods of time, walking, ability to operate a powered automatic buffing machine, and the ability to lift at least 30 lbs.

BUILDING MAINTENANCE

2022 CRAIGHEAD COUNTY BUDGET			2022
FUND 1000 COUNTY GENERAL			BUDGETED
DEPARTMENT 0108 BUILDING MAINTENANCE			AMOUNT
ACCOUNT	DESCRIPTION	AMOUNT	AMOUNT
	PERSONAL SERVICES		
1001	SALARIES		
	1 MAINTENANCE SUPERVISOR		\$ 52,955.39
	1 BUILDING MAINTENANCE		\$ 41,902.46
	1 GROUNDS MAINTENANCE		\$ 39,795.08
	1 MAINTENANCE TECH		\$ 39,795.08
	1 CUSTODIAN TEAM LEAD		\$ 39,092.62
	5 CUSTODIANS	\$ 38,390.16	\$ 191,950.80
1002	1 CUSTODIAN (PT)(< 80 hrs/mo,\$13.00 or less /hr)		\$ 13,000.00
	10 TOTAL SALARIES		\$ 418,491.43
1006	SOCIAL SECURITY MATCH		\$ 32,014.59
1007	RETIREMENT MATCH		\$ 62,121.29
1009	HEALTH INSURANCE MATCH		\$ 55,430.55
1010	WORKMEN'S COMPENSATION		\$ 11,892.04
1011	UNEMPLOYMENT COMPENSATION		\$ 2,880.00
1012	OTHER FRINGE BENEFITS(INCL WELLNESS INCENTIVE)		\$ 600.00
1017	VACATION-PERSONAL TIME BUYBACK		\$ 1,000.00
	SUPPLIES		
2001	GENERAL SUPPLIES(CONSUMED OR ALTERED)		\$ 7,000.00
2002	SMALL EQUIPMENT(LESS THAN CAPITALIZATION)		\$ 7,000.00
2003	JANITORIAL SUPPLIES		\$ 21,000.00
2006	CLOTHING AND UNIFORMS		\$ 2,000.00
2007	FUELS, OIL, & LUBRICANTS		\$ 5,000.00
2008	TIRES & TUBES		\$ 1,000.00
2020	BUILDING MATERIALS AND SUPPLIES		\$ 50,000.00
2021	PAINTS & METALS		\$ 10,000.00
2022	PLUMBING & ELECTRICAL		\$ 10,000.00
2023	PARTS AND REPAIRS		\$ 30,000.00
2024	MAINTENANCE & SERVICE CONTRACTS		\$ 17,000.00
2029	SMALL TOOLS(LESS THAN CAPITALIZATION)		\$ 5,000.00
2030	CONCRETE		\$ 500.00
	OTHER SERVICES AND CHARGES		
3002	MANAGEMENT CONSULTING		\$ 10.00
3005	SPECIAL LEGAL		\$ -
3009	OTHER PROFESSIONAL SERVICES		\$ 500.00
3020	TELEPHONE & FAX-LANDLINE		\$ 3,500.00
3022	CELL PHONES & PAGERS		\$ 2,000.00
3023	INTERNET CONNECTION		\$ 500.00
3030	TRAVEL		\$ 500.00
3040	ADVERTISING & PUBLICATIONS		\$ 500.00
3052	FIRE & EXTENDED COVERAGE		\$ 6,089.00
3053	FLEET LIABILITY		\$ 2,000.00
3054	OTHER SUNDRY INSURANCE		\$ 10.00
3055	GENERAL LIABILITY E.O.		\$ 1,668.46
3060	UTILITIES - ELECTRICITY		\$ 7,500.00
3061	UTILITIES - GAS		\$ 3,000.00
3073	LEASE MACHINERY & EQUIP(INCL COPY MACH)		\$ 1,000.00
3090	DUES, MEMBERSHIPS, SUB		\$ -
3094	MEALS & LODGING		\$ 500.00
3100	OTHER MISCELLANEOUS		\$ 2,000.00
3101	TRAINING & EDUCATION		\$ 500.00
3102	COMP SOFTWARE, SUPPORT/MAIN RECOVERY		\$ 10.00
	CAPITAL OUTLAY		
4002	BUILDINGS AND IMPROVEMENTS		\$ 38,000.00
4003	IMPROVEMENTS OTHER THAN BUILDINGS(Above Cap)		\$ 15,000.00
4004	MACHINERY AND EQUIPMENT		\$ 10,000.00
4005	VEHICLES		\$ 19,000.00
	SUB TOTAL EXPENDITURES		\$ 445,225.93
	TOTAL DEPARTMENT BUDGET		\$ 863,717.36

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

2022 Arkansas County Employees Salary Survey

Road Department

County Judge ½	49,204
Road Superintendent	62,713
Western District Foreman	49,721
Eastern District Foreman	46,468
Shop Manager	46,468
GIS/911 Addressing Coordinator	43,804
Coordinator	41,902
Clerk	39,795
Mechanic 4@	44,622
Lead Equipment Operator 3@	44,089
Equipment Operators 44@	42,506
General Labor Part-Time 4@	20,000

Office of Emergency Management

OEM Director	54,101
Assistant OEM Director ½	22,760

Sheriff's Department

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 st Class 19@	1,500

Juvenile

Supervisor	52,955
Intake Officer	47,804
Intake Officer	43,981
Intake Officer 2@	41,902
Office Manager	41,200

Probation Officer 2@	41,902
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Jail

Facility/Jail Administrator	62,713
Assistant Jail Administrator	59,460
Assistant Administrator-Juvenile	49,721
Maintenance Administrator	52,955
Staff Accountant	44,009
Maintenance/Security	44,009
Booking OIC	45,414
Assistant OIC	42,604
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
Detention Officer 53@	40,497
Detention Officer/Office Mgr	43,307
Adult/Juvenile Part-Time	22,166
Night Shift Differential 30@	500
School/Service Promotion 30@	1,507

Coroner

80,301

GARLAND COUNTY
Position Description

JOB TITLE: Maintenance Supervisor

Exempt (Y/N): Yes	DEPARTMENT: Maintenance
DATE PREPARED: October, 1996 July 27, 2004	SUPERVISOR: County Judge

SUMMARY: The Maintenance Supervisor is responsible for the direction and supervision of building maintenance and to oversee custodial tasks of county buildings and grounds. This includes, but is not limited to, the new and old library, Sheriff's Office, Courthouse, Detention Center, and the Juvenile Court building. The incumbent assists and provides recommendations as to the best method of maintaining, repairing, or replacing mechanical and necessary elements to the county's buildings. The incumbent must select the best qualified service companies for repair and maintenance to ensure that service contracts for building maintenance and equipment repairs is carried out and performed adequately and efficiently.

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

1. Direct and supervise the cleaning and minor repairs of all buildings and grounds.
2. Direct and supervise general carpentry, electrical, plumbing and maintenance work involved in the alteration, repair and maintenance of county buildings and equipment to include heating and air-conditioning systems.
3. Supervise custodial and maintenance workers by assigning work and monitoring performance of duties.
4. Provide technical support to maintenance workers in the repair of maintenance of county buildings, air-conditioning and heating units, electrical and plumbing systems.
5. Work with vendors to prepare specifications for additional of replacement air-conditioning and heating units, plumbing and electrical systems, repairs to buildings, and small construction projects.
6. Purchase supplies and equipment needed to perform duties adhering to county purchasing policy and procedures.
7. Determine needs and purchase material, parts, and equipment for proper installation and completion of repairs.
8. Work with contractors to assure that requirements of maintenance agreements are met appropriately.
9. Schedule and monitor routine and preventative maintenance of

air-conditioning and heating systems and elevators.

10. Detect and correct hazardous and/or unsightly conditions in all areas of county buildings and grounds.
11. In cooperation with elected officials and department heads, schedule and direct relocation of county offices, records, and equipment.
12. Meet with elected officials, as needed.
13. Assist with the preparation of department budget.
14. Assure that county buildings are opened during business hours and otherwise secured.
15. Provide emergency support for all emergency situations associated with county buildings and/or grounds 24 hours a day/7 days per week.

SUPERVISORY RESPONSIBILITIES:

Directly supervises three (3) employees in the department. Carries out supervisory responsibilities in accordance with the County's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS:

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

EDUCATION and/or EXPERIENCE:

High School diploma and minimum of five (5) years experience in building trades, including plumbing, electrical, painting, masonry, carpentry, cleaning and trouble shooting equipment.

OTHER SKILLS and ABILITIES:

The employee must be able to trouble-shoot problems and react to emergencies in an efficient and timely manner. This person must have the ability to establish priorities and analyze problems and determine best method for resolution. Should possess excellent communication and interpersonal skills, as the incumbent must work with others to implement solutions.

PHYSICAL DEMANDS:

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

While performing the duties of this job, the employee is regularly

required to talk or hear, walk, stand, use hands to finger, handle, or feel objects, tools, or controls. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; reach with hands and arms; and taste or smell. Also, the employee is occasionally required to use tools and mechanical devices, therefore dexterity is of utmost importance.

The employee must occasionally lift and/or move up to 100 pounds.

Specific vision abilities required by this job include close vision, color vision, distance vision, and depth perception.

WORK ENVIRONMENT:

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

While performing the duties of this job, the employee occasionally works in high, precarious places, near moving mechanical parts, subjected to fumes or airborne particles, and at risk of electrical shock.

The noise level in the work environment is usually moderate.

GARLAND COUNTY
 2022 Final Budget
 DEPT : 0108
 County General Services
 FUND : (1000) County General

PCN	Title	Grade	Current Annual Salary
* 2301	Maintenance Supervisor		56,232.52 *
2302	Maintenance Repair Techni		36,650.19
2303	Custodian		34,576.88
2304	Housekeeping Maid		29,808.75
2305	Custodian		28,708.42
Total Salaries			185,976.76

Line	Description	Budget 2022
1001	Salaries, Full-Time.....	185,976.76
1005	Overtime And Holiday Pay.....	1,000.00
1006	Social Security Matching.....	14,743.60
1007	Retirement Matching.....	29,525.74
1009	Health Insurance Matching.....	136,000.00
1010	Workmen's Compensation.....	7,000.00
1011	Unemployment Compensation.....	540.00
1012	Other Fringe Benefits.....	2,310.00
1017	Sick Leave Compensation.....	240.00
1018	Critical Position Lump Sum Vacation Holiday.....	2,500.00
Total Personal Services		379,836.10

NOT listed.

2022 Arkansas County Employees Salary Survey

GARLAND – Class 6

<u>County Judge</u> 33%	30,275
Administrative Assistant	40,589
Secretary/Receptionist	34,255

Quorum Court

Justice of Peace per diem 13@ Annually	9,476
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County Clerk

	79,738
Chief Deputy	48,579
Deputy Voter Registrar	30,388
Deputy 2@	30,940
Deputy	29,285

Clerk Cost Fund

Appropriation Part-Time	15,000
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Circuit Clerk

Circuit Jury Coord/Deputy	36,271
Deputy	29,480

Recorder Cost Fund

Circuit Clerk	79,738
Chief Deputy Circuit	57,510
Domestic Relations Supervisor	35,839
Criminal Division Supervisor	35,839
Civil Division Supervisor	36,661
Front Office Supervisor - D	36,661
Accounting/Bookkeeper Super	36,468
Deputy- Bookkeeper	29,480
Deputy Circuit Clk/Circuit	29,480
Deputy Circuit Clk/Crime	31,406
Deputy Circuit Clk/Civil	29,480
Deputy 3@	29,480
Appropriation Part-Time	20,540

Treasurer

	79,738
Chief Deputy	55,251
Bookkeeper	35,871

Tax Collector

	79,738
Chief Deputy	54,742
Head Tax Collection Cashier	41,762

Tax Collection Cashier II	28,177
Deputy I	36,568
Deputy II	33,508
Deputy III	37,043
Deputy IV	38,177
Tax Enforcement Asst Deputy	31,589
Tax Enforcement Asst Deputy	28,097

Tax Collector Automation Fund

Tax Enforcement Supervisor	36,674
Tax Enforcement Asst Deputy	31,585

Tax Assessor

	79,738
Chief Deputy	48,332
Appraiser Manager	41,779
Abstractor/Mapper-D.E. Super.	43,898
CAMA Operator Manager	36,816
CAMA Operator Manager	35,268
Personal Property Supervisor	35,944
Abstractor/Mapper 2@	31,234
GIS Coordinator	35,253
Appraiser Personal/Comm 2@	33,158
Appraiser III	36,178
Amendment 79 Admin 2@	29,386
Deputy - Data Entry 2@	26,416
Deputy - Data Entry	27,172
Front Line Supervisor/Hou	28,990

Veterans Service Officer

34,120

Road Department

County Judge 50%	45,871
Road Commissioner	73,755
Road & Maint Foreman 2@	56,232
Working Bridge Crew Leader	41,056
Shop Working Crew Leader	51,410
Pavement & Asphalt Working	37,680
Backhoe Working Crew Leader	38,250
Crew Leader/Operator	38,507
Skilled Operator	34,303
Tire Mech/Welder/Fabricator	38,111
Mower Working Crew Leader	37,680
Skilled Operator	38,507
Backhoe Working Crew Leader	36,132
Grader/Trucking Leadman	33,741
Grader/Trucking Leadman	38,805
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

Emergency 911

Director of Emergency Mgmt	65,745
911/DEM Asst Coordinator	36,367
Emergency Mgmt Technician	46,179
GIS Technician	40,552
911 Database/GIS Technician	48,957
Appropriation Part-Time	15,000

911 Communication Center

Telecommunications Director	59,720
Telecommunications Supervisor	43,520
Telecommunicator Level IV 4@	40,652
Telecommunicator Level II 3@	38,785
Telecommunicator Level II 3@	36,450
Telecommunicator Level I 5@	36,116
Appropriation Extra Help	2,500

Solid Waste

County Judge 17%	15,598
Director of Environmental	74,778
Office Manager - Landfill	36,907
Mechanical Maintenance Tech	36,747
Heavy Equipment Operator	37,505
Heavy Equipment Operator	37,064
Heavy Equipment Operator	35,437
Lead Front Load Operator	42,429
Lead Landfill Operator	38,770
Lead Rolloff Operator	36,519

Sheriff's Department

Sheriff	91,745
Chief Deputy	75,803
Sheriff's Special Investigator	33,610
Secretary/Receptionist	29,290
CID Captain	62,641
CID Lieutenant	57,843
CID Sergeant	52,344
CID Sergeant	52,345
CID Corporal	43,674
CID Investigator-Corporal	48,992
CID Investigator 4@	43,799
CID Investigator	43,933
CID Investigator	44,323
CID Secretary	32,807
CID Secretary	29,290
Patrol Captain	62,641
Patrol Lieutenant @	57,843
Patrol Sergeant 4@	52,344
Patrol Corporal 5@	48,992
Patrol Corporal	41,270
Patrol Deputy	43,799
Patrol Deputy	44,888
Patrol Deputy	41,304
Patrol Deputy	45,605
Patrol Deputy	41,939
Patrol Deputy 17@	41,270

