

**MADISON COUNTY
PERSONNEL ACTION**

Department Justice Court Employee Name Lisa Lee
 Job title Deputy Clerk Employee SS # _____
 Effective Date March 5, 2018

Hire

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

Rate of Pay \$ 14.00 hourly

- 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 Cheryl Horn, JCC Signature  Date 02/14/2018

Forward to Administration for Paperwork Processing

Administrative paperwork

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