



# Benton County

## Job Description

**JOB TITLE:** Software Application Administrator

Exempt (N/Y) Exempt

Date : 9/10/2013

Department : Circuit Clerk

Supervisor : Circuit Clerk

### **SUMMARY:**

Specializes in the implementation, support, and operation of software provided by Vendor. Responsible for all technical support to the Circuit Clerk and staff. Functions as a technical liaison between software vendors and users. Acts as the primary point of contact for all problems associated with technology within the Circuit Clerk's office and ensures that he/she will correct the problem or contact the appropriate person/business to do so. Initiates all upgrades to all current software and responsible for all issues associated with the software. Project Manager for all software conversions in both the Recorder's Office, Court Offices and other County Offices affected by the conversions. Will be the liaison to the AOC for the new state program Contexte and will act as Security Administrator creating and maintaining user accounts and program access protocols for all Benton County offices using Contexte. Will manage all part or full time employees added to the Circuit Clerk's Technology Department. Will work with the Benton County IT Department on all items affecting the Circuit Clerk's office regarding county wide technology usage, changes and upgrades.

**ESSENTIAL DUTIES AND RESPONSIBILITIES: includes the following and managing others hired to do the same within the Circuit Clerk's office. Other duties may be assigned.**

1. Assist computer users with ongoing software support.
2. Assist users with routine computer problems and contact vendor if necessary.
3. Work with Circuit Clerk and assist with Vendors.
4. Assist the Circuit Clerk with public FOIA requests for data.
5. Do all updates to current software when applicable and run tests when new releases of software are made available.
6. Provide training to computer users on all supported network and micro-based software applications.
7. To do research and studies when needed on computer software.

8. Assist with maintaining the on-line services and billing process.
9. To stay current and up to date on technology.
10. Plan and prepare the technology budget for the Circuit Clerk's office
11. Act as Project Manager on all transitions from existing programs to new software for all offices of the Circuit Clerk and any other Benton County offices affected by the transition.
12. Act as Security Administrator for the AOC Court Management System Contexte and for any other applicable software programs in the Circuit Clerk's offices.
13. To work with the County IT Department and maintain great communication between the two departments. This position acts as liaison between the two departments and will assist in any way with the work of the IT Department that affects the Circuit Clerk and offices.
14. Oversees/Supervises one employee
15. Oversees/Supervises Circuit Clerk Staff concerning technology /software

## **QUALIFICATION REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required:

Must be familiar with Microsoft Windows operating system

Must be familiar with basic TCP/IP communications

Must be familiar with the basic principles of local and wide area networking

## **EDUCATION and/or EXPERIENCE**

Must have working knowledge of micro and/or mini-based computer systems. A college degree in computer science or related field or 3 to 5 years experience in information technology is preferred.

## **OTHER SKILLS AND ABILITIES**

This position requires a significant amount of problem solving skills and customer support. It will be necessary to assist technology users through training, explanation and troubleshooting. A sound understanding of basic automation techniques and people skills is required.

## **WORKING RELATIONSHIPS**

Requires daily contact within the Clerk's offices and with Judges and their staff, Court personnel, Prosecuting and private attorneys and their staff, County Sheriff, Juvenile Probation office, Juvenile Detention Center, and other county and state agencies.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to sit, reach with hands and arms, and use hands to feel objects/controls and talk or hear. The employee is occasionally to stand and walk. Specific vision abilities required by this position include close and distance vision and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

This office of public record has a high accessibility and use by the general public. Typical day could involve several phone calls and a large amount of visitors to the work area. The noise level in the typical work environment is moderate.

**JESAP Grade Assignment:**   18  

**Date:**  9/23/13



2014 Personnel Requests Dept. 0400, Fund 1000 - Sheriff's Department

Reorganization

| Position Title                         | Auth.<br>Pos. | Annual<br>Base Amount | Total<br>Compensation |
|--|---------------|-----------------------|-----------------------|
| Lieutenant                             | 1             | 55,952.00             | 71,212.57             |
| Sergeant                               | -1            | (50,065.60)           | (64,307.73)           |
| Detective II                           | 1             | 49,795.20             | 63,990.55             |
| Amount Transferred from Jail Transport |               | (47,424.00)           | (61,209.09)           |
|  | 1             | 8,257.60              | 9,686.29              |

Proposed Total Compensation 9,686.29

Full-year budget impact (based on 2013 budget) 9,686.29

% Increase in 2013 Budget 0.002

**2014 Personnel Requests**  
**Dept. 0400, Fund 1000 - Sheriff**  
**Wage Adjustments for Internal Equity**

| Position Title     | Old<br>Base Amount | Old Total<br>Compensation | New<br>Base Amount | New Total<br>Compensation | Difference Total<br>Compensation |
|--------------------|--------------------|---------------------------|--------------------|---------------------------|----------------------------------|
| Lieutenant         | 51,731.68          | 66,262.07                 | 55,952.00          | 71,212.57                 | 4,950.50                         |
| Lieutenant         | 47,028.80          | 60,745.52                 | 55,952.00          | 71,212.57                 | 10,467.05                        |
| Sergeant           | 41,163.20          | 53,865.08                 | 44,844.00          | 58,182.71                 | 4,317.64                         |
| Sergeant           | 42,744.00          | 55,719.38                 | 44,844.00          | 58,182.71                 | 2,463.33                         |
| Sergeant           | 42,265.60          | 55,158.21                 | 44,844.00          | 58,182.71                 | 3,024.50                         |
| Sergeant           | 39,748.80          | 52,205.96                 | 44,844.00          | 58,182.71                 | 5,976.75                         |
| Sergeant           | 42,265.60          | 55,158.21                 | 44,844.00          | 58,182.71                 | 3,024.50                         |
| Transcriptionist   | 28,350.40          | 38,329.25                 | 28,516.00          | 38,520.54                 | 191.29                           |
| Warrants Secretary | 26,582.40          | 36,286.92                 | 28,516.00          | 38,520.54                 | 2,233.62                         |
| Warrants Secretary | 26,312.00          | 35,974.57                 | 28,516.00          | 38,520.54                 | 2,545.97                         |
| Warrants Secretary | 26,582.40          | 36,286.92                 | 28,516.00          | 38,520.54                 | 2,233.62                         |
|                    | 414,774.88         | 545,992.07                | 450,188.00         | 587,420.85                | 41,428.78                        |

**587,420.85**  
**545,992.07**  
**41,428.78**

**Proposed Total Compensation**  
**Current Total Compensation**  
**Full-year budget impact (based on 2013 budget)**

**41,428.78**

**% Increase in 2013 Budget**                      0.007

**2014 Personnel Requests**  
**Department 0400, Fund 1000 - Sheriff's Office**  
*Certificate Pay*

**Budget Not Available Prior to Meeting**

**2014 Personnel Requests  
 Dept. 0400, Fund 1000 - Sheriff  
 On-Call Pay**

| Position Title          | Base Amount      | Compensation | Total            |
|-------------------------|------------------|--------------|------------------|
| CID Division            | 7,300.00         | 8,563.01     |                  |
| Special Operations Unit | 7,300.00         | 8,563.01     |                  |
|                         | <u>14,600.00</u> |              | <u>17,126.03</u> |

**Proposed Total Compensation 17,126.03**

**% Increase in 2013 Budget 0.003**



## Benton County

Job Description

### Job Title: Jail Clerk/Receptionist

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**Exempt (Y/N) :** Y  
**Date Prepared:** May, 2000

**Department:** Jail  
**Supervisor:** Transport Sergeant

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#### Summary:

Responsible for the Jail facility security in the public lobby area directing all public contact to the appropriate office within the Jail facility providing coverage from 0700 to 2300 hours (7am to 11pm), two different shifts. Answers all incoming Jail telephone lines and routes the calls to the proper area or person, and answer questions for the public and other law enforcement agencies. Coordinates with the inmate visitor's and control pod deputy for inmate visitations and maintains logs required for Jail security to include the issuing of visitor, attorney and bondsman passes. Collect inmate bonds, both cash and corporate security, ensuring bond and court information is correct on the written bond. Do other administrative duties associated with correspondence for administration.

The individual in this position will be required to become ACIC (Arkansas Crime Information Center) state certified and maintain a working knowledge of system upgrades and requirements.

**Essential Duties and Responsibilities:** include the following. Other duties may be assigned.

1. Answers six incoming phone lines and directs the call to the proper location or persons.
2. Answer's questions the public may ask concerning bonds, inmate status, visitor rules, etc.
3. Collects Sheriffs fees and cash bonds being responsible for large sums of money from time to time.
4. Sorts mail incoming and out going and logging the same.
5. Insures all visitors pass through metal detector properly for safety and security of the facility.
6. Responsible for all public fingerprinting on the Automated Fingerprint Identification System (AFIS) and collecting the fingerprint fees.
7. Assist with the scheduling of inmate visitors.
8. Work with multiple governmental agencies to provide inmate information on a regular basis, ie. Probation and Parole, and Office of Child Support Enforcement.

9. Generate reports of all inmates that need to be seen by the Public Defender's Office.
10. Collect, log, and distribute all incoming inmate medication and inmate property.
11. Conduct queries on all incoming inmate visitor's through NCIC and ACIC databases, checking for warrants.
12. Respond to FOIA requests from the public.
13. Distribute paperwork and tickets to local courts.

**Qualification Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Should possess excellent communication skills and interpersonal skills. Must be able to analyze problems and determine best method for resolution.

**Supervisory Responsibilities:** None

**Education and/or Experience:**

High School Diploma or GED  
Good Phone Skills  
Good Computer skills/typing skills  
People person

**Working Relationships:**

Must be able to develop positive working relationships within the divisions of the Benton County Sheriff's department. Situations may occur where the clerk must diffuse emotional situations in a short time-period. The clerk must be able to represent the Sheriff's Office in a professional and respectful manner at all times.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of the job the employee is required to talk, hear, handle or heel objects/control. The employee must sit, walk, specific vision abilities, required by their job include close vision, depth perception and the ability to adjust and focus.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions.

Fast pace atmosphere, dealing with the public. At times may need to deal with some angry and rude people.

**JESAP Grade Assignment:** 5

**Date** 09/23/13

**2014 Personnel Requests**  
**Dept. 0418, Fund 1000 - County Jail**  
**Wage Rate Change/With Grade Change**

| Position Title | Old<br>Base Amount | Old Total<br>Compensation | New<br>Base Amount | New Total<br>Compensation | Difference Total<br>Compensation |
|----------------|--------------------|---------------------------|--------------------|---------------------------|----------------------------------|
| Jail Clerk     | 23,212.80          | 32,394.50                 | 27,040.00          | 36,815.52                 | 4,421.03                         |
| Jail Clerk     | 24,960.00          | 34,412.79                 | 27,040.00          | 36,815.52                 | 2,402.73                         |
| Jail Clerk     | 24,835.20          | 34,268.63                 | 27,040.00          | 36,815.52                 | 2,546.90                         |
| Jail Clerk     | 24,960.00          | 34,412.79                 | 27,040.00          | 36,815.52                 | 2,402.73                         |
|                | 97,968.00          | 135,488.71                | 108,160.00         | 147,262.09                | 11,773.39                        |

**Proposed Total Compensation 147,262.09**  
**Current Total Compensation 135,488.71**  
**11,773.39**

**% Increase in 2013 Budget 0.002**

**Full-year budget impact (based on 2013 budget) 11,773.39**

**2014 Personnel Requests  
Dept. 0418, Fund 1000 - Jail**

**Wage Adjustment - Internal Equity**

| Position Title | Old<br>Base Amount | Old Total<br>Compensation | New<br>Base Amount | New Total<br>Compensation | Difference Total<br>Compensation |
|----------------|--------------------|---------------------------|--------------------|---------------------------|----------------------------------|
| Lieutenant     | 50,107.20          | 64,356.53                 | 53,352.00          | 68,162.73                 | 3,806.20                         |
| Lieutenant     | 48,464.00          | 62,429.03                 | 53,352.00          | 68,162.73                 | 5,733.70                         |
| Lieutenant     | 49,691.20          | 63,868.55                 | 53,352.00          | 68,162.73                 | 4,294.18                         |
| Lieutenant     | 46,104.50          | 59,661.30                 | 52,312.00          | 66,942.79                 | 7,281.49                         |
| Sergeant       | 41,849.60          | 54,670.23                 | 45,552.00          | 59,013.21                 | 4,342.97                         |
| Jailer I       | 33,134.40          | 44,447.17                 | 34,798.40          | 46,399.07                 | 1,951.90                         |
| Jailer II      | 34,798.40          | 46,399.07                 | 35,568.00          | 47,301.82                 | 902.75                           |
| Jailer II      | 34,798.40          | 46,399.07                 | 35,568.00          | 47,301.82                 | 902.75                           |
| Jailer III     | 41,308.80          | 53,298.27                 | 43,388.80          | 55,701.00                 | 2,402.73                         |
| Jailer III     | 35,505.60          | 46,594.65                 | 37,918.40          | 49,381.82                 | 2,787.17                         |
| Jailer III     | 35,505.60          | 46,594.65                 | 37,918.40          | 49,381.82                 | 2,787.17                         |
| Jailer III     | 35,505.60          | 46,594.65                 | 37,918.40          | 49,381.82                 | 2,787.17                         |
|                | <b>486,773.30</b>  | <b>635,313.14</b>         | <b>520,998.40</b>  | <b>675,293.33</b>         | <b>39,980.19</b>                 |

**675,293.33**  
**635,313.14**  
**39,980.19**

**Proposed Total Compensation**  
**Current Total Compensation**  
**Full-year budget impact (based on 2013 budget)**

**% Increase in 2013 Budget**                      0.007

**JOB TITLE: TRAINED MEDICATION ASSISTANT-TMA**

**DESIGNATION: Applicable ONLY while working at the Benton County Sheriff's Office**

**Job Description:**

- TMA administers medications including insulin according to instructions.
- TMA will document the medication administration, the medication effectiveness and any noted adverse actions or side effects of the medications.
- TMA must recognize complications, adverse actions or side effects of medication and obtain input from the Charge Nurse as indicated to ensure the optimum health and safety of the resident.
- TMA must work under the supervision of a licensed nurse
- TMA will administer routine oral medications and may also give medications by inhalation or topically.
- TMAs need to recognize medication errors and report them to the appropriate staff member.
- TMAs order and reorder medications from pharmacies and keep medication carts clean and stocked.
- TMAs monitor patients' blood pressure, pulse, respiration and temperature (vital signs) and any behavioral changes in their patients.
- TMAs also need to know state laws and individual facility policies regarding medication administration.
- TMA will work directly under a charge nurse and will complete any and all tasks assigned to them

**Qualified candidates will have the following skills and abilities:**

- Administers medications including insulin as prescribed by the resident's physician. Will document the medication administration, the medication effectiveness and any noted adverse actions or side effects of the medications.
- The TMA must recognize complications, adverse actions or side effects of medication and obtain input from the Charge Nurse as indicated to ensure the optimum health and safety of the resident.

