

LAWRENCE COUNTY  
PERSONNEL REQUEST FORM

EMPLOYEE NAME: Becky Mins

EMPLOYEE CONTACT NUMBER: \_\_\_\_\_

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: Equalization

POSITION: Administrative 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)

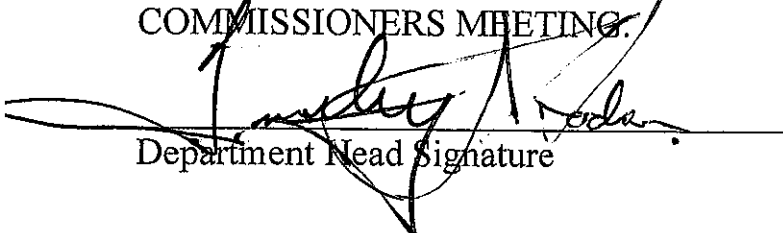
And

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

EMPLOYEE EFFECTIVE DATE OF HIRE / CHANGE: 8-23-21

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

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

  
Department Head Signature

8-9-21  
Date