

**TIM LANE**  
**Scott County Sheriff**



**SHAWN ROTH**  
Chief Deputy Sheriff

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**BRYCE SCHMIDT**  
Chief Deputy Sheriff

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Date: February 28, 2023

Memo To: Board of Supervisors

From: Major Shawn Roth

**REF: Over-hire part-time Senior Office Assistant due to resignation**

Due to the upcoming departure of the Sheriff's Office part-time senior office assistant, I am requesting to over-hire for this vacancy for up to 4 weeks. This over-hire will allow adequate training time for the outgoing senior office assistant to train the new staff member. The cost for the over-hire for 4 weeks is approximately \$2,000. The Sheriff's Office is not asking for any adjustments to our current budget to accommodate the over-hire.

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 2, 2023

APPROVAL OF TEMPORARY OVER-HIRE OF .6 FTE SENIOR OFFICE ASSISTANT  
IN THE SHERIFF'S CIVIL OFFICE FOR UP TO FOUR (4) WEEKS TO ENABLE  
PROPER TRAINING

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

- Section 1. That the Board hereby approves the temporary over-hire of .6 FTE Senior Office Assistant for up to four (4) weeks to enable proper training.
- Section 2. This resolution shall take effect immediately.