**Requirements:**

- **Have healthcare experience as a Medical Assistant, certified nursing assistant, restorative aide or other applicable experience**
- **Will complete a week long course at BCSO and pass the post test with a minimum of 80%**

2014 Personnel Requests  
Dept. 0418, Fund 1000 - Jail  
*New Position - Trained Medication Assistant*

**Information Not Available Prior to Meeting**

**2014 Personnel Requests**  
**Dept. 0418, Fund 3018 - Jail Transport**  
**Wage Adjustment - Internal Equity**

| Position Title         | Old<br>Base Amount | Old Total<br>Compensation | New<br>Base Amount | New Total<br>Compensation | Difference Total<br>Compensation |
|------------------------|--------------------|---------------------------|--------------------|---------------------------|----------------------------------|
| Jailer III - Transport | 41974.4            | 54,816.63                 | 44,179.20          | 57,402.89                 | 2,586.26                         |
| Jailer III - Transport | 37460.8            | 49,522.10                 | 42,494.40          | 55,426.59                 | 5,904.49                         |
| Jailer III - Transport | 37752              | 49,863.68                 | 38,604.80          | 50,864.03                 | 1,000.35                         |
| Jailer I - Transport   | 34819.2            | 46,423.46                 | 35,568.00          | 47,301.82                 | 878.35                           |
| Jailer I - Transport   | 32198.4            | 43,349.23                 | 35,568.00          | 47,301.82                 | 3,952.59                         |
|                        | <b>184,204.80</b>  | <b>243,975.10</b>         | <b>196,414.40</b>  | <b>258,297.16</b>         | <b>14,322.05</b>                 |

|   |                   |
|---|-------------------|
| <b>Proposed Total Compensation</b>                    | <b>258,297.16</b> |
| <b>Current Total Compensation</b>                     | <b>243,975.10</b> |
| <b>Full-year budget impact (based on 2013 budget)</b> | <b>14,322.05</b>  |

**% Increase in 2013 Budget**                      0.002

\*\* Delete one(1) Jailer I - Transport Amount transferred to Detective II position

**2014 Personnel Requests**  
**Dept. 0418, Fund 3018 - Jail Transport**  
*On-Call Pay*

| Position Title | Base Amount     | Total<br>Compensation |
|----------------|-----------------|-----------------------|
| Transport      | 7,300.00        | 8,563.01              |
|                | <u>7,300.00</u> | <u>8,563.01</u>       |

**Proposed Total Compensation            8,563.01**

**% Increase in 2013 Budget            0.001**

**2014 Personnel Requests**  
**Dept. 0418, Fund 3412 - Jail Commissary Fund**  
**Wage Adjustment - Internal Equity**

| Position Title           | Old<br>Base Amount | Old Total<br>Compensation | New<br>Base Amount | New Total<br>Compensation                             | Difference Total<br>Compensation |
|--------------------------|--------------------|---------------------------|--------------------|---|----------------------------------|
| Licensed Practical Nurse | 35,568.00          | 47,301.82                 | 39,520.00          | 51,937.58   | 4,635.76                         |
|                          | 35,568.00          | 47,301.82                 | 39,520.00          | 51,937.58   | 4,635.76                         |
|                          |                    |                           |                    | <b>Proposed Total Compensation</b>                    | <b>51,937.58</b>                 |
|                          |                    |                           |                    | <b>Current Total Compensation</b>                     | <b>47,301.82</b>                 |
|                          |                    |                           |                    | <b>Full-year budget impact (based on 2013 budget)</b> | <b><u>4,635.76</u></b>           |

**% Increase in 2013 Budget**                      0.093

# BENTON COUNTY

## Job Description

**JOB TITLE: GIS Technician II**

Exempt (Y/N):

DEPARTMENT: IS Dept

DATE PREPARED: August 2007

SUPERVISOR: GIS Coordinator

**SUMMARY:**

Develop and maintain the geographic information system's (GIS) databases, data layers, and linkages to various databases. Duties include reading and interpreting source documents, such as civil engineering plans, plot maps, and legal descriptions; and entering required data into the GIS. Creates and maintains data layers such as cadastral, political boundaries, annexations, zoning, criminal activities, etc. Performs routine mapping duties and minimal project management.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Technical knowledge and ability of GIS software, databases and information.
2. Know the principals and practices of cartography and automated mapping, map projections & coordinate systems.
3. Ability to read, interpret, understand and create legal descriptions, maps, plats, soils data, quarter-section maps, land use maps, aerial photographs and other GIS-related source information.
4. Assists in developing requirements and design of GIS mapping layers.
5. Enters data into database through application of coordinate geometry, keyboard entry of tabular data, manual digitizing of maps, scanning and automatic conversion to vectors, and conversion of other sources of digital data. Assures accuracy of all data.
6. Maintains records and builds data files by editing and quality control checking.
7. Conducts mapping research, in the field and in the office, to resolve conflicting information and ensure the accuracy of the data.
6. Performs advanced geo-processing tasks.
7. Understand and use mathematical formulas to convert mixed units of measurement into a common unit.
8. Assists in the preparation of various cartographic products for presentation to the Quorum Court, County Committees, Staff, and the Public.
9. Prepares and maintains accurate records, correspondence, technical or narrative reports.
10. Creates output, such as maps & graphs, using computer and geographic information system software and related equipment, including plotter, and presents information to users and answers questions.
11. Prepares, maintains, and revises base property identification maps through: topographic and aerial photo interpretation; translation of land records; translation of field surveys and recorded plats.
12. Utilizes computer software programs (e.g., ArcInfo, ArcView, Spatial Analysis, Crime Analysis, Image Analysis, 3-D Analyst, Access, Excel, etc.). Convert raw data into various useful formats.
13. Develop and maintain contacts and good working relationships with GIS staff in surrounding jurisdictions, peers, department personnel, elected officials, representatives of other governmental agencies and the public; attends local and regional meetings.
14. Maintain a consistent and current understanding of laws and technology in area of responsibility.
15. Find or create more efficient and effective operations through technology advancements
16. Assist, educate and train personnel and public on GIS methodology and uses.
17. Maintains security, integrity and accuracy of records.
18. Prepares and updates procedures and documentation for processes, insuring compliance with departmental procedures.
19. Other projects or duties that may be assigned by Supervisor.

## **SUPERVISORY REQUIREMENTS:**

None.

## **QUALIFICATION REQUIREMENTS:**

Associate's degree or equivalent course work at a technical or vocational school, in geographic information systems, geography, planning, landscape architecture, civil engineering, computer science, or a related field, or four years of experience working with geographic information systems. Other combinations of experience and education that meet the minimum requirements may be substituted. Four years of professional experience in GIS-related activities is desired. Knowledge of, and experience in, ArcInfo, ArcView, and extensions is needed. Programming skills are a plus.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Maintains absolute confidentiality on all business. Meet the public in a tactful, diplomatic, and professional manner to promote the best image of the County. Pass background check.

## **EDUCATION and/or EXPERIENCE:**

Requires an Associate's degree or equivalent course work in a related area or equivalent in training and experience. Years of similar experience that can be substituted for educational requirements are 4 years.

## **OTHER SKILLS and ABILITIES:**

Knowledge of commonly used concepts, practices, and procedures within GIS field. Experience in specialized software, digitizer, GPS, printer, copy machine and calculator. Sound understanding of mapping processes including cartographic and geographic principles. Ability to exercise good judgment at all times. Professional credibility and integrity.

## **WORKING RELATIONSHIPS:**

Some contact with peers, department personnel, elected officials, representatives of other governmental agencies and the public.

## **PHYSICAL DEMANDS:**

Be able to perform the essential functions of this job. Employee is required to sit for long periods, reach with hands and arms, use hands to handle or feel objects/controls, and talk or hear. Also required to stand and walk. Semi-regularly stoop, kneel, crouch, and/or crawl. Employee must lift and/or move up to 25 lbs. regularly. Occasionally lifting up to 100 lbs. required. Visual abilities required include color differentiation, close/distant vision, and the ability to adjust focus.

## **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level is typical of a normal office work environment. This position requires working under close and crowded working conditions and the ability to focus under stressful and high volume conditions at a level of efficiency and extreme accuracy.

**Benton County**  
Job Description

**JOB TITLE: EXECUTIVE SECRETARY**

Exempt (Y/N): Yes

DEPARTMENT: Assessor's Office

DATE PREPARED: Sept. 2013

SUPERVISOR: Assessor

**SUMMARY:**

This position requires a high level of secretarial, written and verbal communication skills for the Assessor and the Assessor's staff. Must be able to work under pressure, crucial deadlines, and constant interruptions. Must possess strong multi-task oriented skills. Public relations skills valuable and must maintain a professional controlled manner at all times. This person handles each situation according to county, state and federal policies and guidelines. May act and/or communicate as a liaison for the Assessor with other elected officials and staff members.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Maintain payroll and confidential personnel records (time and attendance).
2. Specific tasks will include: responding to incoming complaints, basic inquiries and routine informational requests from the general public, agencies, county offices and others. Directs requests and inquiries to the supervisors, Assessor or other entities, as needed.
3. Receives, researches (pull parcel data) on exemption requests for real estate and personal property, and directs to the Assessor for review and decision. Prepares and distributes rulings on exemption to the public.
4. Screens phone calls and visitors for the Assessor, resolving problems and dealing with the public in a professional manner.
5. Perform secretarial duties which include word processing, data entry, photocopying, filing, prepare and send mailings/correspondence, open/distribute mail, FAX documents.
6. Maintains Assessor's files.
7. Maintains paper flow regarding the budget.
8. Receive, review and follow-up on various reports/printouts, etc. Tracks purchase order requests, orders supplies for department (year-end quotes and bids on office supplies), contact person for all salesmen (and supply deliveries).
9. Generates inner office memos for department.
10. Handles bank deposits for copier account, reconciles the statement and forwards funds to the County Treasurer.
11. Maintains inventory listing, adding new purchases and deleting items as needed.

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12. Schedules classes, seminars, workshops, meetings and convention registration for conferences and continuing education. Makes associated travel and lodging arrangements, cash advance requests, etc., for the Assessor and staff. Reconciles travel logs, expense statements.
  13. Handles all equipment maintenance support communication. Coordinate with programmers and support personnel to resolve problems, and to implement new programs or enhancements. Assure the resolution of technical problems related to equipment.
  14. Maintain office files in an accurate and efficient manner that includes preparation of documents for County Court.
  15. Works with other elected officials, department heads and staff. Communicates with Quorum Court members, committee members, Mayors, local attorneys, regarding legal issues.
  16. Provide assistance to other office staff and perform miscellaneous duties as required.
  17. Ensures that all activities are professionally and ethically performed in accordance with the laws to protect the individual rights of the citizens of Benton County.
  18. Assists the Assessor in preparation of special projects, meetings, and preparation of reports.
  19. Handles documents and agreements presented for the Assessor's signature. Making sure that they are appropriately filed and recorded.
  20. Supervises maintenance staff for the Assessor's office.
  21. Works closely with all departments within the Assessor's office.
  22. Participates in decision-making as requested by the Assessor.
  23. Perform other duties as required, requested, or assigned by the Assessor.

#### **QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Maintains absolute confidentiality on all the Assessor's business. Meet the public in a tactful, diplomatic, and professional manner to promote the best image of the Assessor and the County.

#### **EDUCATION and/or EXPERIENCE:**

Education desired to start is a high school diploma or general education degree (GED) with some clerical/secretarial courses, computer courses, bookkeeping courses, legal and real estate terminology. Number of years in similar experience that can be substituted for educational requirements is 7 years secretarial or 5 years as a legal or executive secretary.

**OTHER SKILLS and ABILITIES:**

The incumbent should possess good communication skills, as frequent contact is required with the public and others. Also, should have knowledge of modern office practices, procedures, and equipment. The incumbent should also possess good organizational skills for prioritizing workloads and be able to work under a certain amount of stress. Proficient in the operation of a computer system, scanner, CD burner, typewriter, calculator, copier, fax and other office machines. Knowledge of legal documents, assessment practices, office procedures, county policies and procedures. Ensures that all correspondence, reports, records and other such documents as assigned are prepared and filed in an accurate and timely manner. Good telephone skills, comprehensive reading and listening skills with attention to detail; problem solving skills; math skills; ability to work and concentrate in a busy, active environment; take instruction and direction; accurate keyboarding skills; willingness to be a team member and support fellow employees. Knowledge of accounting.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to squat, bend-over at the waist, sit, talk, hear, and use hands to finger, handle, or feel objects. The employee must occasionally walk, reach with hands and arms, and kneel or crouch. The employee must occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include the ability to adjust focus and close vision.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Tasks are performed under sometimes stressful, fast paced, high volume requiring a high degree of concentration with constant interruption and the ability to refocus and perform tasks at a high level of efficiency and extreme accuracy.

The noise level in the work environment is typical for a normal office work environment.

**2014 Personnel Requests**

*Add GIS Tech II, Delete GIS Tech I, Increase wages For Executive Secretary due to grade increase*

| Position Title                       | Authorized Positions | Base Amount | Total Compensation |
|--------------------------------------|----------------------|-------------|--------------------|
| Add GIS Technician II (grade 10)     | 1                    | 30,576.00   | 42,991.57          |
| Delete GIS Technician I (grade 6)    | -1                   | (29,681.60) | (41,897.22)        |
| Add Executive Secretary (grade 12)   | 1                    | 33,617.60   | 46,713.15          |
| Delete Executive Secretary (grade 6) | -1                   | (30,617.60) | (43,042.47)        |
|                                      | 0                    | 3,894.40    | 4,765.03           |

**Proposed Total Compensation 4,765.03**  
**Amt required from Gen.Fund 381.20**

**% Increase in 2013 Budget 0.001**

32



# Benton County

## Job Description

### Job Title: Circuit Court –Court Security Officers

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**Exempt (Y/N):** N  
**Date Prepared:** September, 2013

**Department:** Circuit Courts  
**Supervisor:** Circuit Judge

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#### **Summary:**

The Court Security Officers ensures the security for the circuit judge, officers of the court, the general public, and prisoners. He/she is responsible for supervising and maintaining order/security in the courtroom, administering oaths, and other incidental and related duties at the direction of the judge. Announce the opening of court, call witnesses for testimony, call cases and litigants for hearing and announce the close of court. Protect the courtroom from violence, interruption and maintain general order in the Court.

**Essential Duties and Responsibilities:** include the following. Other duties may be assigned.

1. Maintains order and decorum in the courtroom and/or facility.
2. Provides security for the courtroom and has the authority to effect arrest in accordance with Arkansas Code.
3. Applies knowledge of law enforcement methods and procedures to prevent incidents that may cause injury to an individual or disruption of the court proceedings.
4. Monitors all suspicious objects and packages left or carried into the court facility
5. Checks all public areas of the court facilities for suspicious or unlawful activity.
6. Carry out all lawful orders issued by the circuit judge.
7. Direct the opening and closing of the Courtroom facility.
8. Provide basic first aid when required.
9. Participate in controlling emergency situations such as fires or bomb threats.
10. Secure the area during hostage situations.
11. Remain in the courtroom to monitor and provide security during the proceedings, unless directed otherwise by the Judge.
12. Remain positioned in the courtroom so as to be able to observe the actions of those in the courtroom and where the Judge can summon if needed.

13. Maintain quiet within the courtroom and immediate vicinity outside the proceedings, and allow conversations only to the extent they do not disrupt or distract from the proceedings.
14. Upon direction from the Court, exclude witnesses from the courtroom.
15. Monitor and maintain adequate supplies in the courtroom (such as tissues, legal pads, pens, etc.)
16. Assist attorneys in obtaining supplies or equipment as required for their case; such as video equipment, easel, markers, etc.
17. Take immediate action to quiet and/or control any disruption within the courtroom or the immediate vicinity outside the courtroom.
18. Upon the conclusion of business each day, examine all areas of the Court and secure the courtroom.
19. Prior to leaving, the Court Security Officers should check with the Judge and/or Case Coordinator.
20. Assist agencies of the state and local governments with the development and adoption of security and emergency preparedness plans for the circuit courts.
21. Assist in the development and provision of training and education on court security and emergency preparedness to judges, court employees, and court security officers.
22. Conduct periodic assessments of state and local security and emergency preparedness plans for courts and note deficiencies and stress of improvements.
23. Serve as the point of contact of state court security and emergency preparedness issues for the judicial branch of government.

### **Qualification Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **APPEARANCE & Demeanor**

When on duty, the Court Security Officers will maintain a neat, well-groomed and professional appearance in dress prescribed by the Judge. The Court Security Officers shall conduct himself both on and off duty so that his actions and conversations will not reflect adversely upon the integrity of his office, the Court or the officers of the Court. Assists in the efficient performance of the Court's functions in a dignified, diligent, cooperative and impartial manner. Will assist witnesses, litigants, counsel and the public with general information about courtroom procedures. The Court Security Officers shall not discuss the merits of any case; shall not attempt to give legal advice; shall not give the impression that he can or would influence the Court in any of its decisions.

## **FIREARMS AND PROTECTIVE GEAR**

The incumbent shall carry an approved firearm and shall be proficient in the use of said weapon. The Court Security Officers must be certified through the Benton County Sheriff's Department to carry a firearm. In addition, the Court Security Officers must recertify, as required to carry a firearm. The Court Security Officers shall wear a protective vest when provided to him by the County. The person in this position must have the knowledge and the physical and mental stamina to fire weapons, must possess the ability to communicate effectively both orally and written often under adverse conditions; possess good judgment and good powers of observation and memory. Must complete the Taser Training/Certification Course through the Benton County Sheriff's Office before carrying a Taser electronic control device.

## **SPECIALIZED RESPONSIBILITIES**

Domestic relations cases are probably the most sensitive in the judicial system. Many of the persons involved in domestic cases are under emotional stress. The Court Security Officers assigned must be constantly alert for emotional and/or violent outbursts and strive to maintain an even and objective demeanor and to maintain order. The Court Security Officers must be alert to situations for violence and attempt to quell them before they escalate.

It is important that the Court Security Officers is aware of the type of cases on the daily docket and which cases require additional security or attention. It is the Court Security Officers's duty to arrange for additional personnel, through the cooperation of other Court Security Officers, security officers, or law enforcement agencies, as necessary. The Court Security Officers shall provide the daily docket to the Deputies at all entry points of the Courthouse.

