

LAWRENCE COUNTY  
PERSONNEL REQUEST FORM

EMPLOYEE NAME: Jessica L. Lord

EMPLOYEE CONTACT NUMBER: 605-430-8854

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: Planning & Zoning

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: 11/29/2021

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

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

Aubrey Vogt  
Department Head Signature

11/18/2021  
Date