

LAWRENCE COUNTY  
PERSONNEL REQUEST FORM

EMPLOYEE NAME: Lisa Smith

EMPLOYEE CONTACT NUMBER: 605-580-5640

CHECK ONE:  New Hire  Step Raise  Classification Change

RESIDENT OF LAWRENCE COUNTY:  YES  NO  
*Dual Role employee*

NEPOTISM WITHIN OFFICE:  YES  NO  
*Lives in Belle Fourche*

EMPLOYEE MANUAL WAIVER NEEDED:  YES  NO

DEPARTMENT: Sheriff's Office

POSITION: Dispatch 1

GRADE  1  2  3

BASE PAY \$ 20.22

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: 01/30/2022

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

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

  
Department Head Signature

02/02/22  
Date