



LAWRENCE COUNTY
PERSONNEL REQUEST FORM

EMPLOYEE NAME: HEATHER HERRMAN

EMPLOYEE CONTACT NUMBER: 605-639-9910

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: TREASURER'S OFFICE

POSITION: ACCT CLK/ REC CLK

GRADE 1 2 3

BASE PAY \$ 15.76

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: JULY 23, 2021

may be sooner if current job lets her leave sooner

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

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

Deb Tindle
Department Head Signature

7-12-21
Date