

**MADISON COUNTY
PERSONNEL ACTION**

Department BOS/Justice Court Employee Name Comelia Walker
 Job title Receptionist/Clerical Employee SS # 8000
 Effective Date 12/4/2017

Hire

Full-time Part-time Temporary Hourly Salaried
 Position: _____ new position or replacement if so, whom? _____

Rate of Pay \$ 10.00

- 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 Shelton Vance/Cheryl Horn Signature  Date 11/29/2017

Forward to Administration for Paperwork Processing

Administrative paperwork

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