The Court Security Officers shall be cognizant that in these cases hostility may often be directed at the lawyers, Court personnel and litigants. In cases of imminent conflict, the Court Security Officers shall immediately take action to neutralize the danger.

Self-defense and physical constraint procedures are also required.

## **LANGUAGE SKILLS**

Must have excellent communication skills. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Knowledge of Spanish is useful.

## **REASONING ABILITY**

The Court Security Officers must be able to quickly assess and mediate potentially difficult situations. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**Supervisory Responsibilities:**

While the Court Security Officers does not have direct supervisory responsibility, he/she is responsible for the supervision of the courtroom and all those observing the court proceedings.

**Education and/or Experience:**

High school diploma or general education degree (GED); college hours in criminal justice or law enforcement is preferred; certified law enforcement officer or qualifications of a deputy sheriff and be commissioned by the Benton County Sheriff. Additional training in the areas of negotiations, controlled use of force, and threat identification and awareness is helpful. Must complete and maintain all training required by the Arkansas Commission on Law Enforcement Standards and Training

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee frequently is required to talk or hear. The employee is occasionally required to taste or smell. The employee must regularly lift and/or move up to 25 pounds. Specific vision abilities required by this job include color vision, and ability to adjust focus. The employee may need to restrain emotionally charged individual

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions.

While performing the duties of this job, the employee is often exposed to stressful situations and occasionally exposed to outdoor weather conditions. The noise level in the work environment is usually moderate.

JESAP Grade Assignment:   11  

Date   09/23/13

**2014 Personnel Requests**  
**Depts. 0401, 0403 0404, 0405, Fund 1000 - Circuit Courts**  
*Wage Rate Change/With Grade Change*

| Dept. | Position Title             | Old<br>Base Amount | Old Total<br>Compensation | New<br>Base Amount | New Total<br>Compensation          | Difference Total<br>Compensation |
|-------|----------------------------|--------------------|---------------------------|--------------------|------------------------------------|----------------------------------|
| 0401  | Courtroom Security Officer | 35,048.00          | 46,691.85                 | 35,568.00          | 47,301.82                          | 609.97                           |
| 0404  | Courtroom Security Officer | 35,048.00          | 46,691.85                 | 35,568.00          | 47,301.82                          | 609.97                           |
| 0405  | Courtroom Security Officer | 35,734.40          | 47,497.01                 | 41,600.00          | 54,377.45                          | 6,880.44                         |
| 0403  | Courtroom Security Officer | 36,774.40          | 48,716.94                 | 38,188.80          | 50,376.06                          | 1,659.11                         |
|       |                            | <u>142,604.80</u>  | <u>189,597.66</u>         | <u>150,924.80</u>  | <u>199,357.14</u>                  | <u>9,759.49</u>                  |
|       |                            |                    |                           |                    | <b>Proposed Total Compensation</b> | <b>199,357.14</b>                |
|       |                            |                    |                           |                    | <b>Current Total Compensation</b>  | <b>189,597.66</b>                |
|       |                            |                    |                           |                    |                                    | <u><b>9,759.49</b></u>           |

**Full-year budget impact (based on 2013 budget) 9,759.49**

|      |                           |       |
|------|---------------------------|-------|
| 0401 | % Increase in 2013 Budget | 0.006 |
| 0404 | % Increase in 2013 Budget | 0.01  |
| 0405 | % Increase in 2013 Budget | 0.07  |
| 0403 | % Increase in 2013 Budget | 0.03  |



## **SAFETY COORDINATOR Job Description**

**Exempt: Yes**

**Date Prepared: September, 2013**

**Department: Accounting/Human Resources**

**Supervisor: Human Resources Manager**

### **DEFINITION:**

The Safety Coordinator position is responsible for reviewing, evaluating, and analyzing work environments and conditions for hazard; implementing and/or reviewing programs and procedures to control, eliminate, and prevent disease or injury to County employees and County-employed contract workers. This position conducts facility inspections, and makes recommendations for improvements as they relate to worker safety. Provides Training in the areas of work place safety. Oversees County Worker's Compensation Claims and works with Elected Officials and Department Heads in assisting the employee's return to work.

The Safety Coordinator will ensure the development, implementation and updating of required written safety and health programs and plans. These may include, as needed:

- Hazard Communication Program
- Exposure Control Program (Bloodborne Pathogens, TB)
- Hazard Assessment and Personal Protective Equipment Program (PPE)
- Respiratory Protection Program
- Lockout/Tagout (LOTO)
- Confined Space Entry Program
- Emergency Action Plan

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Conducts periodic safety and health walk-through inspections of all workplace facilities
- Ensures that quarterly safety training and all other specifically required training is provided for all employees.
- Ensures that the OSHA Form 300 log of occupational injuries and illnesses is maintained. Post the annual summary from February 1<sup>st</sup> through April 30<sup>th</sup> at each work location.
- Conducts accident/injury investigations and illness exposure monitoring.
- Establishes and monitor a program for reporting and investigating "near miss" situations.
- Conducts investigations into employee inquiries, suggestions and complaints.
- Implements preventive measure and recommend improvement on the unsafe conditions/material/equipment.
- Provides new-employee health and safety orientations, and develops materials for these presentations.
- Maintains required safety and health documents/files.
- Ensures periodic inspections of all motorized vehicles.
- Coordinates the proper filing of all worker's compensation claims

- Recommends the appropriate actions to expedite the employees return to productive work.
- Completes the Arkansas Association of County's Risk Management premium projections each year.
- Coordinates with the Arkansas Association of County's Risk Management annual audit.

## **QUALIFICATION REQUIREMENTS:**

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### ***Knowledge of:***

- Basic principles of safety and accident prevention.
- State and federal regulation relating to occupational health and safety.
- Principles and techniques of employee training.
- Microsoft Office Suite.
- Uncompromising integrity and ethical business practices.
- Exceptional organizational and multi-tasking skills.

### ***Ability to:***

- Apply knowledge of Federal, State and local safety standards and laws for building maintenance, road department, construction industry, and other county departments as assigned.
- Apply knowledge of relevant policies, procedures, strategies, equipment, and training techniques to promote effective job site health and safety.
- Apply knowledge of principles and methods for training design and instruction for individuals and groups, and the ability to measure the training effects.
- Perform post-accident and incident investigations to identify causation and ways to prevent similar incidents in the future.
- Work with minimal direction.
- Make sound judgments and respond to emergency situations in a calm manner.
- Stand, bend, sit, kneel, lift, reach and move about quickly and safely in construction projects and business office work locations.
- Pick-up, manipulate, move, raise and lower heavy materials, equipment, and supplies; to climb ladders and scaffolding; to climb onto, walk on and get off of roof structures; to get in and out of tight spaces within approved safety limitations.
- Utilize intermediate Microsoft application suite.
- Communicate with all levels of County staff, including Elected Officials, Directors, and Law Enforcement, as well as communicating with vendors and contractors.

## **EXPERIENCE AND EDUCATION:**

### **Education:**

- Bachelor's Degree in Safety Management, Industrial Hygiene, or related field; or equivalent combination of education and experience. Certified Safety Professional (CSP) designation must be obtained within one (1) year of employment.

**Experience:** Minimum of five (5) years working in a health and safety role in maintenance and industrial construction environments, occupational safety programs, environmental health, or related fields. Experienced in CPR, AED and First Aid Instruction.

**License or Certificate:** Possession of a valid Arkansas State Driver's License. Certificate in CPR, AED, and First Aid Instruction.

## **SUPERVISION RESPONSIBILITIES:**

No direct supervisory responsibilities.

## **PHYSICAL DEMANDS:**

The following list contains the essential function required of a person filling the Safety Coordinator position. This description is intended to describe the kinds of task and level of difficulty being performed by the person assigned to this classification:

- Must be able to operate two-wheel and four wheel drive County vehicle in both day/night time conditions and all weather and road conditions.
- Must be able to sit to use the computer, to complete paperwork activities, and to attend meetings.
- Must be able to bend, kneel and crouch to conduct ergonomic and facility inspections.
- Must be able to climb stairs to gain access to upper floors of facilities, and to climb ladders to gain access to building rooftops.
- Must have visual acuity sufficient to use a computer, to read written materials, and to complete paperwork activities.
- Hearing must be sufficient to communicate with individuals in person and by telephone.
- The employee may occasionally lift and/or move up to 50 pounds.

## **WORK ENVIRONMENT:**

Office setting with temperature controls. Inspections and/or site visits may be outside with exposure to seasonal elements, and environmental terrain. This position's normal work hours are 8:00 am to 4:30 pm Monday through Friday. Extended hours may be required on an as-needed basis, to respond to and investigate accidents, and to attend evening meetings.

**JESAP GRADE:** 15

**DATE:** 09/23/13

**2014 Personnel Requests**  
**Dept. 0113, Fund 1000 - Accounting/HR**  
*New Position - Safety Coordinator*

| Position Title     | Authorized Positions | Annual Base Amount | Total Compensation |
|--------------------|----------------------|--------------------|--------------------|
| Safety Coordinator | 1                    | 42,265.60          | 57,341.96          |

**% Increase in 2013 Budget**      0.073



# Benton County

## Job Description

### Job Title: Deputy Coroner/Coroner's Assistant

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**Exempt (Y/N) :** N

**Date Prepared:** September, 2013

**Department:** Coroner

**Supervisor:** Coroner

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#### **Summary:**

The Coroner Assistant is a commissioned Deputy Coroner and has the authority to sign death certificates and respond to calls for the Coroner. In addition this position oversees the administrative operations of the Office of the Coroner. These duties include releasing bodies, transcribing medical and toxicology reports, compute service charges, reviews initial reports of death, determines jurisdictions and appropriate level of response. The Coroner's Assistant regularly communicates and coordinates interactions with the family members, employers, witnesses, and personnel from law enforcement, hospital, medical, civil, funeral homes, insurance agencies, and other offices within the County.

**Essential Duties and Responsibilities:** include the following. Other duties may be assigned.

- Receives and responds to the initial report of death or request for cremation;
- Creates an office record with the preliminary information;
- Determines jurisdiction and appropriate level of response and investigation required;
- Exercises independent judgment in the absence of the coroner.
- Communicates and coordinates with the Coroner, Chief, family members, employers, witnesses, and Personnel from law enforcement, hospital, medical, civil, funeral home, insurance agency and other fields;
- Responds as appropriate to the death or injury scene or body location; inspects and documents by means of notes, diagrams, sketches and photographs the condition of the locale, body, and other pertinent objects on, near or associated with the body;
- Makes preliminary external examination of the body as appropriate with reference to identification of findings and factors related to time, place, manner, and cause of injury, disease or death, and with Reference to physical characteristics documentation and identity;
- Obtains pertinent past and present medical, social, family, and other history from persons and sources Associated with the decedent;

- Prepares for collection and removal the body and any pertinent valuables or evidentiary materials and Facilitates removal under chain of custody when required;
- Ensures preservation and storage of evidentiary items, records, the body, and any associated effects;
- Prepares and delivers required documentation and reports as directed;
- Initiates necessary follow-up investigations and communications
- Facilitates the admission and discharge of the deceased at the Forensic Center;
- Performs required preliminary procedures and studies on deceased needed to determine depth and breadth of investigation or the need for autopsy;
- Obtains continuing education and training as available and directed in order to maintain high standards and implement new investigative methods;
- Maintains proper inventory par levels for autopsy, disaster, and field investigation supplies and equipment.
- Must be able to listen intently show respect and compassion for the family/ survivors while controlling the scene, and one's own personal emotions.
- Types, proofreads and distributes reports, correspondence, forms, etc. of a specialized and confidential nature; transcribes and prepares medical and toxicology reports.
- Answers the telephone, takes and relays messages; screens supervisor's calls; responds to telephone inquiries whenever possible; receives various classifications of death reports by phone.
- Prepares daily appointment schedule for supervisor; makes and confirms appointments; receives and schedules visitors; arranges meetings as required.
- Interprets administrative policies and decisions; prepares reports as requested.
- Completes and signs typed death certificates with authority as Deputy Coroner.
- Copies requested Inquest transcriptions and compute service charges.
- Prepares agendas; collects, assembles and distributes required documents, paperwork, etc.
- Maintains departmental line item ledgers.
- Organizes and maintains files of all Death Investigation files.
- Monitors supplies, reorders as necessary; types requisitions for supplies and payment invoices.

**Qualification Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:**

High school diploma or general education degree (GED) with courses in typing, business machine operation and general office procedure, plus some experience **in** or as a medical secretary. Additional course(s); work interpersonal communication, social sciences and training in investigative techniques , photography, medical terminology, anatomy; or experience equal to the training. \*At the discretion of the coroner, years of experience in related fields may substitute for education and/or other stated qualifications.

**Certifications, Licenses, Registrations** must be ABMDI (American Board of Medicolegal Death Investigators) certified within 18 months; must be a certified Phlebotomy Specialist by the ASCL; must possess a valid State of Arkansas Driver's License. Must be a member in good standing with IAC&ME (International Association of Coroners & Medical Examiners).

**Working Relationships:****Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The physical demands described here are representatives of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; sit; and talk; or hear. The employee is occasionally required to reach with hands and arms and stoop; kneel; crouch; or crawl. The employee must occasionally lift and/or move 100 to 200 pounds. Specific vision abilities required by this job includes close vision, distance vision, color vision peripheral vision and depth perception.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions.

The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. While performing duties of this job, the employee is frequently exposed to extreme outside weather conditions while on-site at accident scenes. The employee primarily works in a normal office situations; but when serving as a deputy coroner or working with the bodies of the deceased he/she may be exposed to toxic or caustic substances, bio-hazardous materials or blood borne pathogens, moving mechanical equipment and high, precarious places. Noise levels from quiet to loud may vary as well.

Approved by \_\_\_\_\_

Date \_\_\_\_\_

JESAP Grade Assignment: \_\_\_\_\_

Date \_\_\_\_\_



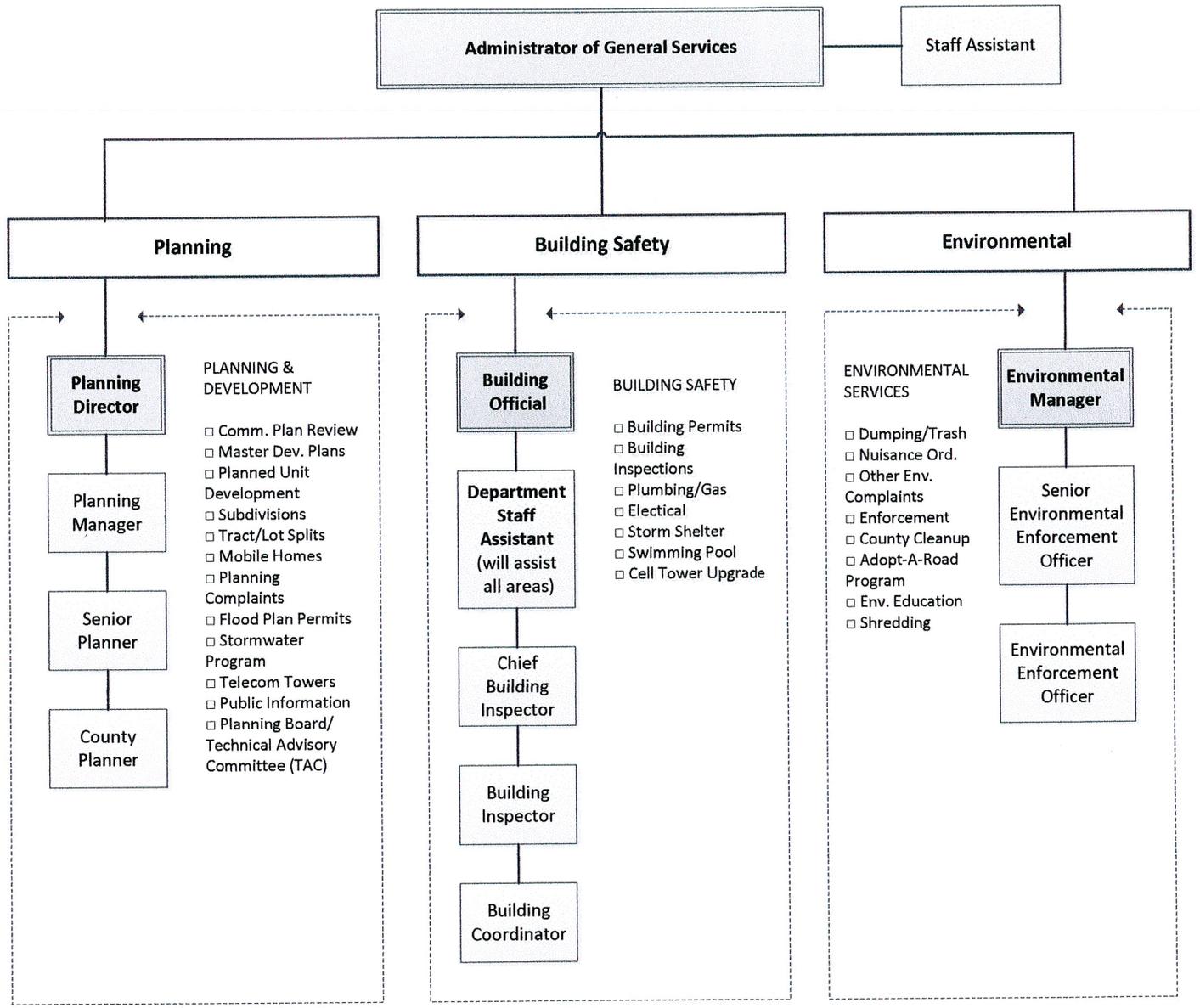
**2014 Personnel Requests Dept. 0500, Fund 1000 - Emergency Management  
 Wage Adjustment for Dir. of Emergency Management - Internal Equity**

| Position Title  | Old<br>Base Amount     | Old Total<br>Compensation | New<br>Base Amount  | New Total<br>Compensation                             | Difference Total<br>Compensation |
|---|------------------------|---------------------------|---------------------|---|----------------------------------|
| Director of the Department of<br>Emergency Management | 45,085.04<br>47,485.04 | 61,549.27<br>64,528.67    | 47,485<br>64,528.67 | 64,528.67   | 2,979.40                         |
|   |                        |                           |                     | <b>Proposed Total Compensation</b>                    | <b>64,528.67</b>                 |
|   |                        |                           |                     | <b>Current Total Compensation</b>                     | <b>61,549.27</b>                 |
|   |                        |                           |                     | <b>Total Increase</b>                                 | <b><u>2,979.40</u></b>           |
|   |                        |                           |                     | <b>Full-year budget impact (based on 2013 budget)</b> | <b>2,979.40</b>                  |

