

LAWRENCE COUNTY  
PERSONNEL REQUEST FORM

EMPLOYEE NAME: Sheri Williams

EMPLOYEE CONTACT NUMBER: 605-578-3930

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 \$ 18.46

EMPLOYEE CLASSIFICATION:

- Full-Time (40)
- Three-Quarter Time (30-39)
- Half-Time (20-29)
- Part-Time (under 20)

*As of July 10<sup>th</sup>  
been here for 2 years.*

And

- Permanent
- Seasonal
- Temporary
- Reserve
- Fill-In

EMPLOYEE EFFECTIVE DATE OF HIRE / CHANGE: August 16, 2021

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

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

*David Hansen*  
Department Head Signature

7/29/2021  
Date