

TIM LANE
Scott County Sheriff

Item #7
3/6/18

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Chief Deputy Sheriff

BRYCE SCHMIDT
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Date: March 6, 2018

Memo To: Board of Supervisors

From: Sheriff Lane

REF: Overfilling Jail Senior Accounting Clerk Position

The Sheriff's Office is requesting the ability to overfill the jail senior accounting clerk position in the jail office. There are only 2 positions in the jail office, the senior accounting clerk and the inmate services clerk. The current inmate services clerk position will be vacant after April 4, 2018 and the current senior accounting clerk position will become vacant at the end of April, 2018 at the earliest. Of the two positions, the senior accounting clerk position will take more extensive training, and working one-on-one with the current senior accounting clerk will be invaluable training for the incumbent.

I'm not requesting any additional funding to accomplish this overfill or asking for a permanent change to my table of organization. I feel confident the Sheriff's Office budget can absorb the costs. It is likely it will be almost four weeks before we will get the individual hired and by that time, the inmate services clerk position will be vacant.

I appreciate your consideration of the matter as I work toward maximizing the onboarding of staff in the Jail.

THE COUNTY AUDITOR'S SIGNATURE CERTIFIES
THAT THIS RESOLUTION HAS BEEN FORMALLY
APPROVED BY THE BOARD OF SUPERVISORS ON

DATE

SCOTT COUNTY AUDITOR

R E S O L U T I O N

SCOTT COUNTY BOARD OF SUPERVISORS

March 8, 2018

APPROVAL OF THE REQUEST TO OVERFILL THE JAIL SENIOR ACCOUNTING CLERK POSITION.

BE IT RESOLVED BY the Scott County Board of Supervisors as follows:

- Section 1. That the request to overfill the Jail senior accounting clerk position
in the jail is hereby approved as presented.
- Section 2. This resolution shall take effect immediately.