

Leslie Lacour

From: Norman Cannady <normancannady@gmail.com>
Sent: Tuesday, June 26, 2018 4:19 PM
To: Don Jorgenson
Cc: Leslie Lacour; CJ Garavelli
Subject: Fwd: Assessment Evaluator II (AEII) Certification Granted

Congratulations Don!

Sent from my iPhone

Begin forwarded message:

From: "Camp, Jason" <jason.camp@msstate.edu>
Date: June 26, 2018 at 4:00:12 PM CDT
To: "normancannady@gmail.com" <normancannady@gmail.com>
Subject: Assessment Evaluator II (AEII) Certification Granted

Good Afternoon,

This email is to inform you that **Donald Jorgenson** has been awarded the **Assessment Evaluator II (AEII)** designation. The information below has been mailed to the applicant and should be used for documentation for the financial bonus. If you need additional information about this designation please let me know.

Dear Donald Jorgenson,

The Mississippi Education and Certification Program (MECP) Advisory Board has approved all Track II applications for advanced certification, including those applying for AEII Certification. On behalf of the Board, I have the privilege of notifying you that you were granted AEII Certification. Congratulations!

According to Section 27-3-52 of the *Mississippi Code* which was adopted by the Legislature in 1980, you may now qualify for a **\$2,000** annual financial bonus.

When any tax assessor and/or his deputies or assistants attend and successfully complete all qualifications pursuant to the Mississippi Education and Certification Program and receive the certification level of Track II, Evaluator 1, they shall receive an additional One Thousand Dollars (\$1,000.00) annually beginning the next fiscal year after completion.

... and receive the certification level of Track II, Evaluator II, they shall receive an additional One Thousand Dollars (\$1,000.00) annually

The presentation of all Track II applications for advanced certification, including those applying for AEII Certification, will take place at the Mississippi Assessors and Collectors Fall Conference awards luncheon to be held on Wednesday, October 24, 2018. The date of the fall conference, which will be held in Natchez, MS is October 22-24, 2018.

Please refer to The Red Book (11th Edition) for more information about the benefits associated with this advanced level of certification. The Advisory Board encourages you to continue your education by earning all levels of certification within the MECP. Should you have any questions regarding your status within the Mississippi Education and Certification Program, please feel free to contact me at (662) 325-3141 or e-mail jason.camp@msstate.edu and congratulations again on obtaining your AEII.

Jason Camp

Extension Instructor

Center for Government & Community Development

Mississippi State University Extension Service

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PO 9643 | Mississippi State, MS 39762

662-325-3141 (voice) | 662-325-8954 (fax) | Jason.Camp@msstate.edu | gcd.msucare.com



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Leslie Lacour

From: Norman Cannady <normancannady@gmail.com>
Sent: Tuesday, June 26, 2018 4:13 PM
To: Don Jorgenson
Cc: Leslie Lacour; CJ Garavelli
Subject: Fwd: Mississippi Assessment Evaluator (MAE) Designation Granted

Congratulations Don!

Sent from my iPhone

Begin forwarded message:

From: "Camp, Jason" <jason.camp@msstate.edu>
Date: June 26, 2018 at 4:04:17 PM CDT
To: "normancannady@gmail.com" <normancannady@gmail.com>
Subject: Mississippi Assessment Evaluator (MAE) Designation Granted

Good Afternoon,

This email is to inform you that **Donald Jorgenson** has been awarded the **Mississippi Assessment Evaluator (MAE)** designation. The information below has been mailed to the applicant and should be used for documentation for the financial bonus. If you need additional information about this designation please let me know.

Dear Donald Jorgenson,

On behalf of the Mississippi Education and Certification Advisory Board, I am pleased to inform you that you have successfully completed all of the requirements for the Mississippi Assessment Evaluator (MAE) designation. Congratulations!

According to Section 27-3-52 of the *Mississippi Code* which was adopted by the Legislature in 1980, you may now qualify for a **\$3,500** annual financial bonus.

When any tax assessor and/or his deputies or assistants attend and successfully complete all qualifications pursuant to the Mississippi Education and Certification Program and receive the certification level of Track II, Evaluator 1, they shall receive an additional One Thousand Dollars (\$1,000.00) annually beginning the next fiscal year after completion.

