

P.O. Box 113  
Canton, MS 39046-0113

Canton Fax: 601-859-0322  
Ridgeland Fax: 601-898-0731

# Kay Pace

Tax Collector  
Madison County

Canton: 601-859-5226  
Flora: 601-879-9537  
Ridgeland: 601-856-4472  
Toll Free: 800-428-0584

Office: Tax Collectors Employee Name: Erica Blackman  
Job title: Deputy Collector Employee SS #: \_\_\_\_\_  
Effective Date: 2-1-2020

### Hire

Full-time  Part-time  Temporary  Hourly  Salaried   
replacement  new position

Rate of Pay \$ \_\_\_\_\_

- 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 \$ 16.00

### Termination

- Death
  - Dismissed
  - Resigned
  - Retired
- Documentation Attached

### Approval of Elected Official or Department Head

Printed Name: Kay Pace Signature: [Signature] Date: 2-5-2020

Forward to Administration for Paperwork Processing

### Administrative paperwork

|                     | Initials | Date  |
|---------------------|----------|-------|
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**Kay Pace**  
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Madison County

Canton: 601-859-5226  
Flora: 601-879-9537  
Ridgeland: 601-856-4472  
Toll Free: 800-428-0584

Office: Tax Collector Employee Name: Lori Duval  
Job title: Deputy Collector Employee SS #: \_\_\_\_\_  
Effective Date: 2-1-2020

**Hire**

Full-time  Part-time  Temporary  Hourly  Salaried   
replacement  new position

Rate of Pay \$ \_\_\_\_\_

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 \$ 16.00

**Termination**

Death  
 Dismissed  
 Resigned  
 Retired  
 Documentation Attached

**Approval of Elected Official or Department Head**

Printed Name: Kay Pace Signature: [Signature] Date: 2-5-2020

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**Administrative paperwork**

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Toll Free: 800-428-0584

Office

Tax Collector

Employee Name

Anna C Evans

Job title

Deputy Collector

Employee SS #

Effective Date

2-1-2020

### Hire

Full-time

Part-time

Temporary

Hourly

Salaried

replacement

new position

Rate of Pay

\$

  
  

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

\$

16.00

### Termination

  
  
  

Death

Dismissed

Resigned

Retired

Documentation Attached

### Approval of Elected Official or Department Head

Printed Name

Kay Pace

Signature

[Signature]

Date

2-5-2020

Forward to Administration for Paperwork Processing

### Administrative paperwork

Copy to Payroll

Initials

Date

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Copy to HR

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Copy to Comptroller

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Copy for BOS Agenda

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Tax Collector  
Madison County

Canton: 601-859-5226  
Flora: 601-879-9537  
Ridgeland: 601-856-4472  
Toll Free: 800-428-0584

Office:

Tax Collector

Employee Name

Lillie Jobe

Job title

Deputy Collector

Employee SS #

\_\_\_\_\_

Effective Date

2-1-2020

### Hire

Full-time

Part-time

Temporary

Hourly

Salaried

replacement

new position

Rate of Pay

\$

\_\_\_\_\_

  
  

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

\$

16.00

### Termination

  
  
  

Death

Dismissed

Resigned

Retired

Documentation Attached

### Approval of Elected Official or Department Head

Printed Name

Kay Pace

Signature

[Signature]

Date

2-5-2020

Forward to Administration for Paperwork Processing

### Administrative paperwork

Copy to Payroll

Initials

Date

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Copy to HR

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Copy to Comptroller

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Madison County

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Ridgeland: 601-856-4472  
Toll Free: 800-428-0584

Office

Tax Collector

Employee Name

Ashleigh Owens

Job title

Deputy Collector

Employee SS #

\_\_\_\_\_

Effective Date

2-1-2020

### Hire

Full-time

Part-time

Temporary

Hourly

Salaried

replacement

new position

Rate of Pay

\$ \_\_\_\_\_

  
  

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

\$ 16.00

### Termination

  
  
  

Death

Dismissed

Resigned

Retired

Documentation Attached

### Approval of Elected Official or Department Head

Printed Name

Kay Pace

Signature

[Signature]

Date

2-5-2020

Forward to Administration for Paperwork Processing

### Administrative paperwork

Copy to Payroll

Initials

Date

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Copy to HR

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Madison County

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Ridgeland: 601-856-4472  
Toll Free: 800-428-0584

Office: Tax Collector Employee Name: Kelsey Rodriguez  
Job title: Deputy Collector Employee SS #: \_\_\_\_\_  
Effective Date: 2-18-2020

**Hire**

Full-time  Part-time  Temporary  Hourly  Salaried   
replacement  new position

Rate of Pay \$ 16.50

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: Kay Pace Signature: [Signature] Date: 2-10-2020

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MADISON COUNTY  
PERSONNEL ACTION

Department Road Department Employee Name Shantago Walker  
Job title Truck Driver Employee SS # \_\_\_\_\_  
Effective Date February 24, 2020

**Hire**

Full-time  Part-time  Temporary  Hourly  Salaried   
Position: \_\_\_\_\_ new position or replacement  if so, whom? Patrick White  
Rate of Pay \$ 15.00 per hour

- 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 Cornelius Bacon Signature  Date 2-18-20

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