2022 Arkansas County Employees Salary Survey

Patrol Deputy – NPCC	46,979	Inmate Work Release Deputy	41,270
Patrol Deputy – SRO LHSD	42,898	Expeditor/Investigator	41,270
Patrol Lieutenant	57,843	Maintenance Staff 2@	36,738
Mechanic/Transport	37,274	Maintenance Staff	38,989
Office Administrator	46,416	Housekeeping Staff	30,589
HR Coordinator	35,902	Substance Abuse Coordinator	45,126
Senior Bookkeeper	36,265	Civilian Clerk 4@	30,874
Bookkeeper	29,290		
Bookkeeper	30,640	<u>Coroner</u>	79,738
Records Clerk	34,920	Deputy 2@	36,750
Records Clerk	30,899		
Secretary/Clerk Civil War	29,290	<u>Election</u>	
Fines & Fees Clerk	29,290	Election Coordinator	37,200
District Court Bailiff 4@	39,526		
District Court Bailiff	48,992		
Appropriation Extra Help	5,000		

Juvenile

Corporal 4@	48,416
Detention Officer 6@	40,352

Juvenile

Corporal Detention 4@	48,416
Detention Officer 6@	40,352

Jail

Chief of Corrections	82,330
Captain of Operations	62,641
Program Services Director	57,084
Receptionist/Clerk	29,567
Maintenance Director	64,410
Relief Commander–Sergeant 4@	51,567
Security Director–Captain	62,641
Correction Officer	38,168
Correction Officer	41,477
Correction Officer	46,980
Correction Officer	41,455
Correction Officer 3@	40,138
Correction Officer 2@	40,228
Correction Officer 12@	40,352
Correction Officer 4@	40,269
Correction Officer 27@	38,138
Corrections Officer 17@	40,168
Area Supervisor–Corporal 10@	48,416
Shift Commander–Lieutenant 4@	57,084
Relief Shift Comm-Sgt 2@	51,567
Finance Manager	53,200
Inmate Work Release Deputy	41,704

2022 Arkansas County Employees Salary Survey

LONOKE – Class 5

<u>County Judge</u> ½	42,000	<u>Tax Collector Automation Fund</u>	
		Chief Deputy	38,891
		Deputy	31,960
		Deputy	27,160
		Appropriation Part Time	15,000
<u>Quorum Court</u>		<u>Tax Assessor</u>	70,000
Justice of Peace per diem 13@	583	Chief Deputy (GIS)	36,496
		Chief Deputy	34,547
<u>Maintenance</u>		Deputy 8@	29,573
Maintenance	38,178	Appropriation Part Time	10,500
Janitor	32,608		
Janitor	29,573	<u>Veterans Service Officer</u>	
Janitor	27,164	Appropriation Contract Labor	14,833
<u>County Clerk</u>	70,000	<u>Road Department</u>	
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
<u>Circuit Clerk</u>	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
<u>Recorder Cost Fund</u>		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
<u>Treasurer</u>	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
<u>Treasurer Automation Fund</u>		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
<u>Tax Collector</u>	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	<u>Office of Emergency Management</u>	
Appropriation Part Time	15,000	OEM Director	50,058



2022 Saline County

Building Maintenance Superintendent

Job Description

Exempt: Yes
Department: Building Maintenance
Reports To: County Judge
Location: 205 SOUTH EAST ST. 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

Provides management and oversight for the County's buildings and property maintenance. Ensures that all buildings and property are in good working order through periodic inspections and work order requests from Elected Officials or their designated representative; initiates necessary actions, plans and schedules for routine maintenance, renovations and any new construction which can be accomplished internally.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Plan and schedule routine maintenance and establish work priorities. This duty is performed daily.
2. Maintains knowledge of all County buildings, heat and air systems (Alerton), and card lock (Win-Pak) program. This duty is performed daily.
3. Interviewing and hiring maintenance personnel below the Assistant level. This duty is performed as needed.
4. Receives requests for repairs or other maintenance items and initiates work orders. Completes bid specifications for jobs as needed and Purchase Orders affidavits. This duty is performed as needed.
5. Prepares sketches, plans and completes remodeling projects. This duty is performed as needed.
6. Estimates materials and cost for remodeling, alterations, and installation projects. This duty is performed as needed.
7. Ensures that all maintenance personnel have the necessary tools, equipment and supplies to complete the maintenance projects. This duty is performed monthly.
8. Maintains material and equipment inventories. This duty is performed monthly.
9. Performs complex repairs and maintenance tasks. This duty is performed as needed.
10. Supervises a staff of skilled and semi-skilled employees handling maintenance duties such as painting, carpentry, masonry, and general upkeep involving structures, equipment, furnishings, floor covering, acoustical ceilings, plumbing, heating and air conditioning, electrical, and related systems. This duty is performed daily.
11. Ensures the timely and effective completion of all maintenance items. This duty is performed daily.
12. Ensures that all safety standards and regulations are adhered to. This duty is performed as needed.

13. Maintain appropriate skill level in the operation of hand and power carpentry tools. This duty is performed as needed.
14. Reads and interprets blueprints and sketches. This duty is performed as needed.
15. Complete payroll. This duty is performed as needed.
16. Serves on the Safety Board for Saline County. This duty is performed quarterly.
17. The ability to work in a constant state of alertness and in a safe manner as required in a safety sensitive position. This duty is performed daily.
18. Perform any other related duties as required or assigned.

QUALIFICATIONS

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

EDUCATION AND EXPERIENCE

Knowledge of a specialized field (however acquired), such as basic accounting, computer, etc. Equivalent of four years in high school, plus night, trade extension, or correspondence school specialized training, equal to two years of college, plus 7 years related experience and/or training, and 5 years related management experience, or equivalent combination of education and experience.

COMMUNICATION SKILLS

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

CRITICAL THINKING SKILLS

Ability to solve practical problems and deal with a variety of known variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, or diagram formats.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

HIGH SCHOOL DIPLOMA, CLASS A DRIVERS LICENSE; Training in reasonable suspicion testing for safety sensitive positions.

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 large group (16-25) of employees who are engaged in similar activities.

Supervises the following departments: Building Maintenance

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; frequently exposed to wet or humid conditions, extreme cold, extreme heat; and occasionally exposed to work near moving mechanical parts, work in high, precarious places, fumes or airborne particles, 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, 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 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 s. The employee must occasionally lift and/or move up to 100 pounds; frequently 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

THERE ISN'T A TYPICAL DAY IN THIS POSITION. WORK ORDERS, PRIORITIES CHANGE DAILY. THIS POSITION IS RESPONSIBLE FOR UPKEEP AND MAINTENANCE FOR 15 BUILDINGS WITHIN THE COUNTY. JOB TITLE IS BUILDING MAINTENANCE SUPERINTENDENT. This position is designated as safety/security sensitive and is subject to pre-employment, reasonable suspicion and random drug and alcohol screening.

David Smith

From: Christy Peterson <christy.peterson@salinecounty.org>
Sent: Monday, January 3, 2022 3:24 PM
To: David Smith
Cc: Joel Prince
Subject: RE: maintenance budget information

Mr. Smith I got your call and I???ve been swamped ever since with year end plus employees on quarantine.?? Our Maintenance department consists of the Building Supt plus 4 building maintenance workers and 5 fulltime custodians and 2 part-time custodians.?? The ranges for our positions are below:

- Building Supt. :
 - Hiring range of \$48,999 - \$55,124
 - Midpoint \$61,249
 - Max \$73,499
 - Budgeted \$61,755
- Building Maintenance Worker:
 - Hiring range of \$27,065 - \$30,449
 - Midpoint \$33,832
 - Max \$40,598
 - Our employees currently make \$30,449, 33,902, 37,309 and max at \$40,598
- Building Maint. Admin Asst/Custodian
 - Hiring range of \$25,- \$28,361
 - Midpoint \$31,512
 - Max \$37,814
 - Budgeted at \$32,649
- Custodian
 - Hiring range \$22,847-\$25,696
 - Midpoint \$28,551
 - Max \$34,264
 - Budgeted \$29,951, \$28,737, \$26,724, \$28,120

??

??

Our Building Supt is Joel Prince and I???ve copied him in this email as well so you can have his contact information.

??

Christy Peterson, PHR
HR Director
Saline County Courthouse
200 N. Main, Room 112
Benton, AR?? 72015
Phone 501-303-5658
Fax 501-315-1338

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2022 Arkansas County Employees Salary Survey

SALINE – Class 6

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

2022 Arkansas County Employees Salary Survey

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
<u>Tax Assessor</u>	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
<u>Tax Assessor-Bryant</u>		Equipment Operator	31,831
Personal Property/Real	31,931	Equipment Operator	33,788
<u>Tax Assessor-GIS</u>		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	<u>Office of Emergency Management</u>	
<u>Veterans Service Office</u>		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
<u>Road Department</u>		<u>911 Emergency Services</u>	
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	<u>Sheriff's Department</u>	
		Sheriff	101,813
		Chief Deputy	82,049

2022 Arkansas County Employees Salary Survey

Internal Affairs/Training	63,979	Detention Corporal/Medic	37,377
CID Lieutenant	70,311	Detention Administration Clerk	32,047
CID Sergeant	47,946	Detention Officer/Kitchen	36,604
CID Corporal	44,547	Detention/Transport Corp	38,013
CID Inv 6@	41,386	Transport Sergeant	46,790
CID Inv	48,930	Detention Admin/Training	46,790
CID Inv	42,125	Transport Officer 4@	34,089
Patrol Lieutenant	61,510	Detention Sergeant 2@	46,790
Patrol Sergeant 4@	47,946	Appropriation Part-Time Help	13,500
Patrol Corporal 3@	44,547		
Patrol Corporal	47,946	<u>Coroner</u>	80,136
Admin Lieutenant	67,489	Deputy	41,927
Patrol 15@	41,386	Chief Deputy	53,074
Patrol	44,547	Appropriation Part-Time Help	12,000
Patrol	43,657		
Civil Process Officer	47,946		
Warrants Deputy	41,386		
Collector/Account	31,898		
Collector/Account 2@	38,804		
CID Secretary	37,276		
Administrative Assistant	35,054		
Warrants/Citation Clerk	32,364		
Finance Manager	52,193		
Property Officer	32,232		
Civil Process Officer	41,386		
Collector/Account	31,898		
Environ/Code Enforcement	18,771		
Victim Advocate	37,747		
Deputy-School Resource 3@	41,386		
Appropriation Part-Time Help	59,000		
<u>Juvenile</u>			
Director	65,937		
Intake Officer	43,863		
Intake Officer	51,215		
Probation Officer	42,634		
Probation Officer	40,532		
Probation Officer 2@	36,810		
Probation Officer	31,070		
Deputy Director	51,882		
Case Coordinator	35,888		
<u>Jail</u>			
Detention Admin Lieutenant	67,489		
Administrative Sergeant	49,040		
Detention Corporal 4@	37,377		
Detention Officer 23@	31,620		
Detention Officer 6@	32,243		

Sebastian County 2022

Facilities & Maintenance Superintendent 0108

Job Description

Job Code: 07401
Exempt: Yes
Department: Courthouse Maintenance
Reports To: County Judge
Location: Fort Smith Courthouse
Date Prepared: April 26, 2010
Date Revised: June 25, 2021
Safety Sensitive: No

GENERAL DESCRIPTION OF POSITION

Manages the maintenance and operation of multiple facilities or properties. Develops maintenance policy and procedures that ensure the optimal functioning of buildings, grounds, and associated equipments. Manages all building systems including mechanical, electrical, plumbing, HVAC, safety and waste management. Manages and trains staff of employees in general maintenance of buildings, grounds, and equipment. Ensures facilities maintenance work follows safety standards, conforms to specifications, and that work orders are tracked and completed within the budget guidelines. Manages facilities operations budgets. Oversees contractors engaged for facility repair and renovation projects. Manages subordinate staff in the day to day performs of their jobs. Department Head.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Daily operation, adjustment, and monitoring of the county HVAC building control, energy management systems.
2. Daily management of four county facility operations budgets.
3. Daily interactions with other county staff, departments heads, administrators, and elected officials.
4. Daily management of subordinate staff in the performance of their jobs.
5. Daily planning and assignment of work requests to subordinate staff that re received from the county staff/facilities.
6. At least weekly repairs of major mechanical facility systems.
7. Daily assessment of county facilities by way of inspections to monitor needed repairs/upkeep and estimate costs.
8. Daily assessment of county facilities mechanical systems for proper operation and for budgetary planning for maintenance and replacement of these systems.
9. Annual budget preparation and county service contract renewals.
10. Daily contact and handing of contractors engaged in county facilities work, projects and contracts.
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

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

COMMUNICATION SKILLS

Ability to read, analyze, and understand the most complex documents; ability to respond effectively to the most sensitive inquiries or complaints; ability to write speeches and articles using original or innovative techniques or style; ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.

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

Must have the ability to read blue prints, mechanical and control system schematics, and have knowledge associated with understanding operation of complex mechanical equipment and construction site details.

SOFTWARE SKILLS REQUIRED

Advanced: Contact Management, Other

Intermediate: Accounting, Alphanumeric Data Entry, Database, Programming Languages

Basic: Human Resources Systems, Payroll Systems, Presentation/PowerPoint, 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 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 major importance which would have considerable effect on the final attainment of multiple major activities and the organization's projects of a large organization component and organization's clientele.

MENTAL DEMAND

Intense mental demand. Operations requiring sustained directed thinking to analyze, solve, or plan highly variable, administrative, professional, or technical tasks involving complex problems or mechanisms.

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 a moderate size group (8-15) of employees engaged in important, complex operations, consisting of employees in different classifications who perform a wide variety of duties.

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

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

ANNUAL MONETARY IMPACT

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

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

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

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

WORKING CONDITIONS

Outside or inside working environment, wherein there are potential hazardous working conditions and life-threatening situations exist (fire, chemicals, electrical sources, heights, dangerous people, etc.) all the time per job duties and responsibilities.

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, work in high, precarious places, outdoor weather conditions, risk of electrical shock; occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, wet or humid conditions, extreme heat, vibration. 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.

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, sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk or hear; and occasionally required to taste or smell. The employee must occasionally lift and/or move more than 100 pounds; regularly lift and/or move up to 50 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

Minimum of 5 years of experience in plumbing, electrical and mechanical systems repair and maintenance, building construction/remodeling, maintenance, and carpentry is required. Or a minimum of ten (10) years of experience in building trades. Considerable knowledge and experience in the standard practice of building construction, maintenance, electrical, plumbing, air conditioning, and other trades pertaining to buildings and structures is required. At least two years in a supervisory role is required.

The incumbent is on call 7 days per week, 24 hours per day. The incumbent works in varied weather conditions, dust, fumes and chemical vapors.

