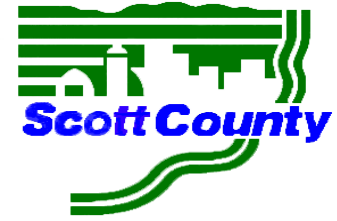


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December 9, 2020

RE: Hiring Request

The County Attorney's Office will be losing a long time employee to retirement at the end of December. Rita Harkins is currently the Case Expeditor. She has held that position since its origin. The Case Expeditor is a "stand alone" position, therefore the request to overfill for training is essential. The attorneys rely heavily on Rita's assistance and knowledge in order to expedite defendants through the system.

The Case Expeditor coordinates with the Scott County Attorneys, the Scott County Jail, various other jail and hospital facilities, the Department of Corrections, and defense attorneys on a daily basis. She works with orders to transport, competency evaluations and probation violations. Rita has been a key component in streamlining processes over the years.

In order to take full advantage of Rita's institutional knowledge, we are requesting that we overfill her replacement beginning December 14, 2020 to allow for proper training of the unique processes required. This will still be a short amount of time for training, but will be extremely helpful in working toward a smooth transition.

The replacement comes from the Sheriff's Office and both departments have agreed upon the start date and will coordinate training replacements in both the Attorney's Office and the Jail.

Thank you for your consideration.

Michael J. Walton
Scott County Attorney

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

December 10, 2020

APPROVAL OF THE REQUEST TO OVERFILL THE CASE EXPEDITOR POSITION.

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

- Section 1. That the request to overfill the Case Expeditor position in the Attorney's Office for three weeks is hereby approved.
- Section 2. This resolution shall take effect immediately.