**% Increase in 2013 Budget**                      0.019



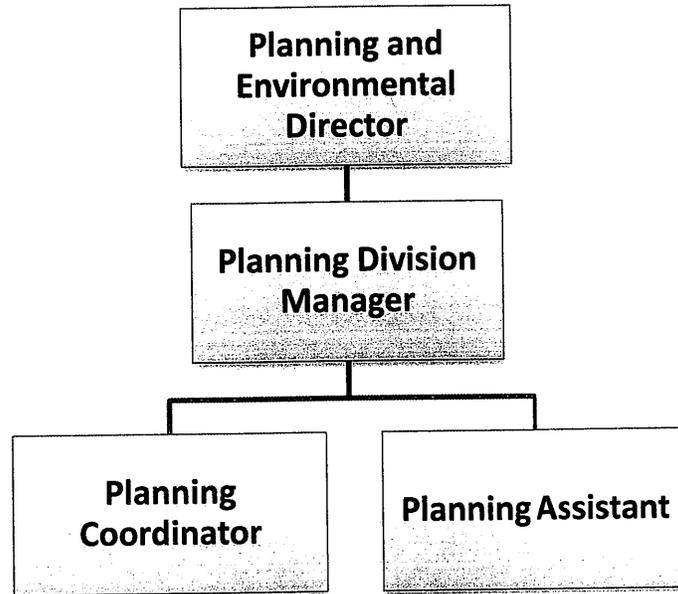
**DEPARTMENT OF  
COUNTY DEVELOPMENT**





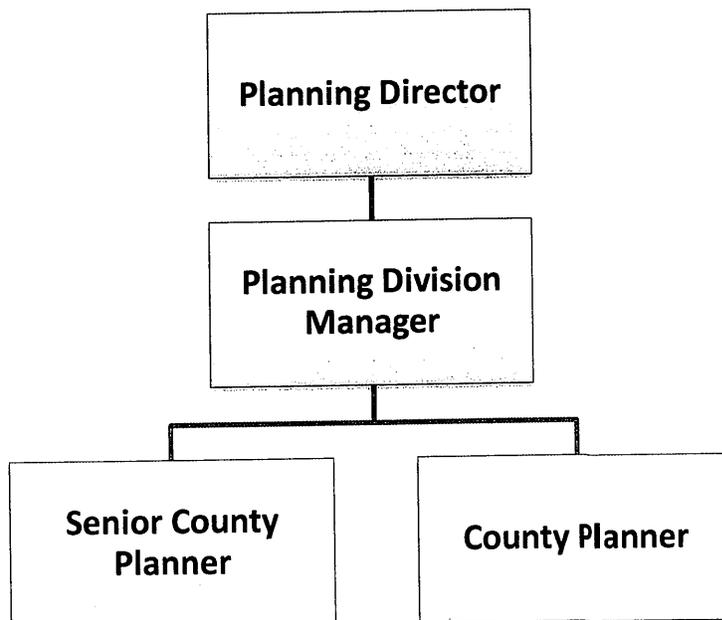
# BENTON COUNTY PLANNING DEPARTMENT

## Current Organizational Structure



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## Proposed Organizational Structure





## **PLANNING DIRECTOR Job Description**

**Exempt: Yes**  
**Date Prepared: August 2013**

**Department: County Development**  
**Supervisor: Administrator of General Services**  
**Division: County Planning**

### **JOB SUMMARY:**

The Planning Director carries out the mission of the County development department as an executive level manager by assisting the citizens of Benton County in developing a livable community through long range planning, responsible land use regulations, streamlined planning processes, and ensures compliance with State and Federal requirements. The Planning Director oversees and manages the Planning Department services including land use planning, floodplain management, and Municipal Separate Storm Sewer System (MS4) to provide comprehensive growth within the community. The Planning Director helps create an efficient and streamlined Planning procedures by providing friendly, timely, and fair development review; ensuring compliance with land use rules; protecting and preserving historic heritage; and enhancing the quality of life in Benton County by preparing plans, maps and ordinances, and providing implementation support and reports to the Administrator of General Services.

### **SUPERVISION RECEIVED AND EXERCISED:**

Receive administrative direction from the Administrator of General Services.  
Exercises direct supervision over technical and clerical staff.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Manages and applies the concepts and principles of the County's Planning Regulations, Flood Damage Prevention, Stormwater pollution prevention, grading, and erosion control MS4 regulations and other approved planning directives.
- Reviews development proposals for conformity with principles of good planning and land use practices, for compliance with approved development regulations, and applicable laws and/or County municipal codes or ordinances.
- Serves as the County's primary planning staff member and advisor to the Administrator of General Services, Planning Board and Board of Adjustment.
- Represents the Planning department and makes presentation to the Planning Board on complex planning matters, Legislative Committee, Quorum Court, and Committee of Whole, and other

groups on county planning, floodplain, and MS4 matters as assigned by the Administrator of General Services.

- Directs the coordination and preparation of agendas, site plan reviews, case files, and related items for the Planning Board and Board of Appeals. Prepares department's Planning Board's agenda business items.
- Attends all Planning Board, Board of Appeals meetings and other meetings as directed by the Administrator of General Services.
- Manages Planning staff and conducts performance evaluations of planning staff; delegates and accomplishes work through subordinates; provides leadership and coaching. Develops and implements programs and activities to enhance employee training and performance and to assure quality work.
- Provides regular coaching on major projects to ensure policy recommendations are in compliance with County needs and consistent with State planning law, project deadlines are reasonable and attainable, and professional quality work is maintained; may take lead on significant projects. Reviews and establishes completion dates for major projects, tracks projects, and reviews with the Administrator of General Services, and project staff. Provides staff management and guidance, sets direction and monitors progress for major projects; maintains various commission and Planning Board work programs.
- Communicates via formal written documents and reports for Planning Board or their advisory bodies; prepares and reviews staff reports prior to submittal; provides status updates to the Administrator of General Services on major issues.
- Identifies potential problems and offers effective alternative solutions to resolve Planning issues affecting the County; analyzes issues based on conformance with County goals and objectives, applicable laws and regulations, and long term benefits to the County.
- Plans long-range goals, objectives, organizational structure, and overall direction for the planning department. Establishes a system to ensure consistency within the division.
- Plans, allocates, and monitors time, people, equipment, and other resources for the planning department to ensure efficient organization and completion of work; hires, supervises, trains, and evaluates staff.
- Develops, communicates, and monitors policies, procedures, and standards for the department; implements improvement when necessary.
- Attends professional seminars, conferences, and training sessions to promote professional growth; identifies and satisfies staff development needs, including the hosting of planning department staff meetings.
- Prepares, reviews, and presents the department's budget within budget instructions and submits the budget to the Administrator of General Services.

- Reviews quarterly budget reports for expenditure rates and takes action as needed; reviews significant shortfall or unexpected savings with the Administrator of General Services; ensures all purchases comply with County regulations, monitors planning, floodplain and Stormwater permit application tracking; and monitors and recommends fee and staffing adjustments as needed to maintain service levels in accordance with revenue projections.
- Identifies and implements customer service initiatives, ensures streamlined service provisions to the public and planning project applicants; follows up on comments and improves services where appropriate; maintains clear and informative policy-oriented reports to the Administrator of General Services, Planning Board, and other decision bodies. Consults on planning matters with all stakeholders including developers, citizens, Planning Board members and others.
- Explain division policies to the public, developers and builders. Establish and maintain liaison with appropriate government bodies, private firms, organizations or individuals to assist in achieving County objectives and ensuring compliance with appropriate laws and development standards.
- Ensure implementation of County regulations and ordinances within the unincorporated area. In sites where non-compliance is identified, guides property owners to achieve compliance. In some instances may issue warning notices/ notice of violation for prosecution purposes for the County Prosecutor, in those instances he/she may be required to testify in court proceedings on behalf of the County.
- Performs other duties as assigned by the Administrator of General Services.

#### **QUALIFICATION REQUIREMENTS:**

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

##### ***Knowledge:***

- Demonstrates practices, principles, and philosophy of public administration, planning and community development, including developing and presenting both long and short range plans for Community Development divisions and programs.
- Effectively use contemporary office practices, procedures, and various office software products, including GIS and ARC/INFO/Map Object computer graphics, or other modern technologies relevant to planning or community development.
- Able to communicate effectively to a wide variety of individuals, both verbally and in writing, and present information in front of large groups in a clear, concise manner.
- Able to plan, develop, and deliver programs essential to the operation of the county, which includes developing, revising, and/or implementing policies, procedures and programs.

- Comprehend and apply concepts for enhancement and efficiency of department and general operations.
- Develop and maintain interpersonal relations by establishing and maintaining effective working relationships with individuals, coworkers, other agencies and the public. May require attending meetings at various locations during business and non-business hours, including evenings, early mornings and weekends.
- Knowledge of NFIP floodplain management and MS4 Stormwater pollution prevention, Grading, and Erosions control regulations.

***Skills and Abilities:***

The following list contains the essential skills and abilities required of the Planning Director. This description is intended to describe the kinds of task and level of difficulty being performed by the person assigned to this classification:

- Thorough knowledge of the current literature and recent developments in the field of municipal, county or local government planning.
- Knowledge of legal and political processes as they apply to planning and community development.
- Thorough knowledge of the advanced principles and practices of community planning.
- Skills to appraise employee performance consistent with city policy, including counseling and resolution of individual employee performance problems.
- Ability to organize many project activities simultaneously and keep on schedule and budget.
- Ability to interpret and analyze technical and statistical information, and to prepare and present technical, oral and written reports.
- Ability to develop policy and initiate ideas and recommendations.
- Ability to translate goals and objectives into workable plans, programs, and activities.
- Ability to use sound professional judgment in planning for future development.
- Ability to research and prepare planning studies and to formulate substantive recommendations for planning standards and the development of overall county plans.
- Ability to communicate well with the public and develop effective working relationships with the public and other employees.
- Ability to maintain regular attendance on the job.

- Must be able to operate two-wheel and four wheel drive County vehicle in both day/night time conditions and all weather and road conditions.
- Must demonstrate office management skills, office machine skills to include computer programs and software.

#### **EDUCATION AND EXPERIENCE:**

**Education:** Bachelor's degree from an accredited college or university in planning, urban development, public administration or a related field required. A master's degree in planning, urban development, public administration or a related field is highly desirable.

**Experience:** A minimum of ten (10) years progressively responsible experience in community development or planning, including supervisory experience, in municipal, county or local government planning is required. A Master's degree in planning may substitute for one year of experience.

Equivalent combination of education and experience may substitute for the minimum requirements noted above.

#### **LICENSE OR CERTIFICATION:**

American Institute of Certified Planners certification is preferred/ desirable.

Must obtain certification for a Certified Flood Plain manager and Certified Stormwater manager within a year of employment.

Must have a valid Arkansas State Driver's License current driver's license and an acceptable driving record.

#### **PHYSICAL DEMANDS:**

The following list contains the essential functions required for this position:

- Must be able to operate a motor vehicle in both day and night time conditions in a variety of weather.
- Must be willing and able to attend regularly held meetings outside of normal office hours.
- Must be able to squat, bend over at the waist, and perform other physical movements necessary to traverse property in wooded, grassy area, non-paved roads, and undeveloped land.
- Must be able to lift occasionally and/or move objects up to 30 pounds.

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

#### **WORK ENVIRONMENT:**

The employee must be able to perform routine tasks normally associated with an office setting. The noise level is moderate and the lifting requirements are minimal.



## **PLANNING MANAGER Job Description**

**Exempt: Yes**  
**Date Prepared: August 2013**

**Department: County Development**  
**Supervisor: Director of Planning**  
**Division: County Planning**

### **JOB SUMMARY:**

Under general direction, the Planning Division manager plans, organizes, oversees and participates in the review of complex development proposals including site and project designs; construction plans, standards, specifications and criteria, and subdivisions and other master development plans. This position prepares long-range planning documents including land-use plans, specific plans, master development plans, and development regulations, etc.; makes development recommendations with suggested stipulations to the Planning Board, the Quorum Court, and community groups; devises solutions to complex development and land use problems; and reviews and supervises the work of other planning and technical staff. The Planning Division Manager shall perform the duties of the Flood Plain Manager and Stormwater Manager for the County.

### **SUPERVISION RECEIVED AND EXERCISED:**

Receives administrative direction from the Director of Planning.

The Planning Division Manager directly supervises the Senior County Planner and County Planner and reports to the Director of Planning.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Reviews commercial and private development such as subdivisions, plats, site plans and other development proposals for recommendation to Planning Board;
2. Coordinates reviews of commercial and private development for administrative approval such as land splits, cell towers, etc.
3. Serves as Certified Stormwater Manager (CSM) which requires the following specific duties:
  - a. To manage, coordinate, and implement the stormwater management program (Small MS4 Stormwater Program) for Benton County and to coordinate with municipal, state, and federal agencies. This shall include, but not be limited to, developing and/or maintaining the stormwater management plan, administering the tasks in the plan in a timely manner, and preparing and submitting the annual reports as required by ADEQ.

- b. To assist in administering drainage, flood control, and water quality programs within the County.
  - c. Water quality programs may include state and federal permit requirements related to stormwater runoff including management of public education, illicit discharges, erosion control, post-development runoff BMPs, system maintenance, water quality monitoring, data analysis, and reporting. Drainage and flood control programs include operational maintenance of drainage systems, planning and construction of capital improvements, and basic knowledge of flood plain management.
  - d. Involvement in long-term planning, policy development, and other administrative activities related to the stormwater management program.
4. Serves as Certified Floodplain Manager (CFM), specific duties herein include:
    - a. Provide administration and management of the County's stormwater management program.
    - b. Clearly communicate the requirements of the National Flood Insurance Program (NFIP) and the community's program to the general public, elected and/or appointed community decision makers, developers, architects, engineers, land surveyors, and planners;
    - c. Maintain records and documents that keep the community eligible to participate in the NFIP and the Community Rating System (CRS);
    - d. Assist elected officials in the preparation of Standard Operating Procedures (SOP) for the Floodplain Management Program as well as establishing and maintaining a adopted Flood Damage Prevention Ordinance;
    - e. Review all floodplain related projects received from the U.S. Army Corps of Engineers, State Department of Transportation (DOT), community departments, and others to ensure compliance with Federal Emergency Management Agency (FEMA), National Flood Insurance Program (NFIP), and the County's Flood Damage Prevention Ordinance requirements;
    - f. Prepare and/or assist in coordinating FEMA Hazard Mitigation, Flood Mitigation Assistance, and Pre-Disaster Grant Program applications;
    - g. Meet with FEMA and state representatives for Community Assistance Visits (CAV), Community Rating System (CRS) reviews, and other actions for coordination;
    - h. Monitor and coordinate other Federal and State Floodplain Management programs, as applicable. Reviews commercial and private development such as subdivisions, plats, site plans, and other development proposals; for recommendation to Planning Board;
  5. Develops plans, reports, proposals, communications, and other documents;
    - a. Specifically prepares staff reports on assigned projects and makes recommendations to the Director and the Planning Board;
    - b. Communicates verbally and in writing on an ongoing basis with developers, public agencies, and the general public;
    - c. Prepares short and long range plans and other planning products;
  6. Develops project methods, processes/procedures, and related documents and forms;
  7. Gathers, analyzes, interprets, maintains, and reports on planning and related data;
  8. Conducts financial analyses and prepares cost estimates
  9. Conducts site visits and field investigations as required;

10. Receives and works complaints;
11. Oversees the development review process and directly supervises planning staff;
12. Possesses detailed knowledge about the Planning Regulations, flood insurance program, and stormwater management program;
13. Performs other duties as may be assigned by the Director.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Planning Division Manager must have or quickly acquire: knowledge of Arkansas county and city planning laws; written and verbal communication skills to deliver public presentations; ability to facilitate discussions with the public, stakeholders, and other groups; intermediate computer skills (Internet, PowerPoint, Excel, Word, and ArcView GIS); ability to meet deadlines; and knowledge of and ability to implement planning methods, techniques, and concepts.