OTHER SKILLS and ABILITIES:

Good communication, interpersonal skills and problem solving skills are required. Must possess knowledge of all tools used in the trade. Must have valid driver's license. Must have Boiler Operators license required by Arkansas Statute 81-507. Must have ability to read blue prints and have knowledge associated with understanding operation of complex mechanical equipment and construction details. Must be able to analyze problems and determine best method for resolution. The incumbent should also possess computer skills, and have working knowledge of general office machines such as calculator, copier, FAX, etc.

WORKING RELATIONSHIPS:

Contact with members of Maintenance Department, Purchasing Agent, Elected Officials, Department Heads, Contract Repairers and Crews and Vendors.

2022 Arkansas County Employees Salary Survey

SEBASTIAN – Class 6

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

White

COURTHOUSE MAINTENANCE

PERSONAL SERVICES

1000-0108-1001

SALARIES, FULL TIME

1. RAY WOODARD, COURTS MAINT/SUPR COURTHOUSE		5/20/2019	\$44,158.00
<u>Base</u>	<u>Step</u>	(2 Yrs)	
\$38,922.00	\$4,836.00		\$43,758.00
\$1,683.00	10	\$16,830.00	
<u>Base</u>	<u>Step</u>	(3 Yrs)	
\$38,922.00	\$5,486.00		\$44,408.00
\$1,708.00	16	\$27,328.00	
2. MARTY LOHNES, LAW ENF. MAINT		12/3/2012	\$48,776.00
<u>Base</u>	<u>Step</u>	(Top)	
\$40,040.00	\$8,736.00		\$48,776.00
\$1,876.00	26	\$48,776.00	
3. JUSTIN EVANS COURTS MAINT/SUPR ASST		2/3/2020	\$40,842.00
<u>Base</u>	<u>Step</u>	(1 Yr)	
\$36,192.00	\$2,418.00		\$38,610.00
\$1,485.00	2	\$2,970.00	
<u>Base</u>	<u>Step</u>	(2 Yrs)	
\$36,192.00	\$4,836.00		\$41,028.00
\$1,578.00	24	\$37,872.00	
4. CINDY CLEMONS, JANITORIAL MILLS, WCOB, ACCESS, COUNTY CLRK		12/4/2006	\$37,232.00
<u>Base</u>	<u>Step</u>	(Top)	
\$28,496.00	\$8,736.00		\$37,232.00
\$1,432.00	26	\$37,232.00	
5. ROSALEE QUATTLEBAUM, JANITORIAL COURTS, PA OFFICE, 9-1-1		4/10/2017	\$35,107.00
<u>Base</u>	<u>Step</u>	(4 Yrs)	
\$28,496.00	\$6,136.00		\$34,632.00
\$1,332.00	7	\$9,324.00	
<u>Base</u>	<u>Step</u>	(5 Yrs)	
\$28,496.00	\$6,786.00		\$35,282.00
\$1,357.00	19	\$25,783.00	
6. ROSF MARY MAHONEY, JANITORIAL COURTHOUSE, EXTENSION		1/1/2019	\$33,982.00
<u>Base</u>	<u>Step</u>	(3 Yrs)	
\$28,496.00	\$5,486.00		\$33,982.00
\$1,307.00	26	\$33,982.00	

TOTAL SALARIES, FULL TIME \$240,097.00

1000-0108-1006	SOCIAL SECURITY	\$18,363.00
1000-0108-1007	RETIREMENT	\$37,816.00
1000-0108-1009	HEALTH INSURANCE	\$36,864.00

County Does not have Job Desc.

Not listed

2022 Arkansas County Employees Salary Survey

WHITE - Class - 6

<u>County Judge</u>	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
<u>Quorum Court</u>		<u>Tax Assessor Automation Fund</u>	
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	<u>Veterans Service Office</u>	
Justice of Peace per diem 2@	708	VSO Part-Time	16,848
<u>County Clerk</u>	76,336	VSO Assistant Part-Time	14,040
Chief Deputy	46,564	VSO Assistant Part-Time	18,720
Deputy 6@	37,232		
Deputy	28,477	<u>Road Department</u>	
Deputy	35,382	Supervisor	60,559
Appropriation Part-Time	6,600	Foreman - Eastern	53,874
		Foreman - Western	53,574
<u>Election Coordinator</u>	43,829	Foreman Shop/Office	55,484
		Truck Driver 3@	38,870
<u>Circuit Clerk</u>	79,336	Truck Driver	35,995
Deputy	28,477	Truck Driver	35,270
Deputy	34,557	Truck Driver	31,157
Deputy	35,032	Truck Driver	36,020
Deputy	28,775	Truck Driver	35,595
		Truck Driver	35,445
<u>Recorder Cost Fund</u>		Truck Driver	37,920
Chief Deputy	46,564	Truck Driver	36,095
Deputy 4@	37,232	Truck Driver	36,095
Deputy	34,632	Truck Driver	38,695
Appropriation Part-Time	2,000	Truck Driver	35,295
		Truck Driver	37,795
<u>Treasurer</u>	76,336	Truck Driver	36,070
Chief Deputy	46,564	Sign Maintenance	37,395
		Operator 2@	32,278
<u>Tax Collector</u>	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
		Operator	39,806
<u>Tax Collector Automation Fund</u>		Operator	38,431
Appropriation Part-Time	7,840	Operator	37,731
		Operator	39,956
<u>Tax Assessor</u>	75,036	Operator	35,719
		Special Operator	37,955
		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
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
<u>Office of Emergency Management</u>		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
<u>Emergency 911</u>		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		
		<u>Cops in School Fund</u>	
		Beebe School District	45,136
		Riverview School District	43,686
		White County Central School Dist	42,536
		Pangburn School District	45,136
		<u>Juvenile</u>	
		Intake Officer	48,607
		Probation Officer	40,755
		Truancy Officer	40,605
		Probation Officer	39,980
		Officer	41,580
		<u>Jail</u>	
		Lieutenant	48,736
		Lieutenant	40,558
		Sergeant 2@	32,438
		Sergeant	34,856
		Sergeant	39,066
		Sergeant	39,139
		Jailer 14@	31,238
<u>Sheriff's Department</u>			
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 Arkansas County Employees Salary Survey

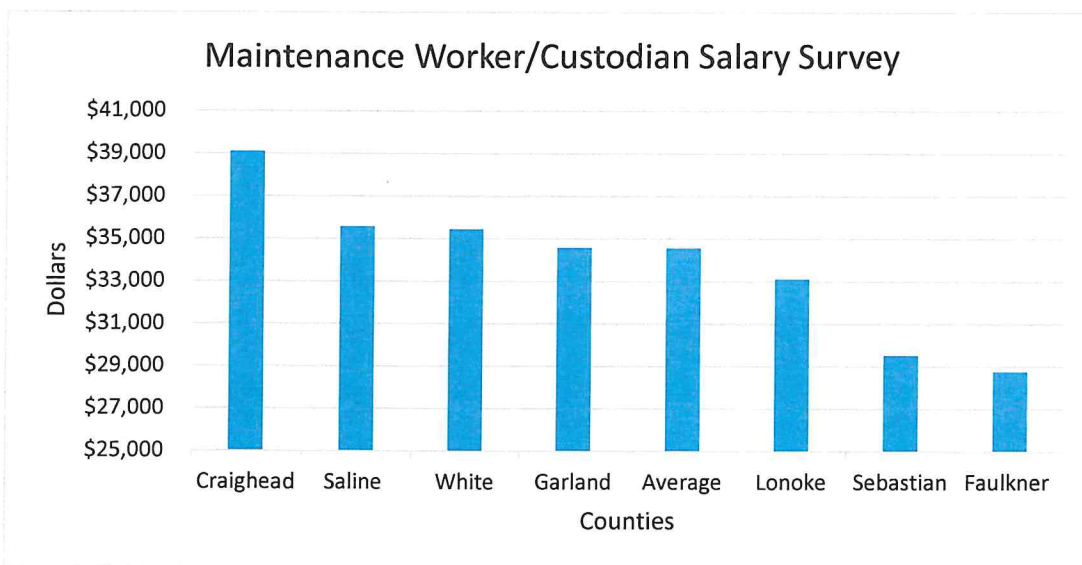
Jailer 5@	39,416
Jailer 2@	31,982
Jailer 2@	31,331
Jailer 2@	32,168
Jailer	31,610
Jailer	35,144
Jailer	31,889
Jailer	33,005
Jailer	32,912
Jailer	33,749
Jailer	35,330
Jailer	33,563
Jailer	32,447
Jailer	33,842
<u>Coroner</u>	35,542
Chief Deputy	13,381
Deputy	9,666
Deputy	5,238

Salary Survey
Maintenance Worker/Custodian

County	2022 Salary
Craighead	\$ 39,093
Garland	\$ 34,577
Lonoke	\$ 33,115
Saline	\$ 35,565
Sebastian	\$ 29,526
White	\$ 35,440
Average	\$ 34,553

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

County	2022 Salary
Craighead	\$ 39,093
Saline	\$ 35,565
White	\$ 35,440
Garland	\$ 34,577
Average	\$ 34,553
Lonoke	\$ 33,115
Sebastian	\$ 29,526
Faulkner	\$ 28,767



Craighead County

Maintenance-Custodian Team Lead

Job Description

Job Code: 1000
Exempt: No
Department: Building Maintenance
Reports To: Maintenance Supervisor
Location: All County Courthouse properties
Date Prepared: February 18, 2019
Date Revised: July 29, 2019

GENERAL DESCRIPTION OF POSITION

Custodial Team Lead is responsible for various custodial duties and with assisting maintenance supervisor with delegating duties out to the custodial staff on the main campus of the courthouse properties. Other duties of the incumbent is to help with inventory of janitorial supplies for all properties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- 1. COUNTY COURTHOUSE ANNEX BUILDING: Offices:**•Dusting – done on rotation schedule•Cleaning desks – as needed•Removal of trash- daily•Vacuuming- daily•Removal of boxes- as needed•Clean glass in the office- as needed•Clean window frames and seals- done on rotation schedule•Clean mini blinds- done on rotation schedule•Clean office furniture – done on rotation schedule. This duty is performed daily, about 43% of the time.
- 2. Building:**•Wipe and clean all of the glass on the first floor corridor inside and out- daily•Wipe down counters for assessor and collector's office- daily•General cleaning and dusting of the hallway- daily•Removing any trash or recycling- daily•Dust mop the main hallways- daily•Mop main hallways- daily•Baseboard cleaning- one time every six months•Washing/cleaning walls- one time per year•Trash is picked up outside the building- daily•Ash trays are cleaned out- daily•Occasionally lifting and removing heavy trash at the main entry of the annex building- as needed•Manually buff and polish floors with a hand controlled machine- Occasional•Stripping and waxing the floors –Occasional•Bathroom floors mopped and swept, toilets, sinks, stall walls, stall doors, mirrors cleaned- Occasionally when main person is out•Bathroom trash will need to be removed –Occasionally when main person is out•Bathroom must be stocked-Occasionally when main person is out•Clean courtrooms- Help as needed•All trash that is collected throughout the day will have to be taken to the dumpster behind the building- daily. This duty is performed daily, about 10% of the time.
- 3. Stairways:** •Washed and wiped down rails- one time per week or as needed•Sweep and mop stairs- one time per week or as needed•Wiping up any miscellaneous spills or fluids- as needed. This duty is performed weekly, about 20% of the time.
- 4. Elevators:**•Walls and all buttons wiped down- as needed or monthly•Floors swept and mopped- as needed or monthly•Tracks in elevator floor cleaned – every six months or as needed. This duty is performed monthly, about 5% of the time.
- 5. ADDITIONAL BUILDINGS:** Voting building must be cleaned, stocked, mopped, swept, dusted –Occasionally when there is an event in the building or during voting season. This duty is performed about 5% of the time.
- 6. LAKE CITY EASTERN DIVISION COUNTY COURTHOUSE AND OTHER OFFICES:**•Dusting – done on rotation schedule•Cleaning desks – as needed•Removal of trash- daily•Vacuuming- daily•Removal of boxes- as needed•Clean glass in the office- as

needed•Clean window frames and seals- done on rotation schedule•Clean mini blinds- as needed•Clean office furniture – done on rotation schedule•Water plants. This duty is performed as needed, about 2% of the time.

7. Building:•Clean all glass doors and window panels- one time per week or as needed•Clean all glass windows at court room entrance and sheriff's office- one time every three months or as needed•Clean courtroom- Dust, vacuum, wipe podium and tables, benches, take out trash – two times a week- before and after court•Clean Bathroom toilets, sinks, mirrors, floors- sweep and mop, walls- two times a week or as needed•Gather up all trash from all buildings/offices and take it to the dumpster- daily or as needed•Sweep and Mop floors throughout property- one time a week or as needed•Clean kitchen- daily. This duty is performed about 5% of the time.

8. Outside of Building:•Sweep sidewalks- one time per week or as needed•Pick up trash in parking lot – one time per week or as needed•Clean ashtrays in the front and the back of the building- daily •Pull grass out of the sidewalk and in the fenced in area near building- as needed. This duty is performed about 2% of the time.

9. All Buildings:•Keep inventory of supplies:•. This duty is performed weekly, about 16% of the time.

10. Participate in safety and training programs,as necessary. This duty is performed about 2% of the time.

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

Mental alertness and adaptability to office and field area work routines. Equivalent to four years high school or GED, with particular emphasis during high school in office skills, shop skills, or others, plus 12 to 18 months 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 use common sense understanding in order to carry out detailed written or oral instructions. Ability to deal with problems involving a few known variables in situations of a routine nature.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

High School diploma or equivalent.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

One year Experience in custodial work with a good working knowledge of stripping wax floors and application and maintenance of wax floor finishes.

SOFTWARE SKILLS REQUIRED

Basic: Other, Spreadsheet, Word Processing/Typing

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under general supervision where standard practice enables the employee to proceed alone on routine work, referring all questionable cases to supervisor.

PLANNING

Limited responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work operations.

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

Moderate mental demand. Operations requiring almost continuous attention, but work is sufficiently repetitive that a habit cycle is formed; operations requiring intermittent directed thinking to determine or select materials, equipment or operations where variable sequences may be selected by the employee.

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 \$5,000 to \$150,000.

ACCURACY

Probable errors of internal and external scope would have a moderate effect on the operational efficiency of the organizational component concerned. Errors might possibly go undetected for a considerable period of time, thereby creating an inaccurate picture of an existing situation. Could cause further errors, losses, or embarrassment to the organization. The possibility for error is always present due to requirements of the job.

ACCOUNTABILITY

FREEDOM TO ACT

Standardized. Accepted processes covered by well-defined standardized policies and procedures with supervisory review.

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

WORKING CONDITIONS

Periodically exposed to such elements as noise, intermittent standing, walking, occasionally pushing, carrying, or lifting; but none are present to the extent of being disagreeable.

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 fumes or airborne particles; and occasionally exposed to work near moving mechanical parts, 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.

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 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; frequently required to 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; color vision; and peripheral vision.

ADDITIONAL INFORMATION

One year Experience in custodial work with a good working knowledge of stripping wax floors and application and maintenance of wax floor finishes.

