

LAWRENCE COUNTY
PERSONNEL REQUEST FORM

EMPLOYEE NAME: Janelle Madsen

EMPLOYEE CONTACT NUMBER: 641-0898

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: State's Attorney's Office

POSITION: Admin Secretary

GRADE
1 2 3

BASE PAY \$ 17.35

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: 8-4-2021

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

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


Department Head Signature

7/20/21
Date