**KNOWLEDGE, SKILLS AND ABILITIES:**

The Planning Division Manager must have or quickly acquire: knowledge of Arkansas county and city planning laws; written and verbal communication skills to deliver public presentations; ability to facilitate discussions with the public, stakeholders, and other groups; intermediate computer skills (Internet, PowerPoint, Excel, Word, and ArcView GIS); ability to meet deadlines; and knowledge of and ability to implement planning methods, techniques, and concepts.

**EDUCATION AND EXPERIENCE:**

**Education:** Minimum: Bachelor's degree in urban or regional planning, geography, landscape architecture, architecture, civil engineering, public administration, or closely related field. Preferred: Master's Degree in urban or regional planning, geography, landscape architecture, architecture, civil engineering, public administration, or closely related field.

**Experience:** Five (5) to seven (7) years of progressively responsible experience in long-range or current planning, including work with public agencies and experience with preparation and analysis of plans and development proposals. Direct experience with both stormwater and floodplain programs is preferred. Experience may substitute for Master's degree.

Equivalent combination of education and experience may substitute for the minimum requirements noted above.

**LICENSE OR CERTIFICATION:**

AICP (American Institute of Certified Planners) required within three (3) years of hire. The Planning Division Manager shall obtain both CFM (Certified Floodplain Manager) status and CSM (Certified Stormwater Manager) status within two (2) years of hire.

Must have a valid Arkansas State Driver's License current driver's license and an acceptable driving record.

**WORKING RELATIONS:**

The Planning Division Manager must have the ability to establish and maintain positive and cooperative working relationships with those contacted in the course of work at all levels, including a diverse general public, with a focus on quality service and technical accuracy.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee must be able to perform routine tasks normally associated with an office setting. The noise level is moderate and the lifting requirements are minimal. The employee must also be able to perform routine site inspections which may require walking on unimproved sites. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions. The Planning Division Manager generally works within an office environment; however the position may require limited outside work, including but not limited to development inspections and site analysis.



## **SENIOR COUNTY PLANNER Job Description**

**Exempt: No**  
**Date Prepared: August 2013**

**Department: County Development**  
**Supervisor: Planning Manager**  
**Division: County Planning**

### **JOB SUMMARY:**

The Senior County Planner is responsible for the daily administration of county, state, and federal development regulations as they pertain to proposed development projects, division of land, and public inquiries. The Senior County Planner is responsible for project review and processing of Planning Board applications and assists the Planning Manager/Planning Director in coordinating activities of the Department. He/she has knowledge of all development projects in the unincorporated areas of Benton County, has familiarity of the Floodplain Management regulations as set forth by the Federal Emergency Management Agency (FEMA), MS4 Stormwater regulations and the general enforcement objectives of the code enforcement personnel in the department. The Senior Planner has daily contact with the public and planning professionals, which requires a high degree of demonstrated competence and professionalism.

### **SUPERVISION RECEIVED AND EXERCISED:**

Receives administrative direction from the Planning manager and Planning Director.  
Directly supervises the County Planner.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Analyze, solve and/or plan administrative and technical tasks
- Interprets and applies applicable state and county ordinances and regulations
- Reviews county plans and regulations for proposed development or land subdivision and reports findings to the Director for presentation to the Planning Board.
- Assists the planning manager in ensuring compliance with NFIP regulations and MS4 requirements in the County
- Reviews and evaluates proposed development applications including plats, permits, site plans, telecommunication towers, and variance requests for the County for presentation to the Planning Board including the Technical Advisory Committee and the Planning Board
- Writes and presents formal and technical reports, working papers, and correspondence for review by the Planning manager/ planning director

- Assists engineers, surveyors, architects, developers, real estate agencies, attorneys, abstract offices, land owners and the general public in understanding and complying with the County regulations and department policies
- Compiles data for use by the planning manager, Director, the Technical Advisory Committee, the Planning Board, and the Quorum Court
- Keeps the financial records for the Division, collects fees, maintains records of those fees, and assists the Director in the review of expenses and revenues throughout the fiscal year
- Supervises the activities of the County Planner and ensures that the duties of the County Planner are being fully met in terms of record keeping, service to the public, and adherence to regulations and department policies
- Answers public inquiries when necessary and conducts field investigations/inspections as necessary, and attends public hearings when required by the Director
- Develops short range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed
- Perform other duties as required

#### **QUALIFICATION REQUIREMENTS:**

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### ***Knowledge of:***

- Community development and their relationship to planning principles and practices.
- Principles, practices and methods of research and data collection.
- Effective writing techniques.
- Computer hardware and software programs, which may include Microsoft Office, Internet applications, graphic design, or GIS.
- Principles of supervision.
- Oral communication and intrapersonal skills to present research findings to various boards and committees.
- Knowledge of NFIP floodplain management and MS4 Stormwater pollution prevention, Grading, and Erosions control regulations.

#### ***Skills and Ability to:***

- Must demonstrate office management skills, office machine skills to include computer programs and software
- Must have comprehensive knowledge of Planning Board rules, regulations and procedures.
- Read, understand and interpret surveys, site plans and specifications.
- Perform a high degree of analytical and interpretive thinking.
- Review plans and apply provisions of the ordinances and codes to determine compliance with such regulations and to apply regulations to field conditions.

- Accurately and timely route precise and detailed information to the Director, the Technical Advisory Committee, the Planning Board and the Quorum Court.
- Work effectively with surveyors, engineers, contractors, and the general public.
- Effectively communicate County regulations and ordinances to appropriate public and private agencies, organizations, and individuals.
- Prepare technical and analytical reports and PowerPoint presentations.
- Establish and maintain systems needed for control of work quality and quantity.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.
- Read handwritten, typed or machine generated text, graphical and statistical material without aides other than eyeglasses and, or contact lenses.
- Absorb data, learn and apply procedures required to perform the full range of tasks required by typical duties of the class.

**EXPERIENCE AND EDUCATION:**

**Education:** A bachelor's degree in urban planning, architecture, public policy, or related area of study.

**Experience:** Minimum of three (3) years of experience in a planning office or related field. Possession of four-year College or university degree in planning may substitute for one year of experience.

Equivalent combination of education and experience may substitute for the minimum requirements noted above.

**License or Certificate:** Possession of a valid Arkansas State Driver's License.

**PHYSICAL DEMANDS:**

The following list contains the essential function required of a person filling the Planner II position. This description is intended to describe the kinds of task and level of difficulty being performed by the person assigned to this classification:

- Must be able to operate two-wheel and four wheel drive County vehicle in both day/night time conditions and all weather and road conditions
- Must be able and willing to work long hours, weekends, late nights and holidays when necessary.
- Must be able to squat, bend over at the waist, and perform other physical movements necessary to traverse property, in wooded, grassy areas, non-paved roads, and undeveloped lands.
- Travel by foot across all types of terrain found in Benton County to access areas under construction in all outside weather conditions.
- Must be willing and able to attend regularly held meetings outside of normal office hours.

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

**WORK ENVIRONMENT:**

The employee must be able to perform routine tasks normally associated with an office setting. The noise level is moderate and the lifting requirements are minimal.



## **COUNTY PLANNER Job Description**

**Exempt: No**  
**Date Prepared: August 2013**

**Department: County Development**  
**Supervisor: Senior County Planner/  
Planning Division Manager**  
**Division: County Planning**

### **JOB SUMMARY:**

The position of County Planner is the entry-level position in the planning department and assists in all planning matters, conducts research, maintains the Planning database and filing, addresses planning questions, mapping and provides planning assistance to the public and provides office support. This position receives considerable immediate supervision from senior county planners.

### **SUPERVISION RECEIVED:**

County Planner receives administrative direction from the senior county planner, planning manager and Planning Director.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Assists the Senior Planner in preparing agendas, circulates agenda items within statutory timelines, uploads the County's dashboard as required, and prepares minutes of the Planning Board meetings for review by senior County staff before circulation to the Planning Board members.
- Coordinates Development Review Committee (DRC), circulates agenda in advance, and prepares minutes of the meeting for review by senior County staff before circulation to the DRC members.
- Assists in the review of all development proposals and site plans for conformance with planning regulations and codes. Prepares draft reports for review.
- Collects a variety of statistical data and prepare reports and maps on topics such as census information, land use, tax base data, and occupancy rates and others as required for a Planning Study.
- Provides planning assistance to the public by providing information to the public regarding development regulations, planning applications and associated fees.
- Assists in resolving citizen and customer issues by providing relevant information within timely manner in consultation with the Senior Planner/ Planning Manager/Planning Director.

- Conducts field evaluations and assessments to verify compliance with planning regulations.
- Attends meetings as required.
- Assists in collecting fees and maintaining all financial records.
- Conducts necessary research to assist senior planning staff.
- Answers phones, filing, scheduling of appointments, and manages the day to day office needs.
- Other duties as assigned by the Senior Planner, Planning Manager and Planning Director, and the Administrator of General Services.

**QUALIFICATION REQUIREMENTS:**

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

***Typical Knowledge***

- Knowledge of the principles and practices of planning
- Knowledge of principles and practices of research and data collection
- Knowledge of effective writing techniques
- Statistical, algebraic, or geometric knowledge and ability to apply such knowledge in practical situations
- Knowledge of computer hardware and software programs, which may include Microsoft Office, Internet applications, and GIS
- Experience performing general office duties

***Typical Skills***

- Excellent customer service skills and able to exercise tact in dealing with the public and fellow employees. Accuracy is a very important factor in this position.
- Must possess working knowledge of and the ability to efficiently use a computer, typewriter, calculator, copier and fax machine.
- Must be able to acutely generate both written and verbal reports as requested.
- Must possess accurate bookkeeping skills.
- Must have knowledge of Planning Board rules and regulations and County ordinances.
- Creative problem-solving skills to gather relevant information to solve practical problems
- Ability to create graphic designs, development strategies, and render site plans via sketches and/or computer graphics highly desirable.
- Ability to work on several projects or issues simultaneously
- Ability to work independently or in a team environment as needed
- Ability to take meeting minutes and notes as required

- Ability to perform a variety of administrative/clerical tasks
- Ability to collect money from applicants and issue receipts

**EDUCATION AND EXPERIENCE:**

**Education:** A bachelor's degree in urban planning, architecture, public policy, or related area of study.

**Experience:** Candidates must have a minimum of one (1) year of experience working in a planning office or other another related field. A master's degree in a related field can substitute for the experience requirement.

Equivalent combination of education and experience may substitute for the minimum requirements noted above.

**Other Licenses/Certificates:** The Planner I must possess a valid Arkansas State Driver's License.

**PHYSICAL DEMANDS:**

The following list contains the essential functions required of the County Planner position:

- Must be able to operate a motor vehicle in both day and night time conditions in a variety of weather.
- Must be willing and able to attend regularly held meetings outside of normal office hours.
- Must be able to squat, bend over at the waist, and perform other physical movements necessary to traverse property in wooded, grassy area, non-paved roads, and undeveloped land.
- Must be able to lift occasionally and/or move objects up to 30 pounds.

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

**WORK ENVIRONMENT:**

The County Planner will typically spend of 90% of the time in the office, with the other 10% spent in the field or at regularly scheduled meetings. The employee must be able to perform routine tasks normally associated with an office setting. The noise level is moderate and the lifting requirements are minimal.

2014 Personnel Requests Dept 0110, Fund 1000 - Planning

Reorganization

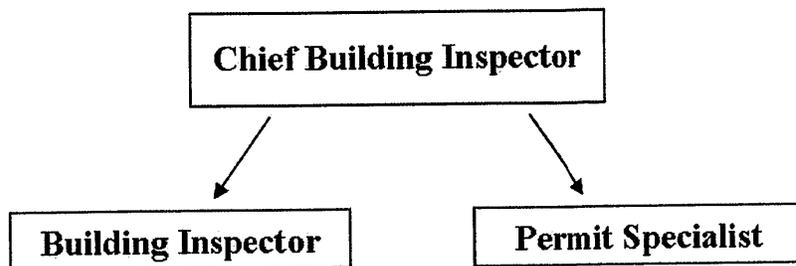
| Position Title            | Annual<br>Base Amount | Total<br>Compensation |
|---------------------------|-----------------------|-----------------------|
| Add Planning Director     | 50,356.80             | 67,194.43             |
| Planning Division Manager | 37,564.00             | 51,541.71             |
| Add Senior Planner        | 36,691.20             | 50,473.79             |
| Add County Planner        | 32,052.80             | 44,798.44             |
| Planning Board Members ** | -                     | -                     |
| Overtime                  | 6,012.01              | 7,452.42              |
|                           | <u>162,676.81</u>     | <u>221,460.78</u>     |

|                             |                   |
|-----------------------------|-------------------|
| Proposed Total Compensation | 221,460.78        |
| Current Total Compensation  | <u>243,760.38</u> |
| Total Savings               | 22,299.60         |

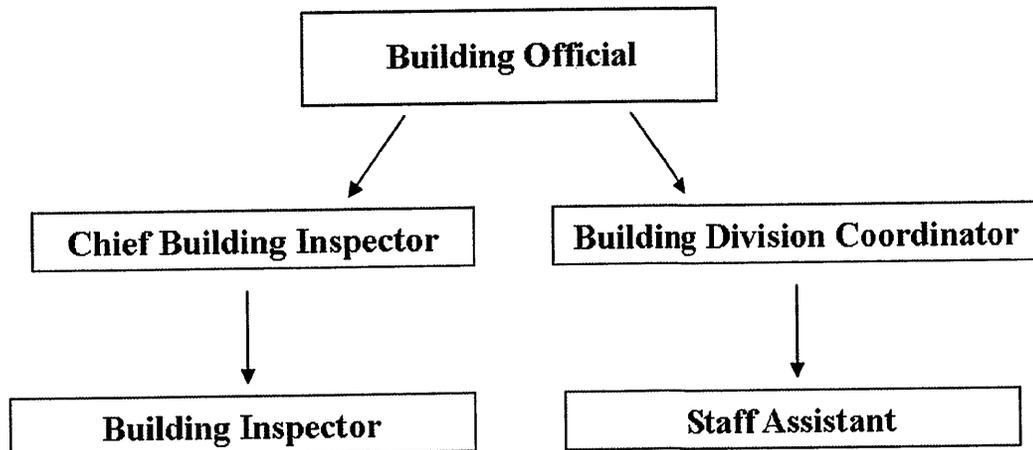


# Benton County Building Division

## Current Organizational Chart



## Proposed Organizational Chart







## **BUILDING OFFICIAL Job Description**

**Exempt: Yes**

**Date Prepared: August 2013**

**Department: County Development**

**Supervisor: Administrator of General Services**

**Division: Building Safety**

### **DEFINITION:**

The position of the Building Official is responsible for planning, organizing, directing and reviewing the operations and activities of the Building Safety Division; to assume responsibility for implementing all County activities related to setting and ensuring compliance with building standards including plan check, inspection and correction of hazards; to supervise and perform the more difficult inspections; and to approve plans and specifications, as necessary. The Building Official supervises all Building Safety Division technical and clerical employees.

### **SUPERVISION RECEIVED AND EXERCISED:**

Receive administrative direction from the Administrator of General Services.