Physical Job Requirements: Bending, standing for extended periods of time, walking, ability to operate a powered automatic buffing machine, and the ability to lift at least 30 lbs.

BUILDING MAINTENANCE

2022 CRAIGHEAD COUNTY BUDGET		2022	
FUND 1000 COUNTY GENERAL		BUDGETED	
DEPARTMENT 0108 BUILDING MAINTENANCE		AMOUNT	
ACCOUNT	DESCRIPTION	AMOUNT	AMOUNT
	<u>PERSONAL SERVICES</u>		
1001	SALARIES		
	1 MAINTENANCE SUPERVISOR	\$	52,955.39
	1 BUILDING MAINTENANCE	\$	41,902.46
	1 GROUNDS MAINTENANCE	\$	39,795.08
	1 MAINTENANCE TECH	\$	39,795.08
	3 1 CUSTODIAN TEAM LEAD	\$	39,092.62
	5 CUSTODIANS	\$ 38,390.16	\$ 191,950.80
1002	1 CUSTODIAN (PT)(< 80 hrs/mo, \$13.00 or less /hr)	\$	13,000.00
	10 TOTAL SALARIES	\$	418,491.43
1036	SOCIAL SECURITY MATCH	\$	32,014.59
1007	RETIREMENT MATCH	\$	62,121.29
1009	HEALTH INSURANCE MATCH	\$	55,430.55
1010	WORKMEN'S COMPENSATION	\$	11,892.04
1011	UNEMPLOYMENT COMPENSATION	\$	2,880.00
1012	OTHER FRINGE BENEFITS(INCL. WELLNESS INCENTIVE)	\$	600.00
1017	VACATION-PERSONAL TIME BUYBACK	\$	1,000.00
	<u>SUPPLIES</u>		
2001	GENERAL SUPPLIES(CONSUMED OR ALTERED)	\$	7,000.00
2002	SMALL EQUIPMENT(LESS THAN CAPITALIZATION)	\$	7,000.00
2003	JANITORIAL SUPPLIES	\$	21,000.00
2006	CLOTHING AND UNIFORMS	\$	2,000.00
2007	FUELS, OIL, & LUBRICANTS	\$	5,000.00
2008	TIRES & TUBES	\$	1,000.00
2020	BUILDING MATERIALS AND SUPPLIES	\$	50,000.00
2021	PAINTS & METALS	\$	10,000.00
2022	PLUMBING & ELECTRICAL	\$	10,000.00
2023	PARTS AND REPAIRS	\$	30,000.00
2024	MAINTENANCE & SERVICE CONTRACTS	\$	17,000.00
2029	SMALL TOOLS(LESS THAN CAPITALIZATION)	\$	5,000.00
2030	CONCRETE	\$	500.00
	<u>OTHER SERVICES AND CHARGES</u>		
3002	MANAGEMENT CONSULTING	\$	10.00
3005	SPECIAL LEGAL	\$	-
3009	OTHER PROFESSIONAL SERVICES	\$	500.00
3020	TELEPHONE & FAX-LANDLINE	\$	3,500.00
3022	CELL PHONES & PAGERS	\$	2,000.00
3023	INTERNET CONNECTION	\$	500.00
3030	TRAVEL	\$	500.00
3040	ADVERTISING & PUBLICATIONS	\$	500.00
3052	FIRE & EXTENDED COVERAGE	\$	6,089.00
3053	FLEET LIABILITY	\$	2,000.00
3054	OTHER SUNDRY INSURANCE	\$	10.00
3055	GENERAL LIABILITY E.O.	\$	1,668.46
3060	UTILITIES - ELECTRICITY	\$	7,500.00
3061	UTILITIES - GAS	\$	3,000.00
3073	LEASE MACHINERY & EQUIP(INCL. COPY MACH)	\$	1,000.00
3090	DUES, MEMBERSHIPS, SUB	\$	-
3094	MEALS & LODGING	\$	500.00
3100	OTHER MISCELLANEOUS	\$	2,000.00
3101	TRAINING & EDUCATION	\$	500.00
3102	COMP SOFTWARE, SUPPORT/MAIN RECOVERY	\$	10.00
	<u>CAPITAL OUTLAY</u>		
4002	BUILDINGS AND IMPROVEMENTS	\$	38,000.00
4003	IMPROVEMENTS OTHER THAN BUILDINGS(Above Cap)	\$	15,000.00
4004	MACHINERY AND EQUIPMENT	\$	10,000.00
4005	VEHICLES	\$	19,000.00
	SUB TOTAL EXPENDITURES	\$	445,225.93
	TOTAL DEPARTMENT BUDGET	\$	863,717.36

Not listed

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

<u>Quorum Court</u>	
Justice of Peace 13 @	10,208

<u>County Clerk</u>	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

<u>Election Coordinator</u>	46,350
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<u>Circuit Clerk</u>	-0-
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<u>Recorder Cost Fund</u>	
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

<u>Treasurer</u>	80,301
Deputy Treasurer	42,604

<u>Treasurer Automation Fund</u>	
Chief Deputy	52,955
Deputy Part-Time	1,500

<u>Tax Collector</u>	80,301
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Deputy	40,497
Deputy	40,497
Deputy	40,497
Deputy	40,497
Deputy Part-Time	1,050

<u>Tax Collector Automation Fund</u>	
Chief Deputy	52,955
Deputy	42,170
Deputy 3@	40,497
Deputy Part-Time	14,400

<u>Tax Assessor</u>	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

<u>Veterans Service Officer</u>	45,414
Clerk Part-Time 2@	13,099

2022 Arkansas County Employees Salary Survey

<u>Road Department</u>		Probation Officer 2@	41,902
County Judge ½	49,204		
Road Superintendent	62,713	<u>Jail</u>	
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
<u>Office of Emergency Management</u>		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
<u>Sheriff's Department</u>		<u>Coroner</u>	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 st Class 19@	1,500		
<u>Juvenile</u>			
Supervisor	52,955		
Intake Officer	47,804		
Intake Officer	43,981		
Intake Officer 2@	41,902		
Office Manager	41,200		

GARLAND COUNTY
Position Description

JOB TITLE: Maintenance Tech/Custodian

Exempt (Y/N): No DEPARTMENT: Maintenance
DATE PREPARED: October, 1996 SUPERVISOR: Maintenance Supervisor
 August 30, 2004

SUMMARY:

The Maintenance/Custodian is responsible, under the supervision of the Maintenance Supervisor, to ensure that various County buildings are maintained in a clean and orderly condition. This employee is to maintain grounds/walkways and to provide assistance in moving furniture/supplies for department relocations. Also, the incumbent may assist with maintenance to resolve minor plumbing and/or electrical problems.

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

1. Sweep, mop, scrub, and vacuum hallways, stairs and office space.
2. Empty trash and garbage containers.
3. Wash walls, windows, and woodwork, as necessary.
4. Dust and polish furniture.
5. Clean lavatories and toilets.
6. Replace bad light bulbs and/or ballasts.
7. Move furniture, file cabinets, supplies, etc. for relocations within offices.
8. Notify supervisor concerning need for major repairs or additions to lighting, heating, and ventilating equipment.
9. Clean snow and debris from sidewalk, as necessary.
10. Mow lawns, trim shrubbery, and cultivate flower-beds.
11. May perform minor and routine painting, simple plumbing repairs, lock repairs, simple electrical wiring for switches, and other related maintenance activities.

QUALIFICATION REQUIREMENTS:

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

EDUCATION and/or EXPERIENCE:

The incumbent must be able to read and write; follow directions either oral or written; and two (2) years previous experience in industrial cleaning/maintenance. It is desirable for the incumbent to have some knowledge and previous experience in repairing minor plumbing/electrical problems. The employee should have previous experience in using industrial cleaning machines, such as floor scrubbers, waxes, etc.

OTHER SKILLS and ABILITIES:

The employee must be able to trouble-shoot problems and react to emergencies in an efficient and timely manner. This person should be organized and be able to prioritize tasks. Good communication and interpersonal relations skills are required as this employee has frequent contact with all levels of employees and the public as well.

PHYSICAL DEMANDS:

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

While performing the duties of this job, the employee is regularly required to walk, stand, use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. Also, the employee is occasionally required to use tools and mechanical devices, therefore dexterity is of utmost importance.

The employee must occasionally lift and/or move up to 100 pounds.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception.

WORK ENVIRONMENT:

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

The noise level in the work environment is usually moderate.

GARLAND COUNTY
 2022 Final Budget
 DEPT : 0108
 County General Services
 FUND : (1000) County General

PCN	Title	Grade	Current Annual Salary
2301	Maintenance Supervisor		56,232.52
2302	Maintenance Repair Techni		36,650.19
2303	Custodian		34,576.88
2304	Housekeeping Maid		29,808.75
2305	Custodian		28,708.42
Total Salaries			185,976.76

Line	Description	Budget 2022
1001	Salaries, Full-Time.....	185,976.76
1005	Overtime And Holiday Pay.....	1,000.00
1006	Social Security Matching.....	14,743.60
1007	Retirement Matching.....	29,525.74
1009	Health Insurance Matching.....	136,000.00
1010	Workmen's Compensation.....	7,000.00
1011	Unemployment Compensation.....	540.00
1012	Other Fringe Benefits.....	2,310.00
1017	Sick Leave Compensation.....	240.00
1018	Critical Position Lump Sum Vacation Holiday.....	2,500.00
Total Personal Services		379,836.10

Not listed

2022 Arkansas County Employees Salary Survey

GARLAND – Class 6

County Judge 33%	30,275	Tax Collection Cashier II	28,177
Administrative Assistant	40,589	Deputy I	36,568
Secretary/Receptionist	34,255	Deputy II	33,508
		Deputy III	37,043
		Deputy IV	38,177
		Tax Enforcement Asst Deputy	31,589
		Tax Enforcement Asst Deputy	28,097
Quorum Court		Tax Collector Automation Fund	
Justice of Peace per diem 13@ Annually	9,476	Tax Enforcement Supervisor	36,674
		Tax Enforcement Asst Deputy	31,585
County Clerk	79,738	Tax Assessor	79,738
Chief Deputy	48,579	Chief Deputy	48,332
Deputy Voter Registrar	30,388	Appraiser Manager	41,779
Deputy 2@	30,940	Abstractor/Mapper-D.E. Super.	43,898
Deputy	29,285	CAMA Operator Manager	36,816
		CAMA Operator Manager	35,268
Clerk Cost Fund		Personal Property Supervisor	35,944
Appropriation Part-Time	15,000	Abstractor/Mapper 2@	31,234
		GIS Coordinator	35,253
Circuit Clerk		Appraiser Personal/Comm 2@	33,158
Circuit Jury Coord/Deputy	36,271	Appraiser III	36,178
Deputy	29,480	Amendment 79 Admin 2@	29,386
		Deputy - Data Entry 2@	26,416
Recorder Cost Fund		Deputy - Data Entry	27,172
Circuit Clerk	79,738	Front Line Supervisor/Hou	28,990
Chief Deputy Circuit	57,510	Veterans Service Officer	34,120
Domestic Relations Supervisor	35,839		
Criminal Division Supervisor	35,839	Road Department	
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
Treasurer	79,738	Mower Working Crew Leader	37,680
Chief Deputy	55,251	Skilled Operator	38,507
Bookkeeper	35,871	Backhoe Working Crew Leader	36,132
		Grader/Trucking Leadman	33,741
Tax Collector	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
Mechanic	36,400	Transfer Station Operator	29,799
Sign Shop Working Crew Leader	37,680	Transfer Station Operator 2@	29,284
Skilled Operator	32,399	Transfer Station Operator	28,066
Skilled Operator	32,973	ES Controller	49,738
Laborer	30,657	Landfill Clerk II	30,117
Laborer	30,645	Landfill Clerk II	28,783
Laborer 11@	27,448	Laborer	28,246
Mower Working Crew Leader	37,680	Laborer	27,551
Boomhog Working Crew Leader	35,171	Laborer 4@	26,988
Secretary/Clerk	34,107	Laborer	26,313
Engineer	74,647	Laborer 2@	26,828
Road Maint Foreman	56,232	Laborer	26,710
Appropriation Part-Time	80,000	Diesel Mechanic	46,200
		Appropriation Part-Time	11,000
<u>Emergency 911</u>		<u>Sheriff's Department</u>	
Director of Emergency Mgmt	65,745	Sheriff	91,745
911/DEM Asst Coordinator	36,367	Chief Deputy	75,803
Emergency Mgmt Technician	46,179	Sheriff's Special Investigator	33,610
GIS Technician	40,552	Secretary/Receptionist	29,290
911 Database/GIS Technician	48,957	CID Captain	62,641
Appropriation Part-Time	15,000	CID Lieutenant	57,843
		CID Sergeant	52,344
<u>911 Communication Center</u>		CID Sergeant	52,345
Telecommunications Director	59,720	CID Corporal	43,674
Telecommunications Supervisor	43,520	CID Investigator-Corporal	48,992
Telecommunicator Level IV 4@	40,652	CID Investigator 4@	43,799
Telecommunicator Level II 3@	38,785	CID Investigator	43,933
Telecommunicator Level II 3@	36,450	CID Investigator	44,323
Telecommunicator Level I 5@	36,116	CID Secretary	32,807
Appropriation Extra Help	2,500	CID Secretary	29,290
		Patrol Captain	62,641
<u>Solid Waste</u>		Patrol Lieutenant @	57,843
County Judge 17%	15,598	Patrol Sergeant 4@	52,344
Director of Environmental	74,778	Patrol Corporal 5@	48,992
Office Manager - Landfill	36,907	Patrol Corporal	41,270
Mechanical Maintenance Tech	36,747	Patrol Deputy	43,799
Heavy Equipment Operator	37,505	Patrol Deputy	44,888
Heavy Equipment Operator	37,064	Patrol Deputy	41,304
Heavy Equipment Operator	35,437	Patrol Deputy	45,605
Lead Front Load Operator	42,429	Patrol Deputy	41,939
Lead Landfill Operator	38,770	Patrol Deputy 17@	41,270
Lead Rolloff Operator	36,519		

2022 Arkansas County Employees Salary Survey

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

2022 Arkansas County Employees Salary Survey

LONOKE – Class 5

<u>County Judge</u> ½	42,000	<u>Tax Collector Automation Fund</u>	
		Chief Deputy	38,891
		Deputy	31,960
		Deputy	27,160
		Appropriation Part Time	15,000
<u>Quorum Court</u>		<u>Tax Assessor</u>	70,000
Justice of Peace per diem 13@	583	Chief Deputy (GIS)	36,496
		Chief Deputy	34,547
<u>Maintenance</u>		Deputy 8@	29,573
Maintenance	38,178	Appropriation Part Time	10,500
Janitor	32,608		
Janitor	29,573	<u>Veterans Service Officer</u>	
Janitor	27,164	Appropriation Contract Labor	14,833
<u>County Clerk</u>	70,000	<u>Road Department</u>	
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
<u>Circuit Clerk</u>	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
<u>Recorder Cost Fund</u>		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
<u>Treasurer</u>	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
<u>Treasurer Automation Fund</u>		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
<u>Tax Collector</u>	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	<u>Office of Emergency Management</u>	
Appropriation Part Time	15,000	OEM Director	50,058

Aug. 33,115



**2022 Saline County
Building Maintenance Worker
Job Description**

Department: Building Maintenance
Reports To: Assistant Building Superintendent
Location: 205 Southeast St. Benton, AR 72015

GENERAL DESCRIPTION OF POSITION

To perform carpentry, electrical and related duties in repair, maintenance and remodeling of inside and outside of County buildings with general supervision. This position requires that the incumbent be on call 24 hours a day. This is a "safety sensitive" position as defined by Act 593 of 2017.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Performs carpentry work required to remodel, construct, and add minor additions to buildings, and to repair buildings and furniture.
2. Operates hand and power tools to cut, shape, and install various materials and performs finish carpentry work, such as installing trim molding, building shelves, and bookcases.
3. Repairs or replaces building components such as doors, door frames and locks.
4. Installs insulation, hangs sheet rock or paneling, mud or float walls and ceilings.
5. Stains, varnishes, and paints furniture and cabinets.
6. Performs electrical work required to replace ballasts, bulbs and tubes. Replace switches, outlets, and other electrical repairs.
7. Performs plumbing including replacing water heaters, toilets, sinks, sprinkler systems, runs water lines, etc.
8. Repairs roof by replacing or installing roofing materials.
9. Operates a light truck to transport tools, materials, and equipment to various work sites.
10. Completes maintenance on County's vehicles including oil changes, belts, bulbs, etc.
11. Changes all HVAC filters in all County buildings, cleans clogged drains, and minor repairs on HVAC units.
12. Monitors heating and air systems using a laptop and the Alerton System software.
13. Moves and transports heavy items such as file cabinets, tables, desks, and other office furniture.
14. Assembles office furniture and other related items.
15. Maintains all county sidewalks and walkways and ensures all ice and snow is cleared during the winter month.
16. Handles hazardous waste disposal once every three months and uses an air cycle bulb eater to crush light bulbs as needed.

