

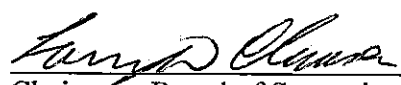
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06/10/14

HUMAN RESOURCES DEPARTMENT
WOODBURY COUNTY, IOWA

DATE: June 10, 2014

AUTHORIZATION TO INITIATE HIRING PROCESS

DEPARTMENT	POSITION	ENTRY LEVEL	APPROVED	DISAPPROVED
County Treasurer	Senior Clerk – Tax	AFSCME Courthouse Contract Grade 4: \$16.12/hr or per Contract language.	X	
Veteran Affairs	Service Officer	Wage Plan: \$17.76/hour	X	
	*Please See Attached Memos of Explanation.			


Chairman, Board of Supervisors


To: Woodbury County Board of Supervisors
From: Michael Clayton
Date: June 4, 2014
Subject: Filling vacancy in the Tax Vehicle Department

I am requesting permission to fill the vacancy created in the Tax office by the separation of Anna Kounas.

Three and a half years ago, we reduced staff by one. The services that we provide are not a matter of life and death, but as a government agency tasked with the requirement to provide basic services, we will need adequate staff to provide these services.

This is a critical position as it is back up for the Bookkeeping Deputy.

Thank you for your time and consideration.

A handwritten signature in cursive script that reads "Michael R. Clayton". The signature is written in black ink and is positioned above the typed name and title.

Michael R. Clayton
Woodbury County Treasurer

cc Human Resources



Woodbury County Commission of Veteran Affairs
1211 Triview Avenue
Sioux City, Iowa 51103
Phone: 712-279-6605
Fax: 712-224-4093



Ronald Kerr
Chairman

Vicki DeWitt
Secretary

Leon Koster
Member

TO: WOODBURY COUNTY BOARD OF SUPERVISORS

**FROM: WOODBURY COUNTY
COMMISSION OF VETERAN AFFAIRS
1211 TRIVIEW AVE
SIOUX CITY, IOWA 51103
Telephone: (712) 279-6606
FAX (712) 224-4093**

DATE: June 3, 2014

SUBJECT: Authorization for Hire of County Veteran Service Officer

MESSAGE: Due to the resignation of our current Service Officer, Zach Lux, the Commission requests authorization for hire of his replacement. His last day is June 17, 2014. We would like to fill his position as quickly as possible. I certify that our Department would not be able to function without refilling this position. Feel free to contact me should you have any questions. Thank you.

Sincerely,

Danielle Dempster, Executive Director/CVSO
On behalf of the Commission of Veteran Affairs