... and receive the certification level of Track II, Evaluator II, they shall receive an additional One Thousand Dollars (\$1,000.00) annually ...

... and receive the certification level of Mississippi Assessment Evaluator (MAE), they shall receive an additional One Thousand Five Hundred Dollars (\$1,500.00) annually ...

The presentation of all Track II applications for advanced certification, including those applying for MAE Certification, will take place at the Mississippi Assessors and Collectors Fall Conference awards luncheon to be held on Wednesday, October 24, 2018. The date of the fall conference, which will be held in Natchez, MS is October 22-24, 2018. **Please make plans to attend the conference so that you may be recognized at the presentation ceremony.**

Please refer to The Red Book (11th Edition) for more information about the benefits associated with this advanced level of certification. The Advisory Board encourages you to continue your education by earning all levels of certification within the MECP. Should you have any questions regarding your status within the Mississippi Education and Certification Program, please feel free to contact me at (662) 325-3141 or e-mail Jason.camp@msstate.edu and congratulations again on obtaining your MAE.

Jason Camp

Extension Instructor

Center for Government & Community Development

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Leslie Lacour

From: Norman Cannady <normancannady@gmail.com>
Sent: Tuesday, June 26, 2018 4:15 PM
To: Sommer Jackson
Cc: Leslie Lacour; CJ Garavelli
Subject: Fwd: Assessment Evaluator II (AEII) Certification Granted

Congratulations Sommer!

Sent from my iPhone

Begin forwarded message:

From: "Camp, Jason" <jason.camp@msstate.edu>
Date: June 26, 2018 at 4:00:12 PM CDT
To: "normancannady@gmail.com" <normancannady@gmail.com>
Subject: Assessment Evaluator II (AEII) Certification Granted

Good Afternoon,

This email is to inform you that **Sommer Jackson** has been awarded the **Assessment Evaluator II (AEII)** designation. The information below has been mailed to the applicant and should be used for documentation for the financial bonus. If you need additional information about this designation please let me know.

Dear Sommer Jackson,

The Mississippi Education and Certification Program (MECP) Advisory Board has approved all Track II applications for advanced certification, including those applying for AEII Certification. On behalf of the Board, I have the privilege of notifying you that you were granted AEII Certification. Congratulations!

According to Section 27-3-52 of the *Mississippi Code* which was adopted by the Legislature in 1980, you may now qualify for a **\$2,000** annual financial bonus.

When any tax assessor and/or his deputies or assistants attend and successfully complete all qualifications pursuant to the Mississippi Education and Certification Program and receive the certification level of Track II, Evaluator 1, they shall receive an additional One Thousand Dollars (\$1,000.00) annually beginning the next fiscal year after completion.

... and receive the certification level of Track II, Evaluator II, they shall receive an additional One Thousand Dollars (\$1,000.00) annually

The presentation of all Track II applications for advanced certification, including those applying for AEII Certification, will take place at the Mississippi Assessors and Collectors Fall Conference awards luncheon to be held on Wednesday, October 24, 2018. The date of the fall conference, which will be held in Natchez, MS is October 22-24, 2018.

Please refer to The Red Book (11th Edition) for more information about the benefits associated with this advanced level of certification. The Advisory Board encourages you to continue your education by earning all levels of certification within the MECF. Should you have any questions regarding your status within the Mississippi Education and Certification Program, please feel free to contact me at (662) 325-3141 or e-mail Jason.camp@msstate.edu and congratulations again on obtaining your AEII.

Jason Camp

Extension Instructor

Center for Government & Community Development

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EXTENSION

Leslie Lacour

From: Norman Cannady
Sent: Tuesday, June 26, 2018 5:05 PM
To: Jeff Hodgins
Cc: Leslie Lacour; CJ Garavelli
Subject: Fwd: Correction on AEI Letters

Congratulations Jeff!

