

Kay Pace

Tax Collector

Canton Fax: 601-859-0522
Ridgeland Fax: 601-898-0733

Madison County

Office: Tax Collector Employee Name: Patricia Parviz
Job title: Deputy Clerk Employee SS #: _____
Effective Date: 10-1-2023

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: School Increase 273-52
Rate of Pay \$ _____ Rate of Pay \$ 2,000

Termination

Death
 Dismissed
 Resigned
 Retired
 Documentation Attached

Approval of Elected Official or Department Head

Printed Name: Kay Pace Signature: [Signature] Date: 9-19-2023

Forward to Administration for Paperwork Processing

Administrative paperwork

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

Canton Fax: 601-859-0522
Ridgeland Fax: 601-898-0731

Madison County

Office: Tax Collector Employee Name: Jennifer Harris
Job title: Deputy Clerk Employee SS #: _____
Effective Date: 10-1-2023

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: School
increase 27-3-52
Rate of Pay \$ _____ Rate of Pay \$ 3,000⁰⁰

Termination

Death
 Dismissed
 Resigned
 Retired
 Documentation Attached

Approval of Elected Official or Department Head

Printed Name: Kay Pace Signature: [Signature] Date: 9-19-2023

Forward to Administration for Paperwork Processing

Administrative paperwork

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

Kay Pace

Tax Collector

Canton Fax: 601-859-0522
Ridgeland Fax: 601-898-0731

Madison County

Office: Tax Collector Employee Name: Abigail Caught
Job title: Deputy Clerk Employee SS #: _____
Effective Date: 10-1-2023

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: School Increase 17352
Rate of Pay \$ _____ Rate of Pay \$ 2,000⁰⁰

Termination

Death
 Dismissed
 Resigned
 Retired
 Documentation Attached

Approval of Elected Official or Department Head

Printed Name: Kay Pace Signature: [Signature] Date: 9-19-23

Forward to Administration for Paperwork Processing

Administrative paperwork

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

Kay Pace

Tax Collector

Canton Fax: 601-859-0522
Ridgeland Fax: 601-898-0731

Madison County

Office: Tax Collector Employee Name: Kristin Austin
Job title: Deputy Clerk Employee SS #: _____
Effective Date: 10-1-2023

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: School Insurance 27-3-52
Rate of Pay \$ _____ Rate of Pay \$ 2,000⁰⁰

Termination

Death
 Dismissed
 Resigned
 Retired
 Documentation Attached

Approval of Elected Official or Department Head

Printed Name: Kay Pace Signature: [Signature] Date: 9-19-2023

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 Sheriff's Office Employee Name Sandi McKinney
Job title Dispatcher Employee SS # _____
Effective Date 10/8/23

Hire
Full-time Part-time Temporary Hourly Salaried
Position: Dispatcher new position or replacement if so, whom? Donyl Beals.
Rate of Pay \$ 20.12.

- 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 Jeremy Williams Signature [Signature] Date 9-20-23

Forward to Administration for Paperwork Processing

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