17. Maintains and operates the County's card lock software program.
18. The ability to work in a constant state of alertness and in a safe manner as required in a safety sensitive position.
19. Perform any other related duties as required or assigned.

QUALIFICATIONS

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

EDUCATION AND EXPERIENCE

Mental alertness and adaptability to office and field area work routines. Equivalent to four years high school or GED, with particular emphasis during high school in office skills, shop skills, or others, plus 12 to 18 months related experience and/or training, or equivalent combination of education and experience.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Class "D" driver's license.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Good knowledge of standard carpentry and electrical practices and techniques. Some knowledge of the methods and techniques for application of protective coatings to furniture and cabinets. Some knowledge of roofing methods and materials. Skill in the operation of hand and power carpentry tools. Ability to accurately estimate time and material requirements for assigned projects. Ability to read and interpret simple blueprints and sketches. Ability to complete work orders on projects completed. Ability to perform manual and skilled labor involving bending, lifting and carrying materials. Ability to communicate effectively with County employees requesting repair/remodeling projects.

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, fumes or airborne particles, outdoor weather conditions, wet or humid conditions, extreme cold, extreme heat, risk of electrical shock; and occasionally exposed to work in high, precarious places, toxic or caustic chemicals, 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 regularly required to stand, 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 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 50 pounds; regularly 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

This position may involve regular and irregular hours needed to perform related duties. Work hours maybe extended in the event of an emergency, disaster, manpower shortage, workload or work-in-progress. This position also is on a rotation call. This is a "safety sensitive" position as defined by Act 593 of 2017.

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

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

SALINE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

Saline

David Smith

From: Christy Peterson <christy.peterson@salinecounty.org>
Sent: Monday, January 3, 2022 3:24 PM
To: David Smith
Cc: Joel Prince
Subject: RE: maintenance budget information

Mr. Smith I got your call and I???ve been swamped ever since with year end plus employees on quarantine.?? Our Maintenance department consists of the Building Supt plus 4 building maintenance workers and 5 fulltime custodians and 2 part-time custodians.?? The ranges for our positions are below:

- Building Supt. :
 - Hiring range of \$48,999 - \$55,124
 - Midpoint \$61,249
 - Max \$73,499
 - Budgeted \$61,755
- Building Maintenance Worker:
 - Hiring range of \$27,065 - \$30,449
 - Midpoint \$33,832
 - Max \$40,598
 - Our employees currently make \$30,449, 33,902, 37,309 and max at \$40,598
- Building Maint. Admin Asst/Custodian
 - Hiring range of \$25,- \$28,361
 - Midpoint \$31,512
 - Max \$37,814
 - Budgeted at \$32,649
- Custodian
 - Hiring range \$22,847-\$25,696
 - Midpoint \$28,551
 - Max \$34,264
 - Budgeted \$29,951, \$28,737, \$26,724, \$28,120

have

high with

Avg. 35,565

??
??

Our Building Supt is Joel Prince and I???ve copied him in this email as well so you can have his contact information.

??

Christy Peterson, PHR
HR Director
Saline County Courthouse
200 N. Main, Room 112
Benton, AR?? 72015
Phone 501-303-5658
Fax 501-315-1338

??



Not listed

2022 Arkansas County Employees Salary Survey

SALINE – Class 6

<u>County Judge</u> ½	54,963
Administrative Manager	66,630
Public Information Specialist	33,758
Appropriation Part-Time Help	10,000

Quorum Court

Justice of Peace per diem 13@	437
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County Clerk

	90,620
Elections Co	42,589
Finance Admin	44,817
Deputy Supervisor	34,091
Deputy Probate	25,632
Deputy Probate	25,847
Deputy Voter	25,632
Appropriation Part-Time	35,000

Clerk Automation Fund

Finance Administrator	18,368
Supervisor Voter Registration	1,364
Deputy Acct	5,177
Deputy – Probate – EQ	12,734
Deputy	908
Deputy	1,784
County Clerk	6,745
Appropriation Part-Time Help	7,500

Circuit Clerk

	76,852
Admin/Criminal Manager	42,592
Juvenile/Child Support	28,004
Administrative Manager	51,510
Courts Civil Deputy Clerk II	26,735
Courts Criminal Deputy Clerk	25,633
Courts Suprv/Domestic	28,004
Courts Domestic Deputy Clerk	19,364
Courts Civil Deputy Clerk II	24,730

Recorder Cost Fund

Passport Suprv	51,023
Passport Deputy Clerk	34,389
Admin/Criminal Mgr	22,197
Juvenile/Child Support	14,468
Administrator	20,136
Circuit Clerk Recorder/Passport	36,597

Courts Criminal Deputy	11,578
Courts Suprv/Domestic Deputy	12,226
Courts Domestic Deputy	11,483
Courts Criminal Deputy	31,515
Circuit Clerk	20,513
Civil Deputy	6,386
Civil Deputy	10,480
Appropriation Part-Time Help	75,000

Treasurer

	76,852
Office Manager	44,351
Deputy	32,415

Treasurer Automation Fund

Treasurer	20,513
Office Manager	22,159
Deputy	7,651
Appropriation Part-Time	36,805

Tax Collector

	76,852
Administrative Manager	46,080
Deputy II / Credit	25,789
Bankruptcy/Mortgage	23,917
Deputy III	31,218
Deputy/Delinquent	28,361
Benton Manager	27,295
Deputy I	26,895
Appropriation Part-Time	66,500

Tax Collector-Bryant

Manager	30,303
Benton/Bryant SID CO	16,131
Appropriation Part-Time	18,000

Tax Collector Automation Fund

Deputy Dav	40,959
Deputy Probate	32,336
Administrative Manager	18,061
Benton Manager	21,779
Deputy Bankruptcy/Mortgage	12,089
Bryant Manager	18,250
Benton/Bryant S	26,531
Security Officer	32,860
Security Officer	32,244
Tax Collector	20,513
Deputy II	5,415
Deputy III	6,408
Deputy/Delinquent	45,229

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
<u>Tax Assessor</u>	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
<u>Tax Assessor-Bryant</u>		Equipment Operator	31,831
Personal Property/Real	31,931	Equipment Operator	33,788
<u>Tax Assessor-GIS</u>		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	<u>Office of Emergency Management</u>	
<u>Veterans Service Office</u>		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
<u>Road Department</u>		<u>911 Emergency Services</u>	
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	<u>Sheriff's Department</u>	
		Sheriff	101,813
		Chief Deputy	82,049

2022 Arkansas County Employees Salary Survey

Internal Affairs/Training	63,979	Detention Corporal/Medic	37,377
CID Lieutenant	70,311	Detention Administration Clerk	32,047
CID Sergeant	47,946	Detention Officer/Kitchen	36,604
CID Corporal	44,547	Detention/Transport Corp	38,013
CID Inv 6@	41,386	Transport Sergeant	46,790
CID Inv	48,930	Detention Admin/Training	46,790
CID Inv	42,125	Transport Officer 4@	34,089
Patrol Lieutenant	61,510	Detention Sergeant 2@	46,790
Patrol Sergeant 4@	47,946	Appropriation Part-Time Help	13,500
Patrol Corporal 3@	44,547		
Patrol Corporal	47,946	<u>Coroner</u>	80,136
Admin Lieutenant	67,489	Deputy	41,927
Patrol 15@	41,386	Chief Deputy	53,074
Patrol	44,547	Appropriation Part-Time Help	12,000
Patrol	43,657		
Civil Process Officer	47,946		
Warrants Deputy	41,386		
Collector/Account	31,898		
Collector/Account 2@	38,804		
CID Secretary	37,276		
Administrative Assistant	35,054		
Warrants/Citation Clerk	32,364		
Finance Manager	52,193		
Property Officer	32,232		
Civil Process Officer	41,386		
Collector/Account	31,898		
Environ/Code Enforcement	18,771		
Victim Advocate	37,747		
Deputy-School Resource 3@	41,386		
Appropriation Part-Time Help	59,000		
<u>Juvenile</u>			
Director	65,937		
Intake Officer	43,863		
Intake Officer	51,215		
Probation Officer	42,634		
Probation Officer	40,532		
Probation Officer 2@	36,810		
Probation Officer	31,070		
Deputy Director	51,882		
Case Coordinator	35,888		
<u>Jail</u>			
Detention Admin Lieutenant	67,489		
Administrative Sergeant	49,040		
Detention Corporal 4@	37,377		
Detention Officer 23@	31,620		
Detention Officer 6@	32,243		

Sebastian County 2022

General Maintenance/Laborer 0108

Job Description

Job Code: 22801+
Exempt: No
Department: Courthouse Maintenance
Reports To: Facilities and Maintenance Superintendent
Location: Not indicated.
Date Prepared: April 29, 2010
Date Revised: June 25, 2021
Safety Sensitive: No

GENERAL DESCRIPTION OF POSITION

Reports to the Facilities and Maintenance Superintendent and is responsible for the maintenance of county buildings, grounds, and mechanical systems. The incumbent must prioritize when and how to complete repairs with Facilities and Maintenance Superintendent. The position is governed by county policies and procedures. Duties are performed under limited supervision.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Some A/C and/or heating repairs. Various small engine repairs.
2. Maintain courthouse clocks and flags.
3. Assists or performs routine repairs or maintenance of mechanical systems serving county buildings.
4. Cleans or replaces A/C filters and grease motors. Replaces ballast on lights. Vices other mechanical systems and performs other minor mechanical repairs as needed.
5. Works with contract services, notifying Facilities and Maintenance Superintendent when repairs are needed.
6. Office demolition and remodeling projects including plumbing, electrical, setting metal studs for walls, finishing out dry wall, welding, painting and other carpentry needs.
7. Performs detailed and general carpentry, electrical, plumbing and maintenance work involved in the alteration, repair, and maintenance of county buildings and equipment. Installation of less complicated plumbing fixtures and electrical circuitry.
8. Installs and pulls computer cable wire and connects computers equipment up for all county offices.
9. Moves office equipment, furniture, files, and supplies in compliance with inventory procedures. May pick up and deliver supplies.
10. Check janitorial maintenance and performs building cleaning and maintenance services as needed or required including care of offices, carpet, halls, stairwells, and bathrooms.
11. Respond to emergency calls during all hours of the day including weekends and holidays.
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

Mental alertness and adaptability to office and field area work routines. Equivalent to four years high school or GED, with particular emphasis during high school in office skills, shop skills, or others, plus 12 to 18 months 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

Not indicated.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Intermediate: Contact Management

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under immediate supervision, performs general assignments of work, with periodic check of performance by supervisor.

PLANNING

Limited responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work operations.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and which would not only affect the operating efficiency of the individual involved, but would also affect the work operations of other employees and/or clientele to a slight degree.

MENTAL DEMAND

Light mental demand. Operations requiring intermittent directed thinking to carry out predetermined procedure or sequence of operations of limited variability. Operations requiring intermittent attention to control machine or manual motions.

ANALYTICAL ABILITY / PROBLEM SOLVING

Moderately repetitive. Activities with slight variation using a definite set of processes or directions with

some degree of supervision. Choice of learned things in situations which conform to clearly established patterns and modes.

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 \$5,000 to \$150,000.

ACCURACY

Probable errors of internal scope should ordinarily be detected within the department or office in which they occur, but may affect the work of others within the unit, requiring additional expenditure of time to trace errors and make all necessary corrections. Errors would require a moderate amount of time to correct.

ACCOUNTABILITY

FREEDOM TO ACT

Standardized. Accepted processes covered by well-defined standardized policies and procedures with supervisory review.

ANNUAL MONETARY IMPACT

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

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

IMPACT ON END RESULTS

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

Occasional contacts with patrons on routine matters.

EMPLOYEE CONTACT

Contacts occasionally with others beyond immediate associates, but generally of a routine nature. May obtain, present or discuss data, but only as pertains to an immediate and specific assignment. No responsibility for obtaining cooperation or approval of action or decision.

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 frequently exposed to fumes or airborne particles, outdoor weather conditions, wet or humid conditions; and occasionally exposed to work near

moving mechanical parts, work in high, precarious places, toxic or caustic chemicals, risk of electrical shock. The noise level in the work environment is usually very 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, moderately physical. Highly repetitive type of work which requires somewhat diversified physical demands of the employee.

While performing the functions of this job, the employee is regularly required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms; and frequently required to climb or balance, stoop, kneel, crouch, or crawl, talk or hear; occasionally required to taste or smell. The employee must occasionally lift and/or move more than 100 pounds; regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision; distance vision; peripheral vision; depth perception; and ability to adjust focus.

ADDITIONAL INFORMATION

The incumbent must have the ability to read blue prints and have knowledge associated with understanding operations of complex mechanical equipment and construction details. The incumbent must be able to analyze problems and determine best method for repairs. Must have some knowledge with electrical, plumbing, and welding.

One year of basic maintenance skills, carpentry, electrical, plumbing, and welding required. On call 24/7. Works in element of all types of weather.

