11/19/13
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HUMAN RESOURCES DEPARTMENT

WOODBURY COUNTY, IOWA

DATE: November 19, 2013

AUTHORIZATION TO INITIATE HIRING PROCESS

DEPARTMENT	POSITION	ENTRY LEVEL	APPROVED	DISAPPROVED
County Attorney	Temporary Assistant County Attorney	Wage Plan: $20.00/hour	X	
	*Please See Attached Memo of Explanation.			

Chairman, Board of Supervisors

(AUTHFORM.doc/FORMS)

MEMORANDUM

Date: November 13, 2013
To: Board of Supervisors
From: PJ Jennings
RE: Request to hire Temporary Employee

Supervisors:

I just received a request from a newly licensed Iowa attorney to come volunteer his services to our office while he continues his search for fulltime employment. This individual is a member of our reserve military and has served several tours of duty for our country.

While I do believe that our office can certainly accommodate his wishes to obtain some valuable legal experience, I believe that he should be compensated for this work as he will be held to the same standards as anyone else performing legal work in the office. This request will not require any further monetary assistance from the board during this temporary period.

The licensed attorney that I am bringing on board has previously worked as a legal intern in the U.S. Attorney's office and should fit well into our structure. Further, because this person is licensed he can fulfill most all of the duties of assistant attorney.