Exercises direct supervision over technical and clerical staff.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Conduct employee evaluations
- Plan, direct and coordinate the enforcement of laws and codes governing the construction of the new buildings or altering existing structures.
- Enforce housing codes and ordinances in existing buildings.
- Supervise the review of building plans for conformance with the code provisions.
- Advise builders and homeowners on minimum standards of construction and materials.
- Perform difficult inspections and assists staff in resolving technical questions relating to various code requirements.
- Establish a system to ensure consistency within the division.
- Perform the more difficult plan checks; perform energy plan checks.
- Confer with architects, contractors and others concerning building code provisions and construction methods.
- Resolve disputes between the County and contractors.
- Prepare complex reports and letters
- Explain division policies to the public, developers and builders.
- Prepare and administer the building division budget
- Develop and implement division goals, objectives, policies and priorities.
- Plan, program, direct and participate in all building service activities associated with setting and ensuring compliance with building standards.

- Establish and maintain liaison with appropriate government bodies, private firms, organizations or individuals to assist in achieving County objectives and ensuring compliance with appropriate laws and development standards.
- In some instances may be required to issue warning notices and/or citation for prosecution purposes for the County Prosecutor, in those instances he/she may be required to testify in court proceedings on behalf of the County.
- Perform other duties as required

## **QUALIFICATION REQUIREMENTS:**

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### ***Knowledge of:***

- All aspects of community development and their relationship to building inspection; International Building Code and other applicable state and federal codes.
- Principles, practices and methods associated with developing building standards, plan check and building inspection.
- Engineering principles, concepts and procedures as applied to building inspection.
- Construction methods and materials.
- Budget preparation and administration.
- Principles of supervision, training and evaluation.
- Public contact skills.

### ***Ability to:***

- Read, understand and interpret construction blueprints, plans and specifications.
- Inspect and analyze standard building construction and to identify code violations.
- Solve complex building inspection and code-related problems.
- Work effectively with builders, contractors and the general public.
- Supervise, train and evaluate assigned staff.
- Explain County practices and objectives to appropriate public and private agencies, organizations and individuals.
- Prepare analytical reports of a budgetary, technical and evaluative nature.
- Establish and maintain systems needed for control of work quality and quantity
- Establish and maintain effective work relationships with those contacted in the performance of required duties.
- Stand, bend, sit, kneel, lift, reach and move about quickly and safely in construction projects and business office work locations.
- Pick-up, manipulate, move, raise and lower heavy materials, equipment, and supplies; to climb ladders and scaffolding; to climb onto, walk on and get off of roof structures; to get in and out of tight spaces within approved safety limitations.
- Get on and off, or in and out of County equipment; operate the full range of equipment that it typically required of the class without special aides.
- Read handwritten, typed or machine generated text, graphical and statistical material without aides other than eyeglasses and, or contact lenses.

- Absorb data, learn and apply procedures required to perform the full range of tasks required by typical duties of the class.

#### **EXPERIENCE AND EDUCATION:**

**Education:** Graduate from an accredited four-year college or university with a degree in a relative discipline or an equivalent combination of experience and training which provides the required knowledge, skills and abilities.

**Experience:** Minimum of five (5) years of experience in building inspection, standards development and plan checking including one year of supervisory experience. Must demonstrate the ability to use computer programs and software and have a comprehensive knowledge of building codes, local regulations, and procedures.

**License or Certificate:** Possession of a valid Arkansas State Driver's License and obtain a state certification as a residential and commercial building inspector based on the ICC Building Codes, within one (1) year of obtaining position. (Preferred)

#### **PHYSICAL DEMANDS:**

The following list contains the essential function required of a person filling the Building Official position. This description is intended to describe the kinds of task and level of difficulty being performed by the person assigned to this classification:

- Must be able to operate two-wheel and four wheel drive County vehicle in both day/night time conditions and all weather and road conditions
- Must be able and willing to work long hours, weekends, late nights and holidays when necessary.
- Must be able to squat, bend over at the waist, perform other physical movements necessary to traverse property, in wooded, grassy areas, non-paved roads, and undeveloped lands.
- Travel by foot across all types of terrain found in Benton County to access areas under construction in all outside weather conditions.
- The employee must occasionally lift and/or move up to 50 pounds.

#### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



## **CHIEF BUILDING INSPECTOR**

### **Job Description**

**Exempt: No**  
**Date Prepared: August 2013**

**Department: County Development**  
**Supervisor: Building Official**  
**Division: Building Safety**

#### **DEFINITION:**

The Chief Building Inspector is responsible for the overall day to day inspection operations of the Benton County Division of Building Safety. These building inspections are conducted throughout unincorporated Benton County and require extensive travel. The Chief Building Inspector performs inspections and assures that subordinates perform inspections on all new residential and commercial construction and facilities, and their uses, to conform to zoning, housing, health, safety, and property laws

#### **SUPERVISION RECEIVED AND EXERCISED:**

Receive administrative direction from the Building Official.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Analyze, solve and/or plan a large variety of administrative and technical task involving inspections of commercial and residential building in unincorporated Benton County. Possessing a high degree of analytical and interpretive thinking ability along with technical ability in building inspections.
- Review and evaluate technical building inspections performed by subordinate inspectors. Guided by applicable codes, standards of practice and personal experience.
- Resolve disputes arising from building inspection service utilizing sound building principles and applicable codes as required.
- Assist builders with and the general public in understanding and complying with applicable building codes and the County Zoning Ordinance, blue book regulations and division policies.
- Oversee the coordination of the Division of Building Safety permitting process conducted by the Building Division Coordinator.
- Periodically review the fee schedule for inspections and other policies to determine the adequacy of the building inspection program.
- Compile data as assigned by the Building Official.

- Supervise the activities of County Building Inspectors and ensure that the duties of these positions are being fully met in a timely manner. Including timely conducting of building inspections, accurate record keeping, service to the public, and adherence to regulations and Division policies.
- Answer public inquiries when necessary and conduct field investigations/inspection as necessary.
- Attend public hearings when required by the Building Official.
- In some instances and after consulting the Building Official may be required to issue warning notices and/or citation for prosecution purposes for the County Prosecutor, in those instance he/she may be required to testify in court proceedings on behalf of the County.
- Perform other duties as required.

## **QUALIFICATION REQUIREMENTS:**

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### ***Knowledge of:***

- All aspects of community development and their relationship to building inspection; International Building Code and other applicable state and federal codes.
- Principles, practices and methods associated with developing building standards, plan check and building inspection.
- Engineering principles, concepts and procedures as applied to building inspection.
- Construction methods and materials.
- Budget preparation and administration.
- Principles of supervision, training and evaluation.
- Public contact skills.

### ***Ability to:***

- Read, understand and interpret construction blueprints, plans and specifications.
- Inspect and analyze standard building construction and to identify code violations.
- Solve complex building inspection and code-related problems.
- Work effectively with builders, contractors and the general public.
- Supervise, train and evaluate assigned staff.
- Explain County practices and objectives to appropriate public and private agencies, organizations and individuals.
- Prepare analytical reports of a budgetary, technical and evaluative nature.
- Establish and maintain systems needed for control of work quality and quantity
- Establish and maintain effective work relationships with those contacted in the performance of required duties.
- Stand, bend, sit, kneel, lift, reach and move about quickly and safely in construction projects and business office work locations.

- Pick-up, manipulate, move, raise and lower heavy materials, equipment, and supplies; to climb ladders and scaffolding; to climb onto, walk on and get off of roof structures; to get in and out of tight spaces within approved safety limitations.
- Get on and off, or in and out of County equipment; operate the full range of equipment that is typically required of the class without special aides.
- Read handwritten, typed or machine generated text, graphical and statistical material without aides other than eyeglasses and, or contact lenses.
- Absorb data, learn and apply procedures required to perform the full range of tasks required by typical duties of the class.

## **EXPERIENCE AND EDUCATION:**

**Education:** Graduate from an accredited two-year college or university with a degree in a relative discipline or an equivalent combination of experience and training which provides the required knowledge, skills and abilities.

**Experience:** Minimum of five (5) years of experience in building inspection, standards development and plan checking including one year of supervisory experience. Must demonstrate the ability to use computer programs and software and have a comprehensive knowledge of building codes, local regulations, and procedures.

**License or Certificate:** Possession of a valid Arkansas State Driver's License and obtain a state certification as a residential and commercial building inspector based on the ICC Building Codes, within one (1) year of obtaining position. (preferred)

## **PHYSICAL DEMANDS:**

The following list contains the essential function required of a person filling the Chief Building Inspector position. This description is intended to describe the kinds of task and level of difficulty being performed by the person assigned to this classification:

- Must be able to operate two-wheel and four wheel drive County vehicle in both day/night time conditions and all weather and road conditions
- Must be able and willing to work long hours, weekends, late nights and holidays when necessary.
- Must be able to squat, bend over at the waist, perform other physical movements necessary to traverse property, in wooded, grassy areas, non-paved roads, and undeveloped lands.
- Travel by foot across all types of terrain found in Benton County to access areas under construction in all outside weather conditions.
- The employee must occasionally lift and/or move up to 50 pounds.

## **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



## **BUILDING DIVISION COORDINATOR**

### **Job Description**

**Exempt: No**  
**Date Prepared: August 2013**

**Department: County Development**  
**Supervisor: Building Official**  
**Division: Building Safety**

#### **DEFINITION:**

The Building Division Coordinator position requires an individual who is capable of exercising good judgment and who possesses significant knowledge of division activities in order to serve as a focal point for coordinating key administrative tasks. This person must have superior administrative skills, and the personal disposition and qualities necessary to work well with the public and other employees. This position will process all commercial and residential building permit applications ensuring compliance with all applicable County Ordinances and Federal and State regulations relating to construction and land use laws. The coordinator will serve as a liaison between the public, builders, contractors, applicants and County staff while providing related technical and specialized work as required.

#### **SUPERVISION RECEIVED AND EXERCISED:**

Receive administrative direction from the Building Official.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Assists home owners and contractors with the approval of residential and commercial building permits. Discussing plan submission requirements with to ensure compliance with established building codes. Must possess the ability to interpret and explain County processes and procedures and be able to exercise independent judgment in the absence of supervision
- Perform basic plan reviews at the time of application submittal, conduct review of floodplain designation, MS4 zones and setbacks. Review plans for completeness and determination whether the plans can be accepted for final review and provide applicants with incomplete plans information to proper submission.
- Process, issue and track all incoming residential and commercial building permits entering them into permit tracker, assigning a permit number and creating a job folder. Calculate and collect appropriate building permit fees to be collected and complete appropriate financial data entry.
- Process and update division financials; including daily balancing of cash drawer, verification of funds and completing bank deposits. Enter all financials for the division monthly financial reconciliation and issue checks to the required entities.

- Respond to requests for building code information at the front counter and over the phone. Explain codes and the permitting process requirements to contractors and citizens regarding building permits, certificates of occupancy, and contractors licensing.
- Schedule and track all County building inspections. Process requests for contracted city inspections, recording the inspection to later create monthly invoices to submit to the city offices for payment for services rendered.
- Prepare all outgoing building division correspondence, including 911 address assignment letters, cease and desist letters, notices of violation and other miscellaneous communications as assigned.
- Process and maintain purchase orders for department 31, requesting PO numbers from accounting and tracking purchase orders and monies spent on a purchase order tracking spreadsheet.
- Receive and process all Driveway Permits and Road Cut Bonds for the county. Recording them on a tracking spreadsheet, processing all financials involved and coordinating with the road department initial and final site visits.
- Receive and process complaints from county citizens regarding building and environmental issues seeing that they are assigned to the proper individuals for investigation and follow up.
- Provide administrative and clerical support for the building division. Maintaining ongoing records of permits issued and completed inspections; file all correspondence, permits and plans; process all incoming and outgoing mail; update and maintain public documents and permit applications; maintaining an effective and accurate filing system; maintain division organizational and statistical data needed by the Chief Building Official and Administrator of General Services.
- Answer and transfer incoming calls for the Planning and Environmental Divisions in a professional and courteous manner and welcome visitors to the departments, directing all phone calls and visitors to the appropriate staff, recording accurate and complete telephone messages as necessary.
- Perform other duties as required.

## **QUALIFICATION REQUIREMENTS:**

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. Must have the ability to organize, coordinate, analyze and make recommendations as needed. Possess good human relations skills with the ability to communicate effectively with the public, elected officials, department heads and other County employees. Be proficient in the use of common office machines and PC's with accurate word processing and database maintenance ability.

## **EXPERIENCE AND EDUCATION:**

**Education:** Graduate from an accredited two-year college with a degree in a relative discipline or an equivalent combination of experience and training which provides the required knowledge, skills and abilities.

**Experience:** Minimum of five (5) years of experience specializing in administrative and coordinating tasks with at least three (3) of those five (5) years in a construction related field.

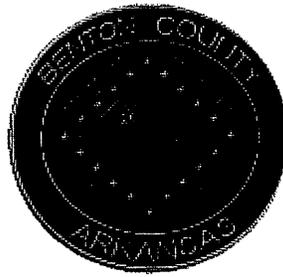
**PHYSICAL DEMANDS:**

The following list contains the essential function required of a person filling the Building Division Coordinator position. This description is intended to describe the kinds of task and level of difficulty being performed by the person assigned to this classification:

- Must be able to regularly sit, reach with hands and arms, use hands to handle or feel objects and talk and hear. The employee is occasionally required to stand and walk. Specific vision abilities required by this position include close and distance vision and the ability to adjust focus.
- The employee must occasionally lift and/or move up to 50 pounds.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



## **BUILDING INSPECTOR**

### **Job Description**

**Exempt: No**  
**Date Prepared: August 2013**

**Department: County Development**  
**Supervisor: Building Official**  
**Division: Building Safety**

#### **DEFINITION:**

Performs building inspections as requested by the Chief Building Inspector and investigates complaints and violations of zoning, building codes and other adopted ordinances as they pertain to property within the unincorporated areas of Benton County; maintains computerized files of violation cases; contacts violators and complainants under difficult circumstances; reads and interprets maps, property descriptions and construction plans; conducts site inspections on complaints received; drives to various locations within Benton County including remote locations; takes photographs and measurements; files criminal complaints in Court and appears as a witness for the State.

#### **SUPERVISION RECEIVED AND EXERCISED:**

Receive administrative direction from the Building Official.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Inspect residential and commercial property, grounds, building and dwellings to determine compliance with Benton County ordinances and codes ensuring that he/she complies with State laws pertaining right of entry and obtaining permission from owner and tenant to enter property and building for the purpose of compliance inspection.
- Review, process and investigate complaints of violations both anonymously and in writing.
- Maintain a database for logging received complaints and a computerized schedule for the initial investigation and for the follow-up compliance.
- Assist builders with and the general public in understanding and complying with applicable building codes and the County Zoning Ordinance, blue book regulations and division policies.
- Explain requirements of County ordinances and codes using issues of health, safety and general welfare of the community as guidelines.
- Answer public inquiries when necessary and conduct field investigations/ inspection as necessary.

- In some instances and after consulting the Chief Building Official and/or the Building Official may be required to issue warning notices and/or citation for prosecution purposes for the County Prosecutor, In those instance he/she may be required to testify in court proceedings on behalf of the County.
- Must be able to effectively communicate both verbally and in writing to the public, supervisors, and co-workers are also essential elements of this position. The employee deals courteously and diplomatically with the citizens, general public, contractors, and property owners.
- May be required to attend “after hours” meetings of an official nature that result from Code Compliance duties as well as schools, seminars and training as required
- Perform other duties as required.

## **QUALIFICATION REQUIREMENTS:**

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### ***Knowledge of:***

- All aspects of community development and their relationship to building inspection; International Building Code and other applicable state and federal codes.
- Principles, practices and methods associated with developing building standards, plan check and building inspection.
- Engineering principles, concepts and procedures as applied to building inspection.
- Construction methods and materials.
- Budget preparation and administration.
- Principles of supervision, training and evaluation.
- Public contact skills.

### ***Ability to:***

- Read, understand and interpret construction blueprints, plans and specifications.
- Inspect and analyze standard building construction and to identify code violations.
- Solve complex building inspection and code-related problems.
- Work effectively with builders, contractors and the general public.
- Supervise, train and evaluate assigned staff.
- Explain County practices and objectives to appropriate public and private agencies, organizations and individuals.
- Prepare analytical reports of a budgetary, technical and evaluative nature.
- Establish and maintain systems needed for control of work quality and quantity
- Establish and maintain effective work relationships with those contacted in the performance of required duties.
- Stand, bend, sit, kneel, lift, reach and move about quickly and safely in construction projects and business office work locations.
- Pick-up, manipulate, move, raise and lower heavy materials, equipment, and supplies; to climb ladders and scaffolding; to climb onto, walk on and get off of

roof structures; to get in and out of tight spaces within approved safety limitations.