Sent from my iPhone

Begin forwarded message:

From: Norman Cannady <normancannady@gmail.com>
Date: June 26, 2018 at 4:56:05 PM CDT
To: <Norman.Cannady@madison-co.com>
Subject: Fwd: Correction on AEI Letters

Sent from my iPhone

Begin forwarded message:

From: "Camp, Jason" <jason.camp@msstate.edu>
Date: June 26, 2018 at 4:25:58 PM CDT
To: "normancannady@gmail.com" <normancannady@gmail.com>
Subject: Correction on AEI Letters

Good Afternoon,

This email is to inform you that **Jeff Hodgins** has been awarded the **Assessment Evaluator I (AEI)** designation. The information below has been mailed to the applicant and should be used for documentation for the financial bonus. If you need additional information about this designation please let me know.

Dear Jeff Hodgins,

The Mississippi Education and Certification Program (MECP) Advisory Board has approved all Track II applications for advanced certification, including those applying for AEI Certification. On behalf of the Board, I have the privilege of notifying you that you were granted AEI Certification. Congratulations!

According to Section 27-3-52 of the *Mississippi Code* which was adopted by the Legislature in 1980, you may now qualify for a **\$1,000** annual financial bonus.

When any tax assessor and/or his deputies or assistants attend and successfully complete all qualifications pursuant to the Mississippi Education and Certification Program and receive the certification level of Track II, Evaluator 1, they shall receive an additional One Thousand Dollars (\$1,000.00) annually beginning the next fiscal year after completion.

The presentation of all Track II applications for advanced certification, including those applying for AEI Certification, will take place at the Mississippi Assessors and Collectors Fall Conference awards luncheon to be held on Wednesday, October 24, 2018. The date of the fall conference, which will be held in Natchez, MS is October 22-24, 2018.

Please refer to The Red Book (11th Edition) for more information about the benefits associated with this advanced level of certification. The Advisory Board encourages you to continue your education by earning all levels of certification within the MECP. Should you have any questions regarding your status within the Mississippi Education and Certification Program, please feel free to contact me at (662) 325-3141 or e-mail Jason.camp@msstate.edu and congratulations again on obtaining your AEI.

Jason Camp

Extension Instructor

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EXTENSION

Leslie Lacour

From: Norman Cannady
Sent: Tuesday, June 26, 2018 5:05 PM
To: Staci Powell
Cc: Leslie Lacour; Diane Barber
Subject: Fwd: Correction on AEI Letters

Congratulations!

Sent from my iPhone

Begin forwarded message:

From: Norman Cannady <normancannady@gmail.com>
Date: June 26, 2018 at 4:55:44 PM CDT
To: <Norman.Cannady@madison-co.com>
Subject: Fwd: Correction on AEI Letters

Sent from my iPhone

Begin forwarded message:

From: "Camp, Jason" <jason.camp@msstate.edu>
Date: June 26, 2018 at 4:25:59 PM CDT
To: "normancannady@gmail.com" <normancannady@gmail.com>
Subject: Correction on AEI Letters

Good Afternoon,

This email is to inform you that **Stacy Powell** has been awarded the **Assessment Evaluator I (AEI)** designation. The information below has been mailed to the applicant and should be used for documentation for the financial bonus. If you need additional information about this designation please let me know.

Dear Stacy Powell,

The Mississippi Education and Certification Program (MECP) Advisory Board has approved all Track II applications for advanced certification, including those applying for AEI Certification. On behalf of the Board, I have the privilege of notifying you that you were granted AEI Certification. Congratulations!

According to Section 27-3-52 of the Mississippi Code which was adopted by the Legislature in 1980, you may now qualify for a \$1,000 annual financial bonus.

When any tax assessor and/or his deputies or assistants attend and successfully complete all qualifications pursuant to the Mississippi Education and Certification Program and receive the certification level of Track II, Evaluator 1, they shall receive an additional One Thousand Dollars (\$1,000.00) annually beginning the next fiscal year after completion.

The presentation of all Track II applications for advanced certification, including those applying for AEI Certification, will take place at the Mississippi Assessors and Collectors Fall Conference awards luncheon to be held on Wednesday, October 24, 2018. The date of the fall conference, which will be held in Natchez, MS is October 22-24, 2018.

