

LAWRENCE COUNTY  
PERSONNEL REQUEST FORM

EMPLOYEE NAME: Raygan Mattson

EMPLOYEE CONTACT NUMBER: 605-920-8405

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: Sheriff's Office

POSITION: Secretary 1

GRADE  1  2  3

BASE PAY \$ 18.07

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: 01/25/2022

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

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

[Signature]  
Department Head Signature

1-21-22  
Date

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POSITION: Dispatch 1

GRADE  1  2  3

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