

LAWRENCE COUNTY
PERSONNEL REQUEST FORM

EMPLOYEE NAME: Sheri Williams

EMPLOYEE CONTACT NUMBER: 578-3930

CHECK ONE: () New Hire Step Raise () Classification Change

RESIDENT OF LAWRENCE COUNTY: YES NO

NEPOTISM WITHIN OFFICE: YES NO

EMPLOYEE MANUAL WAIVER NEEDED: YES NO

DEPARTMENT: Register of Deeds

POSITION: Recording Clerk

GRADE 1 2 3

BASE PAY \$ 16.67

EMPLOYEE CLASSIFICATION:

Full-Time (40)

Three-Quarter Time (30-39)

Half-Time (20-29)

Part-Time (under 20)

And

Permanent

Seasonal

Temporary

Reserve

Fill-In

EMPLOYEE EFFECTIVE DATE OF HIRE / CHANGE: Jan. 5, 2020

TRAINING HOURS: YES NO How Many? _____ Rate: \$ _____

PLEASE SUBMIT FORM TO THE AUDITOR'S OFFICE PRIOR TO COMMISSIONERS MEETING.

Sheree L Green
Department Head Signature

Dec. 12, 2019
Date