Please refer to The Red Book (11th Edition) for more information about the benefits associated with this advanced level of certification. The Advisory Board encourages you to continue your education by earning all levels of certification within the MECP. Should you have any questions regarding your status within the Mississippi Education and Certification Program, please feel free to contact me at (662) 325-3141 or e-mail Jason.camp@msstate.edu and congratulations again on obtaining your AEI.

Jason Camp

Extension Instructor

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MISSISSIPPI STATE UNIVERSITY™
EXTENSION

Leslie Lacour

From: Norman Cannady
Sent: Tuesday, June 26, 2018 5:04 PM
To: Steve Meador
Cc: Leslie Lacour; Randi Jerome
Subject: Fwd: Correction on AEI Letters

Congratulations Steve!

Sent from my iPhone

Begin forwarded message:

From: Norman Cannady <normancannady@gmail.com>
Date: June 26, 2018 at 4:55:32 PM CDT
To: <Norman.Cannady@madison-co.com>
Subject: Fwd: Correction on AEI Letters

Sent from my iPhone

Begin forwarded message:

From: "Camp, Jason" <jason.camp@msstate.edu>
Date: June 26, 2018 at 4:25:59 PM CDT
To: "normancannady@gmail.com" <normancannady@gmail.com>
Subject: Correction on AEI Letters

Good Afternoon,

This email is to inform you that **Steve Meador** has been awarded the **Assessment Evaluator I (AEI)** designation. The information below has been mailed to the applicant and should be used for documentation for the financial bonus. If you need additional information about this designation please let me know.

Dear Steve Meador,

The Mississippi Education and Certification Program (MECP) Advisory Board has approved all Track II applications for advanced certification, including those applying for AEI Certification. On behalf of the Board, I have the privilege of notifying you that you were granted AEI Certification. Congratulations!

According to Section 27-3-52 of the Mississippi Code which was adopted by the Legislature in 1980, you may now qualify for a **\$1,000** annual financial bonus.

When any tax assessor and/or his deputies or assistants attend and successfully complete all qualifications pursuant to the Mississippi Education and Certification Program and receive the certification level of Track II, Evaluator 1, they shall receive an additional One Thousand Dollars (\$1,000.00) annually beginning the next fiscal year after completion.

The presentation of all Track II applications for advanced certification, including those applying for AEI Certification, will take place at the Mississippi Assessors and Collectors Fall Conference awards luncheon to be held on Wednesday, October 24, 2018. The date of the fall conference, which will be held in Natchez, MS is October 22-24, 2018.

Please refer to The Red Book (11th Edition) for more information about the benefits associated with this advanced level of certification. The Advisory Board encourages you to continue your education by earning all levels of certification within the MECF. Should you have any questions regarding your status within the Mississippi Education and Certification Program, please feel free to contact me at (662) 325-3141 or e-mail Jason.camp@msstate.edu and congratulations again on obtaining your AEI.

Jason Camp

Extension Instructor

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Leslie Lacour

From: Brent Smith
Sent: Tuesday, June 26, 2018 4:15 PM
To: Norman Cannady
Cc: Leslie Lacour; CJ Garavelli
Subject: Re: Mississippi Assessment Evaluator (MAE) Designation Granted

Thanks!

Sent from my iPhone

On Jun 26, 2018, at 4:14 PM, Norman Cannady <normancannady@gmail.com> wrote:

Congratulations Brent!

Sent from my iPhone

Begin forwarded message:

From: "Camp, Jason" <jason.camp@msstate.edu>
Date: June 26, 2018 at 4:04:16 PM CDT
To: "normancannady@gmail.com" <normancannady@gmail.com>
Subject: **Mississippi Assessment Evaluator (MAE) Designation Granted**

Good Afternoon,

This email is to inform you that **Brent Smith** has been awarded the **Mississippi Assessment Evaluator (MAE)** designation. The information below has been mailed to the applicant and should be used for documentation for the financial bonus. If you need additional information about this designation please let me know.

Dear Brent Smith,

On behalf of the Mississippi Education and Certification Advisory Board, I am pleased to inform you that you have successfully completed all of the requirements for the Mississippi Assessment Evaluator (MAE) designation. Congratulations!