2022 Arkansas County Employees Salary Survey

SEBASTIAN – Class 6

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

White

COURTHOUSE MAINTENANCE

PERSONAL SERVICES

1000-0108-1001

SALARIES, FULL TIME

1. RAY WOODARD , COURTS MAINT/SUPR COURTHOUSE	5/20/2019	\$44,158.00
<u>Base</u> <u>Step</u> (2 Yrs)		
\$38,922.00 \$4,836.00	\$43,758.00	
\$1,683.00 10 \$16,830.00		
<u>Base</u> <u>Step</u> (3 Yrs)		
\$38,922.00 \$5,486.00	\$44,408.00	
\$1,708.00 16 \$27,328.00		
2. MARTY LOHNES, LAW ENF. MAINT	12/3/2012	\$48,776.00
<u>Base</u> <u>Step</u> (Top)		
\$40,040.00 \$8,736.00	\$48,776.00	
\$1,876.00 26 \$48,776.00		
3. JUSTIN EVANS	2/3/2020	\$40,842.0
COURTS MAINT/SUPR ASST		
<u>Base</u> <u>Step</u> (1 Yr)		
\$36,192.00 \$2,418.00	\$38,610.00	
\$1,485.00 2 \$2,970.00		
<u>Base</u> <u>Step</u> (2 Yrs)		
\$36,192.00 \$4,836.00	\$41,028.00	
\$1,578.00 24 \$37,872.00		
4. CINDY CLEMONS, JANITORIAL	12/4/2006	\$37,232.00
MILLS, WCOB, ACCESS, COUNTY CLRK		
<u>Base</u> <u>Step</u> (Top)		
\$28,496.00 \$8,736.00	\$37,232.00	
\$1,432.00 26 \$37,232.00		
5. ROSALEE QUATTLEBAUM, JANITORIAL	4/10/2017	\$35,107.00
COURTS, PA OFFICE, 9-1-1		
<u>Base</u> <u>Step</u> (4 Yrs)		
\$28,496.00 \$6,136.00	\$34,632.00	
\$1,332.00 7 \$9,324.00		
<u>Base</u> <u>Step</u> (5 Yrs)		
\$28,496.00 \$6,786.00	\$35,282.00	
\$1,357.00 19 \$25,783.00		
6. ROSF MARY MAHONEY, JANITORIAL	1/1/2019	\$33,982.00
COURTHOUSE, EXTENSION		
<u>Base</u> <u>Step</u> (3 Yrs)		
\$28,496.00 \$5,486.00	\$33,982.00	
\$1,307.00 26 \$33,982.00		

TOTAL SALARIES, FULL TIME \$240,097.00

1000-0108-1006	SOCIAL SECURITY	\$18,363.00
1000-0108-1007	RETIREMENT	\$37,816.00
1000-0108-1009	HEALTH INSURANCE	\$36,864.00

Aug. 35,440

County Does not Keep Job Desc.

Not Listed

2022 Arkansas County Employees Salary Survey

WHITE -Class - 6

<u>County Judge</u>	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
		<u>Tax Assessor Automation Fund</u>	
<u>Quorum Court</u>		Appropriation Part-Time	6,580
Justice of Peace per diem 8@	908		
Justice of Peace per diem	858	<u>Veterans Service Office</u>	
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
<u>County Clerk</u>	76,336		
Chief Deputy	46,564	<u>Road Department</u>	
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
<u>Election Coordinator</u>	43,829	Truck Driver	35,995
		Truck Driver	35,270
<u>Circuit Clerk</u>	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
<u>Recorder Cost Fund</u>		Truck Driver	38,695
Chief Deputy	46,564	Truck Driver	35,295
Deputy 4@	37,232	Truck Driver	37,795
Deputy	34,632	Truck Driver	36,070
Appropriation Part-Time	2,000	Sign Maintenance	37,395
		Operator 2@	32,278
<u>Treasurer</u>	76,336	Operator 2@	41,056
Chief Deputy	46,564	Operator 12@	40,456
		Operator	38,281
<u>Tax Collector</u>	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
<u>Tax Collector Automation Fund</u>		Operator	35,719
Appropriation Part-Time	7,840	Special Operator	37,955
		Special Operator 4@	41,056
<u>Tax Assessor</u>	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
<u>Office of Emergency Management</u>		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
<u>Emergency 911</u>		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	<u>Cops in School Fund</u>	
Dispatcher	31,680	Beebe School District	45,136
Dispatcher	37,158	Riverview School District	43,686
Dispatcher	33,447	White County Central School Dist	42,536
Dispatcher	35,958	Pangburn School District	45,136
Appropriation Part-Time	7,082		
		<u>Juvenile</u>	
<u>Sheriff's Department</u>		Intake Officer	48,607
Sheriff	85,082	Probation Officer	40,755
Chief Deputy	60,408	Truancy Officer	40,605
Office Manager	44,242	Probation Officer	39,980
Patrol Captain	54,452	Officer	41,580
Captain Jail Administrator	54,452		
Clerical 5@	37,232	<u>Jail</u>	
Bookkeeper	37,232	Lieutenant	48,736
Clerical	34,932	Lieutenant	40,558
Deputy	41,461	Sergeant 2@	32,438
Deputy 5@	45,136	Sergeant	34,856
Deputy 2@	48,736	Sergeant	39,066
Deputy	42,786	Sergeant	39,139
Deputy	42,111	Jailer 14@	31,238
Deputy	36,958		
Deputy 2@	45,136		
Deputy	43,161		

2022 Arkansas County Employees Salary Survey

Jailer 5@	39,416
Jailer 2@	31,982
Jailer 2@	31,331
Jailer 2@	32,168
Jailer	31,610
Jailer	35,144
Jailer	31,889
Jailer	33,005
Jailer	32,912
Jailer	33,749
Jailer	35,330
Jailer	33,563
Jailer	32,447
Jailer	33,842
<u>Coroner</u>	35,542
Chief Deputy	13,381
Deputy	9,666
Deputy	5,238

Salary Survey

Custodian

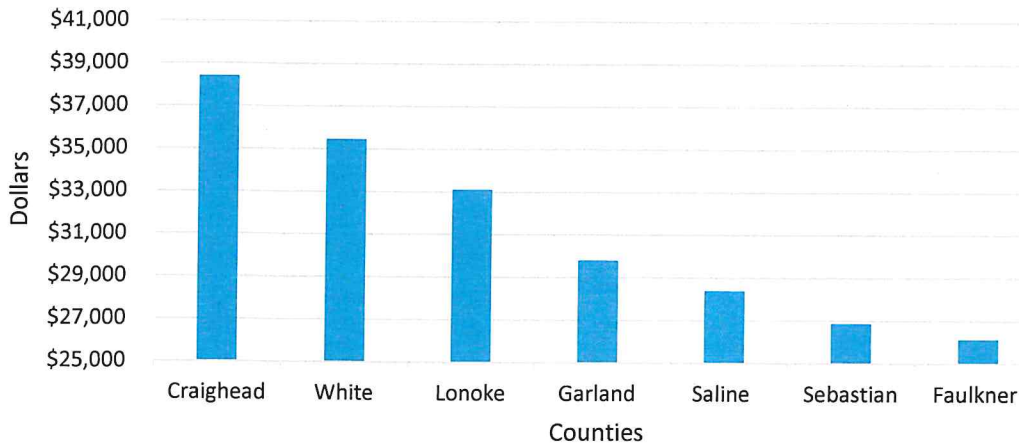
County	2022 Salary
Craighead	\$ 38,390
Garland	\$ 29,809
Lonoke	\$ 33,115
Saline	\$ 28,383
Sebastian	\$ 26,872
White	\$ 35,440
Average	\$ 32,001

Salary Survey

with average and Faulkner County added and sorted on salary

County	2022 Salary
Craighead	\$ 38,390
White	\$ 35,440
Lonoke	\$ 33,115
Average	\$ 32,001
Garland	\$ 29,809
Saline	\$ 28,383
Sebastian	\$ 26,872
Faulkner	\$ 26,130

Custodian Salary Survey



Craighead County

Maintenance-Custodian

Job Description

Job Code: 1000
Exempt: No
Department: Maintenance
Reports To: Maintenance Supervisor
Location: All County Courthouse properties
Date Prepared: February 18, 2019
Date Revised: July 29, 2019

GENERAL DESCRIPTION OF POSITION

The Custodial person is responsible for cleaning buildings and offices and grounds. The incumbent must prioritize when and how to complete tasks individually, as well with their co-workers and supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. COUNTY COURTHOUSE ANNEX BUILDING: Offices: •Dusting – done on rotation schedule •Cleaning desks – as needed •Removal of trash- daily •Vacuuming- daily •Removal of boxes- as needed •Clean glass in the office- as needed •Clean window frames and seals- done on rotation schedule •Clean mini blinds- done on rotation schedule •Clean office furniture – done on rotation schedule. This duty is performed daily, about 50% of the time.

2. Building: •Wipe and clean all of the glass on the first floor corridor inside and out- daily •Wipe down counters for assessor and collector's office- daily •General cleaning and dusting of the hallway- daily •Removing any trash or recycling- daily •Dust mop the main hallways- daily •Mop main hallways- daily •Baseboard cleaning- one time every six months •Washing/cleaning walls- one time per year •Trash is picked up outside the building- daily •Ash trays are cleaned out- daily •Occasionally lifting and removing heavy trash at the main entry of the annex building- as needed •Manually buff and polish floors with a hand controlled machine- Occasional •Stripping and waxing the floors –Occasional •Bathroom floors mopped and swept, toilets, sinks, stall walls, stall doors, mirrors cleaned- Occasionally when main person is out •Bathroom trash will need to be removed –Occasionally when main person is out •Bathroom must be stocked-Occasionally when main person is out •Clean courtrooms- Help as needed •All trash that is collected throughout the day will have to be taken to the dumpster behind the building- daily. This duty is performed daily, about 10% of the time.

3. Stairways: •Washed and wiped down rails- one time per week or as needed •Sweep and mop stairs- one time per week or as needed •Wiping up any miscellaneous spills or fluids- as needed. This duty is performed weekly, about 15% of the time.

4. Elevators: •Walls and all buttons wiped down- as needed or monthly •Floors swept and mopped- as needed or monthly •Tracks in elevator floor cleaned – every six months or as needed. This duty is performed weekly, about 10% of the time.

5. ADDITIONAL BUILDINGS: Voting building must be cleaned, stocked, mopped, swept, dusted –Occasionally when there is an event in the building or during voting season. This duty is performed as needed, about 5% of the time.

6. LAKE CITY EASTERN DIVISION COUNTY COURTHOUSE AND OTHER OFFICES: Offices: •Dusting – done on rotation schedule •Cleaning desks – as needed •Removal of trash- daily •Vacuuming- daily •Removal of boxes- as needed •Clean glass in the office- as needed •Clean window frames and seals- done on rotation schedule •Clean mini blinds- as

needed•Clean office furniture – done on rotation schedule•Water plants. This duty is performed weekly, about 10% of the time.

7. Building:•Clean all glass doors and window panels- one time per week or as needed•Clean all glass windows at court room entrance and sheriff's office- one time every three months or as needed•Clean courtroom- Dust, vacuum, wipe podium and tables, benches, take out trash – two times a week- before and after court•Clean Bathroom toilets, sinks, mirrors, floors- sweep and mop, walls- two times a week or as needed•Gather up all trash from all buildings/offices and take it to the dumpster- daily or as needed•Sweep and Mop floors throughout property- one time a week or as needed•Clean kitchen-daily. This duty is performed daily, about 5% of the time.

8. Outside of Building:•Sweep sidewalks- one time per week or as needed•Pick up trash in parking lot – one time per week or as needed•Clean ashtrays in the front and the back of the building- daily •Pull grass out of the sidewalk and in the fenced in area near building- as needed. This duty is performed as needed, about 4% of the time.

9. Participate in safety and training programs, as necessary. This duty is performed about 1% of the time.

10. 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

Mental alertness and adaptability to office and field area work routines. Equivalent to four years high school or GED, with particular emphasis during high school in office skills, shop skills, or others, plus 12 to 18 months 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 use common sense understanding in order to carry out detailed written or oral instructions. Ability to deal with problems involving a few known variables in situations of a routine nature.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

High school diploma or GED; one (1) year experience in custodial work.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Floor maintenance of two (2) years experience with buffing, stripping and wax finish application.

SOFTWARE SKILLS REQUIRED

Not indicated.

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under general supervision where standard practice enables the employee to proceed alone on routine work, referring all questionable cases to supervisor.

PLANNING

Limited responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work operations.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and which would not only affect the operating efficiency of the individual involved, but would also affect the work operations of other employees and/or clientele to a slight degree.

MENTAL DEMAND

Light mental demand. Operations requiring intermittent directed thinking to carry out predetermined procedure or sequence of operations of limited variability. Operations requiring intermittent attention to control machine or manual motions.

ANALYTICAL ABILITY / PROBLEM SOLVING

Moderately repetitive. Activities with slight variation using a definite set of processes or directions with some degree of supervision. Choice of learned things in situations which conform to clearly established patterns and modes.

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 \$5,000 to \$150,000.

ACCURACY

Probable errors of internal and external scope would have a moderate effect on the operational efficiency of the organizational component concerned. Errors might possibly go undetected for a considerable period of time, thereby creating an inaccurate picture of an existing situation. Could cause further errors, losses, or embarrassment to the organization. The possibility for error is always present due to requirements of the job.

ACCOUNTABILITY

FREEDOM TO ACT

Defined. Semi-repetitive prescribed processes and procedures with nearby supervision.

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

Minimal impact. Job is focused on non-supervisory decision making activities and has minor impact on the organization's end results.

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 occasionally with others beyond immediate associates, but generally of a routine nature. May obtain, present or discuss data, but only as pertains to an immediate and specific assignment. No responsibility for obtaining cooperation or approval of action or decision.

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

Somewhat disagreeable working conditions. Continuously exposed to one or two elements such as noise, intermittent standing, walking; and occasional pushing, carrying, or lifting.

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 fumes or airborne particles, toxic or caustic chemicals; and occasionally exposed to work near moving mechanical parts, work in high, precarious places. 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 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; and occasionally required to taste or smell. The employee must occasionally lift and/or move up to 50 pounds; regularly lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision; and distance vision.

ADDITIONAL INFORMATION

High school diploma or GED; one (1) year experience in custodial work.

Prefer: Floor maintenance of two (2) years experience with buffing, stripping and wax finish application.

Physical Job Requirements: Bending, standing for extended periods of time, walking, ability to operate a powered automatic buffing machine, and the ability to lift at least 30 lbs.

