

TIM LANE
Scott County Sheriff



SHAWN ROTH
Chief Deputy Sheriff

EMERGENCY 9-1-1
(563) 326-8625
(563) 326-8689 (FAX)

400 West 4th Street
Davenport, Iowa 52801-1104

BRYCE SCHMIDT
Chief Deputy Sheriff

www.scottcountyiowa.com/sheriff
sheriff@scottcountyiowa.com

Date: October 24, 2023
Memo To: Board of Supervisors
From: Major Shawn Roth

REF: Over-hire full-time Senior Office Assistant due to retirement of full-time Civil Records Specialist

Due to the upcoming opening in the Sheriff's Office of the full-time senior office assistant, (the retirement of the full-time civil records specialist on 01/02/2024, filled by the current full-time senior office assistant) I am requesting to over-hire for this vacancy for up to 5 weeks. This over-hire will allow adequate training time for the outgoing civil records specialist to train the current senior office assistant in her new role, and the current office assistant to train the newly hired senior office assistant. The cost for the over-hire, for 5 weeks, is approximately \$6,650 for salary and benefits. 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

October 26, 2023

APPROVAL OF TEMPORARY OVER-HIRE OF 1.0 FTE SENIOR OFFICE ASSISTANT
IN THE SHERIFF'S CIVIL OFFICE FOR UP TO FIVE (5) 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 1.0 FTE Senior Office Assistant for up to five (5) weeks to enable proper training.
- Section 2. This resolution shall take effect immediately.