According to Section 27-3-52 of the *Mississippi Code* which was adopted by the Legislature in 1980, you may now qualify for a **\$3,500** annual financial bonus.

When any tax assessor and/or his deputies or assistants attend and successfully complete all qualifications pursuant to the Mississippi Education and Certification Program and receive the certification level of Track II, Evaluator 1, they shall receive an additional One Thousand Dollars (\$1,000.00) annually beginning the next fiscal year after completion.

... and receive the certification level of Track II, Evaluator II, they shall receive an additional One Thousand Dollars (\$1,000.00) annually ...

... and receive the certification level of Mississippi Assessment Evaluator (MAE), they shall receive an additional One Thousand Five Hundred Dollars (\$1,500.00) annually...

The presentation of all Track II applications for advanced certification, including those applying for MAE Certification, will take place at the Mississippi Assessors and Collectors Fall Conference awards luncheon to be held on Wednesday, October 24, 2018. The date of the fall conference, which will be held in Natchez, MS is October 22-24, 2018. **Please make plans to attend the conference so that you may be recognized at the presentation ceremony.**

Please refer to The Red Book (11th Edition) for more information about the benefits associated with this advanced level of certification. The Advisory Board encourages you to continue your education by earning all levels of certification within the MECP. Should you have any questions regarding your status within the Mississippi Education and Certification Program, please feel free to contact me at (662) 325-3141 or e-mail Jason.camp@msstate.edu and congratulations again on obtaining your MAE.

Jason Camp

Extension Instructor

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662-325-3141 (voice) | 662-325-8954 (fax) | Jason.Camp@msstate.edu |

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<image001.png>

**MADISON COUNTY
PERSONNEL ACTION**

Department Tax Assessor Employee Name Jeff Hodgins
 Job title Real Property Appraiser Employee SS # _____
 Effective Date Oct. 1, 2018

Hire

Full-time Part-time Temporary Hourly Salaried
 Position: _____ new position or replacement it so, whom? _____
 Rate of Pay \$ _____

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

Promotion

From Position: Certified Appraiser To Position: AEI Designation (27-3-52)
 Rate of Pay \$ 24.04 Rate of Pay \$ 24.53

Termination

- Death
- Dismissed
- Resigned
- Retired
- Documentation Attached

Approval of Elected Official or Department Head

Printed Name Norman A. Cannady, Jr. Signature _____ Date _____

Forward to Administration for Paperwork Processing

Administrative paperwork

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

**MADISON COUNTY
PERSONNEL ACTION**

Department Tax Assessor Employee Name Steve Meador
 Job title Mapper Employee SS # _____
 Effective Date Oct. 1, 2018

Hire

Full-time Part-time Temporary Hourly Salaried
 Position: _____ new position or replacement if so, whom? _____
 Rate of Pay \$ _____

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

Promotion

From Position: Certified Appraiser To Position: AEI Designation (27-3-52)
 Rate of Pay \$ 24.25 Rate of Pay \$ 24.74

Termination

- Death
- Dismissed
- Resigned
- Retired
- Documentation Attached

Approval of Elected Official or Department Head

Printed Name Norman A. Cannady, Jr. Signature _____ Date _____

Forward to Administration for Paperwork Processing

Administrative paperwork

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

**MADISON COUNTY
PERSONNEL ACTION**

Department Tax Assessor Employee Name Brent Smith
 Job title Real Property Appraiser Employee SS # _____
 Effective Date Oct. 1, 2018

Hire

Full-time Part-time Temporary Hourly Salaried
 Position: _____ new position or replacement if so, whom? _____
 Rate of Pay \$ _____

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

Promotion

From Position: AEII Designation To Position: MAE Designation (27-3-52)
 Rate of Pay \$ 24.17 Rate of Pay \$ 24.90

Termination

- Death
- Dismissed
- Resigned
- Retired
- Documentation Attached

Approval of Elected Official or Department Head

Printed Name Signature Date
Norman A. Cannady, Jr. _____ _____

Forward to Administration for Paperwork Processing

Administrative paperwork

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

**MADISON COUNTY
PERSONNEL ACTION**

Department Tax Assessor Employee Name Sommer Jackson
 Job title Homestead Specialist Employee SS # _____
 Effective Date Oct. 1, 2018

