

  
**MADISON COUNTY MISSISSIPPI**  
**JUSTICE COURT**

MARTINA GRIFFIN, J.C.J.  
MARSHA STACEY, J.C.J.

LLOYD SPIVEY, J.C.J.  
BRUCE MCKINLEY, J.C.J.

CHERYL HORN, J.C.C.

October 11, 2017

To the Madison County Board of Supervisors:

I, Cheryl Horn, clerk of the Madison County Justice Court is requesting that you employ, Susan McCarty, as my consultant on a part-time basis, with no benefits, for up to six months, working ten hours weekly at twenty dollars an hour to work with the IT and programmers in getting the necessary and statutory forms into the Justice Court data base, to further train me in preparing yearly reports and to work on the accounts receivables to ensure that all necessary steps are taken to monitor these. Thank you for considering my request.

Sincerely,

  
Cheryl Horn, JCC

WADISON COUNTY  
PERSONNEL ACTION

Department Madison County Detention Center  
Job title Detention Officer  
Effective Date 10-09-2017

Employee Name Robert Jackson  
Employee # \_\_\_\_\_

Hire

Full-time  Part-time  Temporary  Hourly  Salaried

Position: \_\_\_\_\_  
new position or replacement

Rate of Pay \$15.50

If so, whom? Lakisha Quinn

- Job references checked (if applicable)
- Background checked (if applicable)
- Driving Record checked (if applicable)

Promotion

From Position: \_\_\_\_\_ To Position: \_\_\_\_\_  
Rate of Pay \$ \_\_\_\_\_ Rate of Pay \$ \_\_\_\_\_

Termination

- Death
- Dismissed
- Resigned
- Retired

Documentation Attached

Approval of Elected Official or Department Head

Printed Name Major Chuck McNeal Signature [Signature] Date 10-4-17

Forward to Administration for Paperwork Processing

Administrative paperwork

	Initials	Date
Copy to Payroll	_____	_____
Copy to HR	_____	_____
Copy to Comptroller	_____	_____
Copy for BOS Agenda	_____	_____