- Get on and off, or in and out of County equipment; operate the full range of equipment that is typically required of the class without special aides.
- Read handwritten, typed or machine generated text, graphical and statistical material without aides other than eyeglasses and, or contact lenses.
- Absorb data, learn and apply procedures required to perform the full range of tasks required by typical duties of the class.

## **EXPERIENCE AND EDUCATION:**

**Education:** Graduate from an accredited two-year college or university with a degree in a relative discipline or an equivalent combination of experience and training which provides the required knowledge, skills and abilities.

**Experience:** Knowledge and understanding of construction principles, the building inspection process and general knowledge of building codes. (preferred) Individual must demonstrate the ability to efficiently use computer programs and software.

**License or Certificate:** Possession of a valid Arkansas State Driver's License and obtain a state certification as a residential and commercial building inspector based on the ICC Building Codes, within one (1) year of obtaining position.

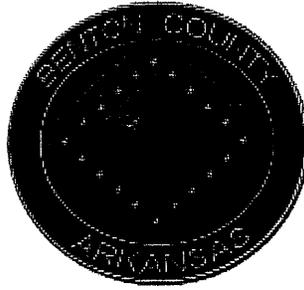
## **PHYSICAL DEMANDS:**

The following list contains the essential function required of a person filling the Building Inspector position. This description is intended to describe the kinds of task and level of difficulty being performed by the person assigned to this classification:

- Must be able to operate and two-wheel and four wheel drive County vehicle in both day/night time conditions and all weather and road conditions
- Must be able and willing to work long hours, weekends, late nights and holidays when necessary.
- Must be able to squat, bend over at the waist, perform other physical movements necessary to traverse property, in wooded, grassy areas, non-paved roads, and undeveloped lands.
- Travel by foot across all types of terrain found in Benton County to access areas under construction in all outside weather conditions.
- The employee must occasionally lift and/or move up to 50 pounds.

## **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



**STAFF ASSISTANT  
Job Description**

**Exempt: No**  
**Date Prepared: August 2013**

**Department: County Development**  
**Supervisor: Building Official**  
**Division: Building Safety**

**DEFINITION:**

Provides administrative and clerical support including but not limited to maintaining office records, typing, filing, purchase orders, answering telephones and other office support.

**SUPERVISION RECEIVED AND EXERCISED:**

Receive administrative direction from the Building Official.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Acts in the capacity of office assistance which includes performing routine office, administrative tasks.
- Maintains filing system.
- Prepares purchase orders for the division and maintains a database.
- Maintains inventory of supplies, equipment and resources.
- Answers incoming calls and direct them to the appropriate individual.
- Maintain standard operating procedure manual.
- Assist the Building Division Coordinator with issuing building, driveway and other permits as needed.
- Assists the Environmental Services division with development and photocopying of publications
- Schedules appointments for the County Development staff.
- Assists the Building Division Coordinator with monthly financial reports.
- Perform other duties as required.

**QUALIFICATION REQUIREMENTS:**

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. Must have the ability to organize, coordinate, analyze and make recommendations as needed. Possess good human relations skills with the ability to communicate effectively with the public, elected officials, department heads and other

County employees. Be proficient in the use of common office machines and PC's with accurate word processing and database maintenance ability.

**EXPERIENCE AND EDUCATION:**

**Education:** High school diploma or G.E.D. is required.

**Experience:** Minimum of two (2) years of general office experience is required.

**PHYSICAL DEMANDS:**

The following list contains the essential function required of a person filling the Staff Assistant position. This description is intended to describe the kinds of task and level of difficulty being performed by the person assigned to this classification:

- Must be able to regularly sit, reach with hands and arms, use hands to handle or feel objects and talk and hear. The employee is occasionally required to stand and walk. Specific vision abilities required by this position include close and distance vision and the ability to adjust focus.
- The employee must occasionally lift and/or move up to 50 pounds.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



## **ENVIRONMENTAL SERVICES MANAGER**

### **Job Description**

**Exempt: Yes**

**Date Prepared: August 6, 2013**

**Department: County Development**

**Supervisor: Administrator of General Services**

**Division: Environmental Services**

### **DEFINITION:**

The Environmental Services Manager will act as manager and project coordinator for the Environmental Services Division. The Environmental Services Manager leads projects from its inception to execution. This includes planning, execution and managing the people, resources and scope of the project. The position requires the discipline to create clear and attainable objectives and to see them through to successful completion. This employee is responsible for providing organizational and operational assistance to the Administrator as well as management of the Environmental Services staff.

### **SUPERVISION RECEIVED AND EXERCISED:**

This position will receive direct supervision from the Administrator of General Services.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Proficient and competent decision-making skills are required for the management of Benton County events as well as the management of other environmental programs. It is essential that this position is filled by a self-starter that can readily accept responsibility and make sound decisions. The ability to accept feedback, make projections about project outcomes, excel at thoughtful communication, and utilize project tools and techniques to help ensure good management practices are paramount.
- Responsible for assisting the public, other County offices, and local governmental entities regarding environmental issues. Must be knowledgeable in Federal, State, and local environmental regulations, laws and ordinances and maintain up-to-date information on local environmental facility options.
- Acts as division liaison to County Solid Waste Board. Conducts all liaison activities in a professional manner to ensure maximum cooperation between the County and other agencies.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES continued:**

- Develop educational programs intended to integrate environmental education goals and actions with the overall Environmental Services Division Strategic Plan. Conduct outreach to schools and community groups as directed by the Administrator.
- Develops press materials for all departmental activities and special events. Acts as division liaison to media and press with the consent of the Administrator of General Services.
- Financial forecasting, budget preparation, grant-writing, purchasing research, and budget monitoring throughout the fiscal year are all important skills of this position.
- Must continually re-prioritize projects and tasks as requests from divisional staff, other departments or agencies as received.
- Intensive organizational abilities are required to initiate and manage after-hours/weekend special events including annual Spring and Fall County Cleanups if funded. Must actively seek opportunities for community outreach. Weekend and night work for events and community presentations is a requirement.
- May be required to attend selected meetings in the absence of the Administrator of General Services.
- Performs other duties as assigned by the Administrator of General Services.

## **QUALIFICATION REQUIREMENTS:**

This position supervises the Environmental Services staff. Managing relationships and personalities is a huge part of the overall management. The ability to collaborate and maintain successful team member relationships is crucial in making sure team members feel valued and recognized in order to maintain a quality working environment for all team members. Supervisory responsibilities include, but are not limited to, distribution of job announcements, review resumes, conduct interviews, and make hiring recommendations to the Administrator of General Services. Conduct regular staff evaluations, coordinate schedules for employees under supervision, and manage other personnel matters. This position occasionally supervises community service workers and temporary staff in completion of various county projects.

## **EXPERIENCE AND EDUCATION:**

Graduate from an accredited four-year college or university with a degree in a related discipline or an equivalent combination of experience and training which provides the required knowledge, skills and ability will also be accepted. Within one (1) year of employment the Hazardous Materials Awareness course (8 hours) and Hazardous Materials Operations course (16 hours) through the Arkansas Department of Emergency Management must be completed if offered within the state. A Certified Environmental Professional (CEP) certification by the Academy of Board Certified Environmental Professionals (ABCEP) accredited by the Council of Engineering & Scientific Specialty Boards is recommended but not required.

The Environmental Services Manager must possess the ability to communicate effectively, both orally and written, must possess good judgment, courtesy and tact. The ability to define problems, research issues, establish facts and draw complete and accurate conclusions is essential. Experience dealing with hostile/unruly individuals is an important quality.

Extensive knowledge of office practices, procedures and office equipment as well as experience using Microsoft Word, Excel, Access, Publisher, and Power Point are required. The Environmental Services Manager must be able to accurately generate both written and verbal reports as requested and work with minimal supervision, self-discipline and self-motivation.

#### **PHYSICAL DEMANDS:**

While performing the duties of this job the employee is regularly required to stand, walk, sit, drive a vehicle, use hands to manipulate objects or controls, reach with hands and arms, and talk or hear. The employee is occasionally required to climb, balance, stoop, kneel, crouch or crawl. The employee must be able to travel by foot across all types of terrain in all weather conditions. The employee must occasionally lift and/or move more than 50 pounds.

#### **WORK ENVIRONMENT:**

While performing the duties of this job, the employee usually works in a typical office setting. Occasionally, duties will be performed in an outdoor setting. The employee may be exposed to filthy, potentially toxic environments, and all weather conditions. Exposure to bio-hazards, fumes, toxins or particles is possible. Employee may occasionally experience confrontations with unruly/angry citizens.

2014 Personnel Requests Dept. 0130, Fund 1000 - Environmental Services

Reorganization

| Position Title                           | Authorized Positions | Total Compensation |              |
|--|----------------------|--------------------|--------------|
|  |                      | Annual Base Amount | Compensation |
| Add Environmental Services Manager       | 1                    | 39,041.60          | 51,306.26    |
| Delete Environmental Program Coordinator | -1                   | (31,470.40)        | (42,438.72)  |
|  | 0                    | 7,571.20           | 8,867.53     |

% based on 2013 Budget 0.06

Total Budget Impact 8,867.53



## Benton County

Job Description

### Job Title: Director of Road/Bridge Construction and Maintenance

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**Exempt (Y/N):** Y  
**Date Prepared:** 9/13

**Department:** Road Department  
**Supervisor:** Administrator of Public Service

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#### Summary:

The Director of Road/Bridge Construction and Maintenance is responsible for the overall operations of the Benton County Road Department including the development of plans; staffing; training; budgets; quality control in construction and maintenance of all County-owned roads; purchasing of materials and equipment; and working with the County Administration to ensure that all county roads reflect the efficient and effective investment of the taxpayer's dollars.

**Essential Duties and Responsibilities:** include the following. Other duties may be assigned.

1. Works with County Judge, Quorum Court, and administrative team to develop, implement, and manage the County's road and bridge maintenance plan.
2. Prepares and monitors the department's budget.
3. Works with County Judge, Quorum Court, and administrative team to develop, implement, and manage the County's long-range road and bridge construction plan.
4. Works with contractors, engineers, and subcontractors in the development of plans for road/bridge construction and/or improvements.
5. Supervises subordinate personnel, makes recommendations on evaluation, hiring and terminating of employees in the department;
6. Plans, prioritizes, schedules, and supervises department projects and maintenance;
7. Oversees the inspection of conditions pertaining to roads, bridges, etc.;
8. Supervises the Fleet Manager and the development of an equipment maintenance and replacement plan;
9. Works with the Fleet Manager to make sure all safety and compliance training is being met.
10. Makes regular reports/updates to the Quorum Court and its committees as to the identification of future projects and progress on existing projects
11. Communicates with the public to resolve complaints, gain support for projects, and to evaluate the effectiveness of all county road initiatives.

### **Qualification Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. **Technical Skills:** Thorough knowledge of construction and maintenance techniques and materials. Thorough knowledge of safety standards. Thorough knowledge of federal, state and county laws and ordinances related to road and bridge maintenance. Working knowledge of hazardous materials. Good oral and written communication, interpersonal and customer service skills. Good mathematical and organizational skills. The ability to operate all department equipment. The ability to read and understand diagrams and blueprints.
2. **Financial Accountability:** Employee is responsible for budgetary control of department and participates in the annual department budget process.
3. **Personal Relations:** Employee has continual contact with county employees within administration, from other departments and the general public. Ability to establish and maintain effective working relationships with other departments, subordinates, and shall relate to the public in a positive manner.
4. **Mental Requirements:** Ability to read and comprehend county, state and federal regulations; to read and comprehend technical/mechanical manuals; to work on or supervise several projects at once; to prioritize work; to train and guide others; to analyze safety situations; to access situations and make recommendations; to maintain effective working relationships with other personnel, subordinates and the public, to work without immediate supervision; to quickly develop an action plan; to remain calm under stress and anger, to disseminate intelligence and other information with and between department personnel; and to adapt to different people, behavior and circumstances.

### **Supervisory Responsibilities:**

This position is responsible for the direct supervision of the manager of road/bridge administration, road/bridge superintendents, and indirect supervision of all other road department staff.

### **Education and/or Experience:**

This position requires a bachelor's degree in construction management or civil/structural engineering and a minimum of five years of experience in road/bridge construction project management. In lieu of the education requirement, candidates may be considered if they have a minimum of fifteen years experience, seven of which were served at the management level, in the road and bridge construction industry.

### **Working Relationships:**

Must be able to establish strong working relationships with the elected officials, justice of the peace, contractors and subcontractors, various local, state, and federal agencies who regulate the construction process. Will also work closely with the comptroller and grants administrator when dealing with funding of projects and budget reporting.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee must be physically able to regularly lift and/or move up to 50 pounds and occasionally lift and/or move up to 75 pounds. Bending, excessive walking and the ability to operate departmental equipment is required in this position. Ability to communicate effectively in person, on the radio or telephone; to make and receive phone calls; to travel and tour county roads and bridges; to operate county vehicles; exposure to environmental conditions; exposure to vehicle fumes and noise; and the ability to operate motorized county vehicle and equipment.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions.

Adverse weather conditions and traffic are factors in this position when supervising and inspecting projects. The employee regularly works with or near moving mechanical equipment and is frequently exposed to fumes or airborne particles and toxic or caustic chemicals. The employee occasionally works in high, precarious places. The employee is occasionally subject to noise in the work environment. The noise level in the typical work environment is moderate. The director is on call 7 days a week, 24 hours a day.

JESAP GRADE ASSIGNMENT: 22

DATE: 9/23/13



## Benton County

Job Description

### Job Title: Tool and Parts Attendant

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**Exempt (Y/N) : N**  
**Date Prepared:**

**Department:** Road Department  
**Supervisor:** Fleet Mgr. /Shop Superintendent

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#### **Summary:**

The Tools and Part Attendant shall receive, store, issue hand tools, machine tools, dies, replacement parts, and shop supplies and equipment. In addition, he or she shall monitor the condition of all tools and equipment in tool room custody and is responsible for the accountability of all tool and part inventories. The tool room part attendant will also be responsible for issuing, inventorying, and maintaining equipment and parts with in the tool room.

**Essential Duties and Responsibilities:** include the following. Other duties may be assigned.

1. Maintain the inventory of all Road Department tools, dies and replacement parts.
2. Record all assignments of tools and dies, as well as the disbursement of replacement parts.
3. Monitor the condition of tools and dies maintained in the tool room.
4. Research best suppliers of replacement parts based on cost and quality.
5. Prepare purchase orders for parts and tool/die replacements
6. Assist Fleet Manager/Shop Superintendent in preparing the annual budget for tools, dies, and parts inventories.
7. Conduct periodic audits of tools assigned to road department employees.

#### **Qualification Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Supervisory Responsibilities:** None

**Education and/or Experience:** High school diploma or GED. Two years' experience working with parts and tools required. Must have a valid driver's license.

**Working Relationships:** Will work closely with the employees of the Road Department and the shop management to monitor and assess the parts and tools inventory. Will also work closely with tool and parts vendors

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Successful candidate will be able to reach, grasp and move small objects as well as those weighing up to 50 lbs. In addition, he/she must be able to climb ladders and occasionally kneel or crouch.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions.

This position is assigned to the road department shop building which has a work environment that has dust, oil, and other chemicals involved in engine maintenance. Noise level will be moderate to loud.