Hire

Full-time Part-time Temporary Hourly Salaried
 Position: _____ new position or replacement if so, whom?
 Rate of Pay \$ _____

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

Promotion

From Position: AEI Designation To Position: AEII Designation (27-3-52)
 Rate of Pay \$ 17.51 Rate of Pay \$ 18.00

Termination

- Death
- Dismissed
- Resigned
- Retired
- Documentation Attached

Approval of Elected Official or Department Head

Printed Name Norman A. Cannady, Jr. Signature _____ Date _____

Forward to Administration for Paperwork Processing

Administrative paperwork

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

**MADISON COUNTY
PERSONNEL ACTION**

Department Tax Assessor Employee Name Staci Powell
 Job title Information Officer/Homestead Deputy Employee SS # _____
 Effective Date Oct. 1, 2018

Hire

Full-time Part-time Temporary Hourly Salaried
 Position: _____ new position or replacement it so, whom?
 Rate of Pay \$ _____

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

Promotion

From Position: Certified Appraiser Designation To Position: AEI Designation (27-3-52)
 Rate of Pay \$ 17.68 Rate of Pay \$ 18.17

Termination

- Death
- Dismissed
- Resigned
- Retired
- Documentation Attached

Approval of Elected Official or Department Head

Printed Name Norman A. Cannady, Jr. Signature _____ Date _____

Forward to Administration for Paperwork Processing

Administrative paperwork

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

**MADISON COUNTY
PERSONNEL ACTION**

Department Tax Assessor Employee Name Don Jorgenson
 Job title Chief Commercial Appraiser Employee SS # _____
 Effective Date Oct. 1, 2018

Hire

Full-time Part-time Temporary Hourly Salaried
 Position: _____ new position or replacement if so, whom? _____
 Rate of Pay \$ _____

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

Promotion

From Position: AEI Designation To Position: AEII & MAE Designation (27-3-52)
 Rate of Pay \$ 33.50 Rate of Pay \$ 34.71

Termination

- Death
 - Dismissed
 - Resigned
 - Retired
- Documentation Attached

Approval of Elected Official or Department Head

Printed Name Norman A. Cannady, Jr. Signature _____ Date _____

Forward to Administration for Paperwork Processing

Administrative paperwork

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

**MADISON COUNTY
PERSONNEL ACTION**

Department Tax Assessor Employee Name Lesly Barthel
 Job title Homestead Info Officer/Personal Property Appraiser Employee SS # _____
 Effective Date Oct 1, 2018

Hire

Full-time Part-time Temporary Hourly Salaried
 Position: _____ new position or replacement if so, whom? _____
 Rate of Pay \$ _____

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

Promotion

From Position: Homestead Info Officer/Personal Property Appraiser To Position: Homestead Director Madison/Personal Property Appraiser
 Rate of Pay \$ 21.00 Rate of Pay \$ 23.41

Termination

- Death
 - Dismissed
 - Resigned
 - Retired
- Documentation Attached

Approval of Elected Official or Department Head

Printed Name Signature Date
Norman A. Cannady, Jr. _____ _____

Forward to Administration for Paperwork Processing

Administrative paperwork

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

MADISON COUNTY
PERSONNEL ACTION

Department Tax Assesor Employee Name Nicole Mann
Job title _____ Employee SS # _____
Effective Date _____

Hire

Full-time Part-time Temporary Hourly Salaried
Position: _____ new position or replacement if so, whom? _____
Rate of Pay \$ _____

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

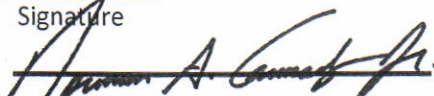
Promotion

From Position: Personal Property Appraiser To Position: Advanced Personal Property Appraiser
Rate of Pay \$ 24.50 Rate of Pay \$ 25.49

Termination

- Death
 - Dismissed
 - Resigned
 - Retired
- Documentation Attached

Approval of Elected Official or Department Head

Printed Name Signature Date
Norman A. Cannady, Jr.  _____

Forward to Administration for Paperwork Processing

Administrative paperwork

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