

LAWRENCE COUNTY
PERSONNEL REQUEST FORM

EMPLOYEE NAME: LISA KITZMILLER

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 \$ 19.38

EMPLOYEE CLASSIFICATION:

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

Hire Date: Feb. 8, 2021

And

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

EMPLOYEE EFFECTIVE DATE OF HIRE / CHANGE: MAY 23, 2022

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

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

David Hansen
Department Head Signature

5/12/2022
Date

LAWRENCE COUNTY
PERSONNEL REQUEST FORM

EMPLOYEE NAME: MARIE CARR

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: ADMIN SECRETARY

GRADE 1 2 3

BASE PAY \$ 21.29

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

Hire Date: Jan. 4, 2010

EMPLOYEE EFFECTIVE DATE OF HIRE / CHANGE: MAY 23, 2022

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

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

David Hansen
Department Head Signature

5/12/2022
Date