BUILDING MAINTENANCE

2022 CRAIGHEAD COUNTY BUDGET			2022
FUND 1000 COUNTY GENERAL	DEPARTMENT 0108 BUILDING MAINTENANCE	AMOUNT	BUDGETED AMOUNT
ACCOUNT	DESCRIPTION		
	<u>PERSONAL SERVICES</u>		
1001	SALARIES		
	1 MAINTENANCE SUPERVISOR	\$	52,955.39
	1 BUILDING MAINTENANCE	\$	41,902.46
	1 GROUNDS MAINTENANCE	\$	39,795.08
	1 MAINTENANCE TECH	\$	39,795.08
	1 CUSTODIAN TEAM LEAD	\$	39,092.62
	5 CUSTODIANS	\$ 38,390.16	\$ 191,950.80
1002	1 CUSTODIAN (PT)(<small>< 80 hrs/mo, \$13.00 or less/hr</small>)	\$	13,000.00
	10 TOTAL SALARIES	\$	418,491.43
1006	SOCIAL SECURITY MATCH	\$	32,014.59
1007	RETIREMENT MATCH	\$	62,121.29
1009	HEALTH INSURANCE MATCH	\$	55,430.55
1010	WORKMEN'S COMPENSATION	\$	11,892.04
1011	UNEMPLOYMENT COMPENSATION	\$	2,880.00
1012	OTHER FRINGE BENEFITS <small>(INCL. WELLNESS INCENTIVE)</small>	\$	600.00
1017	VACATION-PERSONAL TIME BUYBACK	\$	1,000.00
	<u>SUPPLIES</u>		
2001	GENERAL SUPPLIES <small>(CONSUMED OR ALTERED)</small>	\$	7,000.00
2002	SMALL EQUIPMENT <small>(LESS THAN CAPITALIZATION)</small>	\$	7,000.00
2003	JANITORIAL SUPPLIES	\$	21,000.00
2006	CLOTHING AND UNIFORMS	\$	2,600.00
2007	FUELS, OIL, & LUBRICANTS	\$	5,000.00
2008	TIRES & TUBES	\$	1,000.00
2020	BUILDING MATERIALS AND SUPPLIES	\$	50,000.00
2021	PAINTS & METALS	\$	10,000.00
2022	PLUMBING & ELECTRICAL	\$	10,000.00
2023	PARTS AND REPAIRS	\$	30,000.00
2024	MAINTENANCE & SERVICE CONTRACTS	\$	17,000.00
2029	SMALL TOOLS <small>(LESS THAN CAPITALIZATION)</small>	\$	5,000.00
2030	CONCRETE	\$	500.00
	<u>OTHER SERVICES AND CHARGES</u>		
3002	MANAGEMENT CONSULTING	\$	10.00
3005	SPECIAL LEGAL	\$	-
3009	OTHER PROFESSIONAL SERVICES	\$	500.00
3020	TELEPHONE & FAX-LANDLINE	\$	3,500.00
3022	CELL PHONES & PAGERS	\$	2,000.00
3023	INTERNET CONNECTION	\$	500.00
3030	TRAVEL	\$	500.00
3040	ADVERTISING & PUBLICATIONS	\$	500.00
3052	FIRE & EXTENDED COVERAGE	\$	6,089.00
3053	FLEET LIABILITY	\$	2,000.00
3054	OTHER SUNDRY INSURANCE	\$	10.00
3055	GENERAL LIABILITY E.O.	\$	1,668.46
3060	UTILITIES - ELECTRICITY	\$	7,500.00
3061	UTILITIES - GAS	\$	3,000.00
3073	LEASE MACHINERY & EQUIP <small>(INCL. COPY MACH)</small>	\$	1,000.00
3090	DUES, MEMBERSHIPS, SUB	\$	-
3094	MEALS & LODGING	\$	500.00
3100	OTHER MISCELLANEOUS	\$	2,000.00
3101	TRAINING & EDUCATION	\$	500.00
3102	COMP SOFTWARE, SUPPORT/MAIN RECOVERY	\$	10.00
	<u>CAPITAL OUTLAY</u>		
4002	BUILDINGS AND IMPROVEMENTS	\$	36,000.00
4003	IMPROVEMENTS OTHER THAN BUILDINGS <small>(Above Cap)</small>	\$	15,000.00
4004	MACHINERY AND EQUIPMENT	\$	10,000.00
4005	VEHICLES	\$	19,000.00
	SUB TOTAL EXPENDITURES	\$	445,225.93
	TOTAL DEPARTMENT BUDGET	\$	863,717.36

Not listed

2022 Arkansas County Employees Salary Survey

CRAIGHEAD – Class 6

<u>County Judge</u> 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
<u>Quorum Court</u>		<u>Tax Collector Automation Fund</u>	
Justice of Peace 13 @	10,208	Chief Deputy	52,955
<u>County Clerk</u>	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	<u>Tax Assessor</u>	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
<u>Election Coordinator</u>	46,350	Personal Property Admin 2@	39,795
<u>Circuit Clerk</u>	-0-	Property Assessment Review	44,364
<u>Recorder Cost Fund</u>		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	<u>Veterans Service Officer</u>	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		
<u>Treasurer</u>	80,301		
Deputy Treasurer	42,604		
<u>Treasurer Automation Fund</u>			
Chief Deputy	52,955		
Deputy Part-Time	1,500		
<u>Tax Collector</u>	80,301		

2022 Arkansas County Employees Salary Survey

Road Department

County Judge ½	49,204
Road Superintendent	62,713
Western District Foreman	49,721
Eastern District Foreman	46,468
Shop Manager	46,468
GIS/911 Addressing Coordinator	43,804
Coordinator	41,902
Clerk	39,795
Mechanic 4@	44,622
Lead Equipment Operator 3@	44,089
Equipment Operators 44@	42,506
General Labor Part-Time 4@	20,000

Office of Emergency Management

OEM Director	54,101
Assistant OEM Director ½	22,760

Sheriff's Department

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 st Class 19@	1,500

Juvenile

Supervisor	52,955
Intake Officer	47,804
Intake Officer	43,981
Intake Officer 2@	41,902
Office Manager	41,200

Probation Officer 2@	41,902
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Jail

Facility/Jail Administrator	62,713
Assistant Jail Administrator	59,460
Assistant Administrator-Juvenile	49,721
Maintenance Administrator	52,955
Staff Accountant	44,009
Maintenance/Security	44,009
Booking OIC	45,414
Assistant OIC	42,604
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
Detention Officer 53@	40,497
Detention Officer/Office Mgr	43,307
Adult/Juvenile Part-Time	22,166
Night Shift Differential 30@	500
School/Service Promotion 30@	1,507

Coroner

80,301

GARLAND COUNTY
Position Description

JOB TITLE: Housekeeping/Maid

Exempt (Y/N): No	DEPARTMENT: Maintenance
DATE PREPARED: October, 1996 August 30, 2004	SUPERVISOR: Maintenance Supervisor

SUMMARY: The Housekeeping/Maid is responsible, under the supervision of the Maintenance Supervisor, to ensure that County buildings/offices are maintained in a clean and orderly condition for all employees and the public.

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

1. Sweep, mop, scrub, and vacuum hallways, stairs and office space.
2. Dust and polish furniture.
3. Clean and sanitize lavatories and toilets.
4. Replenish toilet paper, paper towels, and hand soap, as necessary.
5. Empty trash containers.
6. Wash walls, window-sills, woodwork, glass doors, water fountains, as necessary.
7. Notify supervisor concerning need for major repairs or additions to lighting, heating, and ventilating equipment.
8. Perform all duties and functions in a courteous and professional manner.

QUALIFICATION REQUIREMENTS:

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

EDUCATION and/or EXPERIENCE:

The incumbent must be able to read and write; follow directions either oral or written; and six (6) months previous experience in industrial cleaning is preferred. The employee should have previous experience in using industrial cleaners and knowledge in effective cleaning methods.

OTHER SKILLS and ABILITIES:

The employee must be able to trouble-shoot problems and react to emergencies in an efficient and timely manner. This person should be organized and be able to prioritize tasks. Good communication and interpersonal relations skills are required as this employee has frequent contact with all levels of employees and the public.

PHYSICAL DEMANDS:

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

While performing the duties of this job, the employee is regularly required to walk, stand, use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. Also, the employee is occasionally required to use tools and mechanical devices, therefore dexterity is of utmost importance.

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

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception.

WORK ENVIRONMENT:

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

The noise level in the work environment is usually moderate.

GARLAND COUNTY
 2022 Final Budget
 DEPT : 0108
 County General Services
 FUND : (1000) County General

PCN	Title	Grade	Current Annual Salary
2301	Maintenance Supervisor		56,232.52
2302	Maintenance Repair Techni		26,650.19
2303	Custodian		34,576.88 ¹
* 2304	Housekeeping Maid		29,808.75 <i>Steph Gwith</i>
2305	Custodian		28,708.42
Total Salaries			185,976.76

Line	Description	Budget 2022
1001	Salaries, Full-Time.....	185,976.76
1005	Overtime And Holiday Pay.....	1,000.00
1006	Social Security Matching.....	14,743.60
1007	Retirement Matching.....	29,525.74
1009	Health Insurance Matching.....	136,000.00
1010	Workmen's Compensation.....	7,000.00
1011	Unemployment Compensation.....	540.00
1012	Other Fringe Benefits.....	2,310.00
1017	Sick Leave Compensation.....	240.00
1018	Critical Position Lump Sum Vacation Holiday.....	2,500.00
Total Personal Services		379,836.10

2022 Arkansas County Employees Salary Survey

Not listed

GARLAND – Class 6

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

2022 Arkansas County Employees Salary Survey

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

2022 Arkansas County Employees Salary Survey

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

County Does not
Keep Job
Descriptions

2022 Arkansas County Employees Salary Survey

LONOKE – Class 5

County Judge ½ 42,000

Quorum Court

Justice of Peace per diem 13@ 583

Maintenance

Maintenance 38,178

Janitor 32,608

Janitor 29,573

Janitor 27,164

Aug. 33,115

County Clerk

Chief Deputy 70,000

Deputy 33,000

Chief Deputy Voter Reg 31,500

Chief Deputy Probate 29,747

Deputy 15,508

Deputy 3@ 29,572

Circuit Clerk

Chief Deputy 70,000

Deputy 30,481

Deputy 2@ 29,573

Deputy 2@ 27,164

Recorder Cost Fund

Chief Deputy 30,481

Deputy 2@ 27,164

Deputy 29,573

Treasurer

Chief Deputy 70,000

Deputy 29,704

Deputy 27,289

Admin Asst 43,333

Treasurer Automation Fund

Chief Deputy 39,270

Deputy Part-Time 27,000

Tax Collector

Deputy 70,000

Deputy 32,115

Deputy 31,022

Deputy 30,068

Deputy 29,568

Appropriation Part Time 15,000

Tax Collector Automation Fund

Chief Deputy 38,891

Deputy 31,960

Deputy 27,160

Appropriation Part Time 15,000

Tax Assessor

Chief Deputy (GIS) 70,000

Chief Deputy 36,496

Deputy 8@ 34,547

Appropriation Part Time 29,573

10,500

Veterans Service Officer

Appropriation Contract Labor 14,833

Road Department

County Judge ½ 42,000

Deputy 27,164

Clerical 34,487

Clerical Part Time 32,870

Road Foreman 51,282

Shop Foreman /Shop Mech 49,709

Grader Operator/Foreman 35,994

Grader Operator 41,187

CDL Truck Driver 2@ 37,450

CDL Truck Driver 42,546

CDL Truck Driver 40,362

CDL Truck Driver 36,911

CDL Truck Driver 42,546

CDL Dump Truck Driver 47,197

CDL Truck Driver Foreman 49,098

CDL Equipment Operator 48,333

Truck Driver/Equip Op 5@ 27,164

Equip Driver 4@ 27,164

Equip Op/Dozer/Grader 42,546

Trachoe Equipment Operator 42,400

Tractor Equipment Operator 38,178

Equipment Operator PT 22,005

Equipment Driver 27,164

Labor/Equipment Operator 36,911

Labor 3@ 33,397

Labor 2@ 29,009

Labor 27,164

Appropriation Part-Time 2@ 21,630

Office of Emergency Management

OEM Director 50,058



**2022 Saline County
Building Custodian
Job Description**

Exempt: No
Department: Building Maintenance
Reports To: Building Maintenance Supt/Building Maintenance Administrative Assistant
Location: 205 Southeast St. 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

Maintain a clean working environment for all staff and visitors. This is a "safety sensitive" position as defined by Act 593 of 2017.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Clean and sanitize bathrooms in assigned building(s). This duty is performed daily.
2. Vacuum all carpets. This duty is performed daily.
3. Mop all floors. This duty is performed daily.
4. Empty trash containers. This duty is performed daily.
5. Clean windows and polish fixtures. This duty is performed daily.
6. Clean all inside entries and hallways. This duty is performed daily.
7. Maintain outside walk areas including sweeping debris and washing walkways. This duty is performed daily.
8. Strip and wax floors. This duty is performed as needed.
9. Clean carpets. This duty is performed as needed.
10. Clean light fixtures. This duty is performed as needed.
11. Clean air vents. This duty is performed as needed.
12. Assists with the direction of work release inmates. 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

Mental alertness and adaptability to office and field area work routines. Equivalent to four years high school or GED, with particular emphasis during high school in office skills, shop skills, or others, plus 7 to 11 months related experience and/or training, or equivalent combination of education and experience.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Class "D" driver's license; high school diploma or GED

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 continuously required to stand; regularly required to walk, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl; frequently required to talk or hear; and occasionally required to taste or smell. The employee must occasionally 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; color vision; peripheral vision; depth perception; and ability to adjust focus.

ADDITIONAL INFORMATION

Work hours may be extended in the event of an emergency, disaster, manpower shortage, workload or work in progress. This is a "safety sensitive" position as defined by Act 593 of 2017.

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 Maintenance Department are assigned by the Building Maintenance Superintendent and/or the Building Maintenance Administrative Assistant and are subject to be changed when deemed in the best interest of the Maintenance 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.

SALINE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

Saline

David Smith

From: Christy Peterson <christy.peterson@salinecounty.org>
Sent: Monday, January 3, 2022 3:24 PM
To: David Smith
Cc: Joel Prince
Subject: RE: maintenance budget information

Mr. Smith I got your call and I???ve been swamped ever since with year end plus employees on quarantine.?? Our Maintenance department consists of the Building Supt plus 4 building maintenance workers and 5 fulltime custodians and 2 part-time custodians.?? The ranges for our positions are below:

- Building Supt. :
 - Hiring range of \$48,999 - \$55,124
 - Midpoint \$61,249
 - Max \$73,499
 - Budgeted \$61,755
- Building Maintenance Worker:
 - Hiring range of \$27,065 - \$30,449
 - Midpoint \$33,832
 - Max \$40,598
 - Our employees currently make \$30,449, 33,902, 37,309 and max at \$40,598
- Building Maint. Admin Asst/Custodian
 - Hiring range of \$25,- \$28,361
 - Midpoint \$31,512
 - Max \$37,814
 - Budgeted at \$32,649
- Custodian
 - Hiring range \$22,847-\$25,696
 - Midpoint \$28,551
 - Max \$34,264
 - Budgeted \$29,951, \$28,737, \$26,724, \$28,120

John Smith

Aug. 28,383

??
??

Our Building Supt is Joel Prince and I???ve copied him in this email as well so you can have his contact information.

??

Christy Peterson, PHR
HR Director
Saline County Courthouse
200 N. Main, Room 112
Benton, AR?? 72015
Phone 501-303-5658
Fax 501-315-1338

??



2022 Arkansas County Employees Salary Survey

SALINE – Class 6

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

2022 Arkansas County Employees Salary Survey

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
<u>Tax Assessor</u>	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
<u>Tax Assessor-Bryant</u>		Equipment Operator	31,831
Personal Property/Real	31,931	Equipment Operator	33,788
<u>Tax Assessor-GIS</u>		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	<u>Office of Emergency Management</u>	
<u>Veterans Service Office</u>		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
<u>Road Department</u>		<u>911 Emergency Services</u>	
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	<u>Sheriff's Department</u>	
		Sheriff	101,813
		Chief Deputy	82,049

2022 Arkansas County Employees Salary Survey

Internal Affairs/Training	63,979	Detention Corporal/Medic	37,377
CID Lieutenant	70,311	Detention Administration Clerk	32,047
CID Sergeant	47,946	Detention Officer/Kitchen	36,604
CID Corporal	44,547	Detention/Transport Corp	38,013
CID Inv 6@	41,386	Transport Sergeant	46,790
CID Inv	48,930	Detention Admin/Training	46,790
CID Inv	42,125	Transport Officer 4@	34,089
Patrol Lieutenant	61,510	Detention Sergeant 2@	46,790
Patrol Sergeant 4@	47,946	Appropriation Part-Time Help	13,500
Patrol Corporal 3@	44,547		
Patrol Corporal	47,946	<u>Coroner</u>	80,136
Admin Lieutenant	67,489	Deputy	41,927
Patrol 15@	41,386	Chief Deputy	53,074
Patrol	44,547	Appropriation Part-Time Help	12,000
Patrol	43,657		
Civil Process Officer	47,946		
Warrants Deputy	41,386		
Collector/Account	31,898		
Collector/Account 2@	38,804		
CID Secretary	37,276		
Administrative Assistant	35,054		
Warrants/Citation Clerk	32,364		
Finance Manager	52,193		
Property Officer	32,232		
Civil Process Officer	41,386		
Collector/Account	31,898		
Environ/Code Enforcement	18,771		
Victim Advocate	37,747		
Deputy-School Resource 3@	41,386		
Appropriation Part-Time Help	59,000		
<u>Juvenile</u>			
Director	65,937		
Intake Officer	43,863		
Intake Officer	51,215		
Probation Officer	42,634		
Probation Officer	40,532		
Probation Officer 2@	36,810		
Probation Officer	31,070		
Deputy Director	51,882		
Case Coordinator	35,888		
<u>Jail</u>			
Detention Admin Lieutenant	67,489		
Administrative Sergeant	49,040		
Detention Corporal 4@	37,377		
Detention Officer 23@	31,620		
Detention Officer 6@	32,243		

Sebastian County 2022

Custodian 0108/0446

Job Description

Job Code: 14201+
Exempt: No
Department: Court House Maintenance
Reports To: Facilities and Maintenance Superintendent
Location: Not indicated.
Date Prepared: April 26, 2010
Date Revised: June 29, 2021
Safety Sensitive: No

GENERAL DESCRIPTION OF POSITION

The incumbent is responsible for cleaning and maintenance of the county's buildings and grounds. The incumbent must prioritize when and how to complete tasks individually, as well as with their co-workers and supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Clean, dust, mop, varnish, and vacuum as required.
2. Empty all trash/recycling containers, clean and replace liners as needed.
3. Clean and restock bathrooms.
4. Perform spot cleaning as required to carpets and upholstery.
5. Ensure janitorial closet is restocked and clean.
6. Perform all maintenance duties in an efficient, safe, and timely manner.
7. Notify supervisor when supplies or repairs are needed.
8. Notify supervisor of problems that may arise.
9. Verify that all buildings are secure at all times.
10. 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

Mental alertness and adaptability to office and field area work routines. Equivalent to four years high school or GED, with particular emphasis during high school in office skills, shop skills, or others, plus 0 to 6 months related experience and/or training, or equivalent combination of education and experience.

COMMUNICATION SKILLS

Ability to read a limited number of words and recognize similarities and differences between words and between series of numbers; ability to write and speak simple sentences as a means for basic communication.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide numbers. Ability to perform these mathematical skills using money and other forms of measurement.

CRITICAL THINKING SKILLS

Ability to use common sense understanding in order to carry out simple multi-step instructions. Ability to deal with standardized situations with limited variables.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Not indicated.

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under immediate supervision, performs general assignments of work, with periodic check of performance by supervisor.

PLANNING

Limited responsibility with regard to specific assignments in planning time, method, manner, and/or sequence of performance of own work operations.

DECISION MAKING

Performs work operations which permit infrequent opportunity for decision-making of minor importance and which would only affect the operating efficiency of the individual involved to a slight degree.

MENTAL DEMAND

Slight mental demand. Operations requiring little attention and repeated successively at short intervals or non-repetitive, but of such a nature as to require little directed thinking.

ANALYTICAL ABILITY / PROBLEM SOLVING

Repetitive. Activities or duties using a pre-determined set of processes or directions coupled with nearby supervision. Learned things in situations where choice is simple or patterned.

RESPONSIBILITY FOR WORK OF OTHERS

Responsibility for work of others: Not indicated.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

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

ACCURACY

Probable errors of internal scope readily detected in normal course of work by standard check or routine crosscheck within a single department or office. Errors resulting from inaccuracy would create minor confusion, delay or expense to correct the situation.

ACCOUNTABILITY

FREEDOM TO ACT

Defined. Semi-repetitive prescribed processes and procedures with nearby supervision.

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

Minimal impact. Job is focused on non-supervisory decision making activities and has minor impact on the organization's end results.

PUBLIC CONTACT

No public contact.

EMPLOYEE CONTACT

Contacts occasionally with others beyond immediate associates, but generally of a routine nature. May obtain, present or discuss data, but only as pertains to an immediate and specific assignment. No responsibility for obtaining cooperation or approval of action or decision.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of non-complex machines and equipment (adding machines, calculators, copy/fax machines, etc.)

WORKING CONDITIONS

Somewhat disagreeable working conditions. Continuously exposed to one or two elements such as noise, intermittent standing, walking, pushing, carrying, or lifting. May involve some travel and/or work is at times, in the evening or during the night hours.

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, fumes or airborne particles, toxic or caustic chemicals, wet or humid 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, 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, use hands to finger, handle, or feel, reach with hands and arms; frequently required to stoop, kneel, crouch, or crawl, talk or hear; and occasionally required to climb or balance. The employee must occasionally lift and/or move up to 50 pounds; frequently lift and/or move up to 10 pounds. Specific

vision abilities required by this job include close vision; distance vision; and color vision.

ADDITIONAL INFORMATION

OTHER SKILLS and ABILITIES;

The incumbent must have ability to communicate with supervisor and fellow workers in order to complete assignments. Must be able to operate general cleaning equipment.

Must be able to push 100+ pounds on wheels.

2022 Arkansas County Employees Salary Survey

SEBASTIAN – Class 6

<u>County Judge</u>	101,852	Recorder Supervisor	48,785
Administrator	73,972	Senior Land Recorder	37,151
Executive Assistant	47,354	Senior Recorder	38,500
County Admin Executive Asst.	36,591	Assistant Recorder	34,783
		Election Manager Assistant	34,263
		Deputy Clerk	33,577
		Appropriation Part-Time	9,425
<u>Courthouse Security</u>		<u>Circuit Clerk</u>	47,527
Asst Supervisor	39,104	Chief Deputy	52,749
Bailiff 8@	34,079	Office Manager	53,154
Security	38,763	Sr Deputy/Criminal	37,689
Security	30,452	Sr Deputy/Civil	40,306
Security	31,635	Sr CV/DR & QA Deputy	43,035
Security	30,452	Sr Deputy/Records Mgmt	35,130
Security	33,268	Sr Deputy/Juvenile	36,760
Security	33,267	Sr Deputy/Probate	34,608
Security	31,635	Deputy/Juvenile	30,071
Appr Extra Help Security	40,560	Deputy/Criminal/Juvenile	33,796
		Deputy/Criminal	32,657
		Deputy/Circuit	29,600
		Deputy/Civil	30,104
		Deputy/Criminal	34,631
		Deputy/Civil	38,507
		Deputy/Support	30,071
		Appropriation Part-Time	28,275
<u>Maintenance</u>		<u>Election</u>	
Superintendent	54,069	Election Coordinator	36,088
Asst Superintendent	40,808		
Bldg Maint Tech/Carpenter	39,115		
Laborer/Building Maint	29,877		
Laborer/Building Maint	29,175		
Custodian 2 nd shift	28,226		
Custodian	25,517		
	Avg. 26,879		
		<u>Treasurer</u>	
<u>Quorum Court</u>		Treasurer/Tax Collector ½	49,279
Justice of Peace per diem 13@	567	Senior Deputy	39,014
		Senior Deputy	39,729
<u>County Clerk</u>		<u>Treasurer Automation Fund</u>	
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		
Deputy Clerk/Rec	36,084		
Election Manager Assistant	37,047	<u>Tax Collector</u>	
Approp Clerical Part-Time	9,425	Treasurer/Tax Collector ½	49,279
Approp Deputy Extra Help	2,700	Office Manager	41,900
Approp Deputy Extra Help	5,498	Office Manager	41,322
		Deputy	37,391
		Deputy 2@	34,961
		Deputy	35,979
		Deputy	36,678
<u>Recorder</u>		<u>Tax Collector Automation Fund</u>	
County Clerk/Recorder ½	47,527		
Chief Deputy Clerk/Recorder ½	26,375		
Office Manager Clerk/Recorder ½	22,297		

White

COURTHOUSE MAINTENANCE

PERSONAL SERVICES

1000-0108-1001

SALARIES, FULL TIME

1. RAY WOODARD , COURTS MAINT/SUPR COURTHOUSE	5/20/2019	\$44,158.00
<u>Base</u> <u>Step</u> (2 Yrs)		
\$38,922.00 \$4,836.00		\$43,758.00
\$1,683.00 10 \$16,830.00		
<u>Base</u> <u>Step</u> (3 Yrs)		
\$38,922.00 \$5,486.00		\$44,408.00
\$1,708.00 16 \$27,328.00		
2. MARTY LOHNES, LAW ENF. MAINT	12/3/2012	\$48,776.00
<u>Base</u> <u>Step</u> (Top)		
\$40,040.00 \$8,736.00		\$48,776.00
\$1,876.00 26 \$48,776.00		
3. JUSTIN EVANS	2/3/2020	\$40,842.00
COURTS MAINT/SUPR ASST		
<u>Base</u> <u>Step</u> (1 Yr)		
\$36,192.00 \$2,418.00		\$38,610.00
\$1,485.00 2 \$2,970.00		
<u>Base</u> <u>Step</u> (2 Yrs)		
\$36,192.00 \$4,836.00		\$41,028.00
\$1,578.00 24 \$37,872.00		
4. CINDY CLEMONS, JANITORIAL	12/4/2006	\$37,232.00
MILLS, WCOB, ACCESS, COUNTY CLRK		
<u>Base</u> <u>Step</u> (Top)		
\$28,496.00 \$8,736.00		\$37,232.00
\$1,432.00 26 \$37,232.00		
5. ROSALEE QUATTLEBAUM, JANITORIAL	4/10/2017	\$35,107.00
COURTS, PA OFFICE, 9-1-1		
<u>Base</u> <u>Step</u> (4 Yrs)		
\$28,496.00 \$6,136.00		\$34,632.00
\$1,332.00 7 \$9,324.00		
<u>Base</u> <u>Step</u> (5 Yrs)		
\$28,496.00 \$6,786.00		\$35,282.00
\$1,357.00 19 \$25,783.00		
6. ROSF MARY MAHONEY, JANITORIAL	1/1/2019	\$33,982.00
COURTHOUSE, EXTENSION		
<u>Base</u> <u>Step</u> (3 Yrs)		
\$28,496.00 \$5,486.00		\$33,982.00
\$1,307.00 26 \$33,982.00		

TOTAL SALARIES, FULL TIME \$240,097.00

1000-0108-1006	SOCIAL SECURITY	\$18,363.00
1000-0108-1007	RETIREMENT	\$37,816.00
1000-0108-1009	HEALTH INSURANCE	\$36,864.00

Avg.
35,440

Not listed

2022 Arkansas County Employees Salary Survey

WHITE -Class - 6

County Judge	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
Quorum Court		Tax Assessor Automation Fund	
Justice of Peace per diem 8@	908	Appropriation Part-Time	6,580
Justice of Peace per diem	858	Veterans Service Office	
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
County Clerk	76,336	Road Department	
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
Election Coordinator	43,829	Truck Driver	35,995
		Truck Driver	35,270
Circuit Clerk	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
Recorder Cost Fund		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
Treasurer	76,336	Sign Maintenance	37,395
Chief Deputy	46,564	Operator 2@	32,278
Tax Collector	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
Tax Collector Automation Fund		Operator	39,806
Appropriation Part-Time	7,840	Operator	38,431
Tax Assessor	75,036	Operator	37,731
		Operator	39,956
		Operator	35,719
		Special Operator	37,955
		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
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
<u>Office of Emergency Management</u>		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
<u>Emergency 911</u>		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	<u>Cops in School Fund</u>	
Dispatcher	31,680	Beebe School District	45,136
Dispatcher	37,158	Riverview School District	43,686
Dispatcher	33,447	White County Central School Dist	42,536
Dispatcher	35,958	Pangburn School District	45,136
Appropriation Part-Time	7,082		
		<u>Juvenile</u>	
<u>Sheriff's Department</u>		Intake Officer	48,607
Sheriff	85,082	Probation Officer	40,755
Chief Deputy	60,408	Truancy Officer	40,605
Office Manager	44,242	Probation Officer	39,980
Patrol Captain	54,452	Officer	41,580
Captain Jail Administrator	54,452		
Clerical 5@	37,232	<u>Jail</u>	
Bookkeeper	37,232	Lieutenant	48,736
Clerical	34,932	Lieutenant	40,558
Deputy	41,461	Sergeant 2@	32,438
Deputy 5@	45,136	Sergeant	34,856
Deputy 2@	48,736	Sergeant	39,066
Deputy	42,786	Sergeant	39,139
Deputy	42,111	Jailer 14@	31,238
Deputy	36,958		
Deputy 2@	45,136		
Deputy	43,161		

2022 Arkansas County Employees Salary Survey

Jailer 5@	39,416
Jailer 2@	31,982
Jailer 2@	31,331
Jailer 2@	32,168
Jailer	31,610
Jailer	35,144
Jailer	31,889
Jailer	33,005
Jailer	32,912
Jailer	33,749
Jailer	35,330
Jailer	33,563
Jailer	32,447
Jailer	33,842
<u>Coroner</u>	35,542
Chief Deputy	13,381
Deputy	9,666
Deputy	5,238