**JESAP Grade Assignment:** 5

**Date** 09/23/13

**2014 Personnel Request Dept 0200, Fund 2000 - Road Department  
Reorganization**

| Position Title                                  | Authorized Positions | Annual Base Amount | Total Compensation |
|---|----------------------|--------------------|--------------------|
| Add Dir. of Road/Bridge Construction and Maint. | 1                    | 59,000.00          | 80,812.27          |
| Add Tool and Parts Attendant                    | 1                    | 28,516.80          | 41,159.24          |
| Delete Construction Superintendent I            | -1                   | (50,356.80)        | (69,791.13)        |
| Delete Truck Driver II                          | -1                   | (29,681.60)        | (43,427.70)        |
|   | 0                    | 7,478.40           | 8,752.68           |

\*\* Does not impact the 2013 Budget

**2014 Personnel Request Dept 0115, Fund 1000 - Information Technologies**  
*Add a Part-time Line and a Wage Adjustment for Internal Equity*

| Position Title                                 | Authorized Positions | Annual Base Amount | Total Compensation |
|--|----------------------|--------------------|--------------------|
| Add Part-time Funds for PC Support Technician  | 0.5                  | 18,772.00          | 20,235.46          |
| Wage Adjustment for a PC Support Tech Proposed | 1                    | 39,000.00          | 50,631.24          |
| Wage Adjustment for a PC Support Tech Current  | -1                   | (35,756.76)        | (46,884.78)        |
|  | <b>0.5</b>           | <b>22,015.24</b>   | <b>23,981.92</b>   |

**% Total of 2013 Budget      0.03**

**BENTON COUNTY**  
Job Description

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JOB TITLE: Director of Senior Veterans Services Officer

Fo

EXEMPT: Exempt  
DATE: September, 2013~~2~~

DEPARTMENT: Veterans Service  
SUPERVISOR: County Judge

**SUMMARY:**

This position requires a highly motivated, service-oriented person who is a quick learner and has the ability to deal effectively with a large government agencies. The incumbent assists veterans, their dependents and survivors in applying and qualifying for benefits, that typically exceeds ~~\$89,000,000.00~~\$2,000,000.00 annually. This position is governed by county and departmental policies and procedures and must be familiar with federal, state and local laws relating to Veterans rights, benefits and entitlements. The incumbent must, by necessity, be creative, resourceful, and persistent in achieving the objectives of this position.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Interviews, advises and assists veterans and dependents in presenting claims for disability compensation, death or injury insurance, pensions, education, employment, rehabilitation training, medical care, home loans, debts/waivers and other claims to which they may be entitled under federal, state or local laws working with Veterans Administration and other government agencies.
2. Counsels clients concerning actions and procedures in the prosecution of claims as well as other social service functions.
3. Manages electronic database of large quantities of working files, active claims, and evaluation records, often simultaneously, utilizing organizational skills to prioritize workload and manage case load.
4. Maintains an extensive and accurate knowledge of all laws and regulations pertinent to the administration of veteran's benefits.
5. Interprets and apply laws, regulations and medical terminology and procedure to insure accuracy and compliance in processing individual benefit claims. Extensive research skills are necessary.
6. Develop and maintain an extensive knowledge of current medical and psychiatric terminology, procedure and practice. Ability to research medical and legal texts, to write legal briefs.
7. Evaluates the validity of claims by reviewing legislation, regulations, court decisions (precedents) and by studying veterans' medical reports and service history.
8. Obtains claimant's power of attorney, assembles pertinent evidence, and prepares the claim forms and briefs completely and accurately, that when filed meet the standards set for qualification of: compensation or pension, insurance, educational assistance, vocational training, dependents benefits, hospitalization, burial benefits, discharge reviews, retirement claims, and loan guarantees.

9. Requests hearings before proper government board and prepare written briefs in argument of claims for hearings. Act as a representative for veterans, survivors and dependents in all appellate procedures.
10. Refers individuals to other service agencies, make arrangements for initial contact, assist clients completing forms of other agency services.
11. Advises retirees and their dependents of changes in laws and programs.
12. Conducts seminars on retiree matters and entitlements.
13. Participates in, or initiates civil/veterans functions to acquaint public with services rendered and rights and entitlements of veterans and their dependents which includes: local county ceremonies for such holidays as Memorial Day or Veterans Day and various others as required.
14. Provides information to the public and media through public speaking appearances and press releases.
15. Offers technical advice at ~~local~~ local, state or federal government hearings. Serves as official Veteran's representative for Benton County.
16. Serves as liaison to veteran organizations in order to coordinate various veterans' activities provides updates on VA laws and regulations. Attend veteran organizations meetings and present programs as guest speaker.
17. Maintains regular contact with physicians, federal and state elected officials, and U.S. Department of Veterans Affairs. Assists physicians in obtaining medical documentation and medical records on behalf of veteran claimants and securing and protecting all information attained in accordance with HIPPA and the Privacy Act.
18. Limited in and out ~~state~~ of state travel is required. Regular travel within County is required to satellite offices and veterans residence.
19. Makes hospital, nursing home and home visits when needed to assist disabled clients. Position requires regular and extensive contact with severely physical and/or mentally disabled persons, including potentially dangerous psychotics.
20. Understands and is able to use governmental accounting and budgeting practices.
21. Maintains office supplies inventory, ~~as well as donated medical equipment~~
22. Extensive telephone contact and record keeping.
23. Hires, manages and trains staff to include subordinate service officers, administrative assistants and federal work studies.
24. Maintain and monitor a federal work-study program for up to two veteran students.
25. Maintain and record service of automobiles assigned to veteran services.
26. Cordinate and schedule training for staff.
27. Maintain national accreditation thru a VA recognized Veteran service organization.

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28. Report to the State and Federal Government on monthly and quarterly intervals concerning services rendered as well as recommendations to improve efficiency and effectiveness of the system.

~~22-29.~~ Work as an advocate for the veteran and take notice and report any legislative deficiencies and offer recommendations to elected officials.

### **SUPERVISORY RESPONSIBILITIES:**

Supervises a subordinate service officer, staff assistant and federal work studies as well as various volunteers to accomplish the goals of the office. Organizes several community programs that require the ability to lead and supervise. ~~Supervises VA work-study volunteers when available.~~

### **QUALIFICATION REQUIREMENTS:**

TO PERFORM THIS JOB SUCCESSFULLY, AN INDIVIDUAL MUST BE ABLE TO PERFORM EACH ESSENTIAL DUTY SATISFACTORILY. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Within one year of appointment must successfully pass written proficiency examination given by Arkansas Department of Veterans Affairs. Attend semi-annual mandatory ADVA training sessions.

### **EDUCATION and/or EXPERIENCE:**

Bachelor's Degree in public or business administration ~~business~~ or of a social science is required. Knowledge or Veterans Administration regulations and a minimum of five years work experience in the public sector are required. Must be an Honorably Discharged veteran, spouse or widow of such veteran and meet State standards established for Veterans Service Offices. Must have valid Arkansas driver's license. Maintain state and federal accreditation as a Veteran Service officer.

### **OTHER SKILLS and ABILITIES:**

- Must be proficient in the use of all associated office machines and PC's with accurate word processing ability.
- Strong interpersonal and communication in order to assist veterans in various levels of health, both physical and mental.
- Attention to detail, excellent research investigation skills, and the ability to multi-task is required.
- Creativity and tenacity which is used when trying to navigate the huge government agencies
- Public speaking capabilities

### **WORKING RELATIONSHIPS:**

Frequent contact with the following: Social Security, State and Regional Department of Veterans Affairs, Military Retired Pay Centers, Veteran's Service Organizations, VA Insurance Center, National Cemeteries, County Judge's Office, Social Service Agencies, State Employment Office, local physicians, and VA Medical Centers in Arkansas.

### **ACCOUNTABILITY:**

This person will be responsible for the County Veterans Services Offices annual budget. Accountable to Arkansas Department of Veterans Affairs for annual budget, monthly and quarterly activity reports and for timely and accurate submissions of claims.

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, reach with hands and arms, and use hands to handle or feel objects/controls and talk or hear. The employee is occasionally required to stand and walk. Specific vision ability required by the position includes close and distance vision and the ability to adjust focus. Occasional driving is required to make hospital/home visits and attend community and training meetings. The employee must occasionally lift and or move up to 50 pounds.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the typical work environment is moderate. The incumbent must be able to work as needed. Must furnish privately owned automobile for transportation purposes subject to county mileage reimbursement.

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

**BENTON COUNTY**  
Job Description

JOB TITLE: Female Veterans Outreach Service Officer

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EXEMPT: Non-Exempt  
DATE: September, 2013

DEPARTMENT: Veterans Service  
SUPERVISOR: Director of Veteran Services

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**SUMMARY:**

This position requires a highly motivated, service-oriented person who is a quick learner and has the ability to deal effectively with a large government agencies. The incumbent assists veterans, their dependents and survivors in applying and qualifying for benefits, but specifically target female veterans. This position is governed by county and departmental policies and procedures and must be familiar with federal, state and local laws relating to Veterans rights and entitlements. The incumbent must, by necessity, be creative, resourceful, and persistent in achieving the objectives of this position.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Interviews, advises and assists veterans and dependents in presenting claims for disability compensation, death or injury insurance, pensions, education, rehabilitation training, medical care, home loans, debts/waivers and other claims to which they may be entitled under federal, state or local laws working with Veterans Administration and other government agencies.
2. Counsels clients concerning actions and procedures in the prosecution of claims as well as other social service functions.
3. Manages large quantities of working files, active claims, and evaluation records, often simultaneously, utilizing organizational skills to prioritize workload.
4. Maintains an extensive and accurate knowledge of all laws and regulations pertinent to the administration of veteran's benefits.
5. Interprets and apply laws, regulations and medical terminology and procedure to insure accuracy and compliance in processing individual benefit claims. Extensive research skills are necessary.
6. Develop and maintain an extensive knowledge of current medical and psychiatric terminology, procedure and practice. Ability to research medical and legal texts, to write legal briefs.
7. Evaluates the validity of claims by reviewing legislation, regulations, court decisions (precedents) and by studying veterans' medical reports and service history.
8. Obtains claimant's power of attorney, assembles pertinent evidence, and prepares the claim forms and briefs completely and accurately, that when filed meet the standards set for qualification of: compensation or pension, insurance, educational assistance, vocational training, dependents benefits, hospitalization, burial benefits, discharge reviews, retirement claims, and loan guarantees.
9. Requests hearings before proper government board and prepare written briefs in argument of claims for hearings. Act as a representative for veterans, survivors and dependents in all appellate procedures.

10. Refers individuals to other service agencies, make arrangements for initial contact, assist clients completing forms of other agency services.
11. Advises retirees and their dependents of changes in laws and programs.
12. Conducts seminars on retiree matters and entitlements.
13. Participates in, or initiates civil/veterans functions to acquaint public with services rendered and rights and entitlements of veterans and their dependents which includes: local county ceremonies for such holidays as Memorial Day or Veterans Day and various others as required.
14. Provides information to the public and media through public speaking appearances and press releases.
15. Offers technical advice at local, state or federal government hearings. Serves as official Veteran's representative for Benton County.
16. Serves as liaison to veteran organizations in order to coordinate various veterans' activities provides updates on VA laws and regulations. Attend veteran organizations meetings and present programs as guest speaker.
17. Maintains regular contact with physicians, federal and state elected officials, and U.S. Department of Veterans Affairs. Assists physicians in obtaining medical documentation and medical records on behalf of veteran claimants.
18. Limited in-state travel is required. Regular travel within County is required to satellite offices.
19. Makes hospital, nursing home and home visits when needed to assist disabled clients. Position requires regular and extensive contact with severely physical and/or mentally disabled persons, including potentially dangerous psychotics.
20. Extensive telephone contact and record keeping.
21. Performs directed outreach to the female veteran community and provides gender specific benefit information.
22. Will achieve and maintain federal accreditation as a veteran's service officer within two years of hire.

**QUALIFICATION REQUIREMENTS:**

TO PERFORM THIS JOB SUCCESSFULLY, AN INDIVIDUAL MUST BE ABLE TO PERFORM EACH ESSENTIAL DUTY SATISFACTORILY. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Within one year of appointment must successfully pass written proficiency examination given by Arkansas Department of Veterans Affairs. Attend semi-annual mandatory ADVA training sessions.

**EDUCATION and/or EXPERIENCE:**

Bachelor's Degree in public or business administration is preferred, but not required. Veteran Service experience will substitute for education on a 1:1 ratio. Knowledge or Veterans Administration regulations and a minimum of one year work experience in the public sector are required. Must be an Honorably Discharged veteran, spouse or widow of such veteran and meet State standards established for Veterans Service Offices or a retiree of the National Guard or Reserve. Must have valid Arkansas driver's license. Learn and utilize computer based application and case management system.

**SUPERVISION:**

The Female Veteran's Outreach Service Officer will be responsible for supervising the work of the Work Study students and volunteers in whichever satellite office they are working in at the time.

**OTHER SKILLS and ABILITIES:**

- Must be proficient in the use of all associated office machines and PC's with accurate word processing ability.
- Strong interpersonal and communication in order to assist veterans in various levels of health, both physical and mental.
- Attention to detail, excellent research investigation skills, and the ability to multi-task is required.
- Creativity and tenacity which is used when trying to navigate the huge government agencies
- Public speaking capabilities

**WORKING RELATIONSHIPS:**

Frequent contact with the following: Social Security, State and Regional Department of Veterans Affairs, Military Retired Pay Centers, Veteran's Service Organizations, VA Insurance Center, National Cemeteries, County Judge's Office, Social Service Agencies, State Employment Office, local physicians, and VA Medical Centers in Arkansas.

**ACCOUNTABILITY:**

This person will be responsible for the duties in which are given by the County Judge and the Director of Veteran Affairs.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, reach with hands and arms, and use hands to handle of feel objects/controls and talk or hear. The employee is occasionally required to stand and walk. Specific vision ability required by the position includes close and distance vision and the ability to adjust focus. Occasional driving is required to make hospital/home visits and attend community and training meetings. The employee must occasionally lift and or move up to 50 pounds.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the typical work environment is moderate. The incumbent must be able to work as needed. Must furnish privately owned automobile for transportation purposes subject to county mileage reimbursement.

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

**2014 Personnel Request Dept 0800, Fund 1000 - Veterans' Services**  
**Reorganization**

| Position Title                                | Authorized Positions | Annual Base Amount | Total Compensation |
|---|----------------------|--------------------|--------------------|
| Add Director of Veterans Services             | 1                    | 42,000.00          | 54,096.72          |
| Add Female Veterans' Outreach Service Officer | 1                    | 36,691.20          | 47,964.20          |
| Delete Sr. Veterans' Service Officer          | -1                   | (38,761.58)        | (50,355.82)        |
| Delete Staff Assistant                        | -1                   | (30,908.30)        | (41,284.03)        |
|   | <b>0.5</b>           | <b>9,021.32</b>    | <b>10,421.07</b>   |

**% Total of 2013 Budget      0.07**

# BENTON COUNTY

## Job Description

**JOB TITLE: Drug Court Counselor**

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|                         |   |
|-------------------------|---|
| Exempt (Y/N): Yes       | DEPARTMENT: Circuit Court – Judge Finch |
| DATE PREPARED: May 2008 | SUPERVISOR: Circuit Judge               |

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**SUMMARY:** The Counselor works under general supervision and is responsible for interviewing and counseling some clients in a correctional setting. This position is governed by state and federal laws and agency policy

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:  
Drug Court Counselor Description/Qualifications

### ESSENTIAL JOB DUTIES

1. Processes new clients, interviewing client and reviewing records to determine classification, mental, and medical history.
2. Orients new clients advising of rules and regulations and provides information concerning programs and services.
3. Counsels clients experiencing psychological, sociological, or family problems by discussing options and guiding in decision making.
4. May supervise or lead clients in special programs such as group meetings, AA/NA subjects or similar programs.
5. Maintains client counseling records and prepares reports and may participate in mental health staffings to develop treatment programs or plans for specific clients.
6. Performs related responsibilities as required or assigned.

### KNOWLEDGES, ABILITIES, AND SKILLS

- Knowledge of interviewing and counseling methods and techniques.
- Knowledge of psychological and sociological behavior of incarcerated individuals.
- Knowledge of the criminal justice system.
- Ability to interview and counsel clients under court supervision.
- Ability to supervise and deal with clients under court supervision.
- Ability to prepare and maintain records and reports.

### EDUCATION OR EXPERIENCE REQUIREMENTS

### MINIMUM QUALIFICATIONS

The formal education of a Bachelor's Degree in Psychology, Sociology, Social Work, or a related field; plus one year experience in counseling, psychology, social work, or a related field.

## CERTIFICATION REQUIREMENTS

Individuals hired must be a Certified Alcohol and Drug Counselor or Counselors in Training (CIT) within the initial thirty (30) days of employment. The CIT must test for certification within six (6) months of becoming eligible to test and pass the test within two (2) years of becoming eligible to test. Individuals who fail to get a passing score within the two (2) year period will be terminated from the position.

## SPECIAL APPLICATION INFORMATION

A college degree is required for the position for which you are applying, bring a copy of your transcript with you if you are selected for an interview.

## WORKING RELATIONSHIPS

The Counselor has regular contact with other agency personnel, law enforcement officials, and occasionally with inmate population and with the general public.

## SPECIAL JOB DIMENSIONS

May be exposed to personal injury or verbal abuse in dealing with client population.

**Benton County**  
Job Description

**Drug Court Staff Assistant**

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EXEMPT (Y/N) No  
DATE REVISED: August, 2008  
Coordinator

DEPARTMENT: Circuit Court  
SUPERVISOR: Drug Court

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**SUMMARY:**

The staff assistant to the Drug Court compiles and maintains records and provides support for all office activities in a professional and positive manner by performing the following duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

1. Copies data and compiles records and reports.
2. Tabulates and posts data in record books.
3. Prepares, issues, and sends out payment for treatment monies
4. Operates computer terminal to input and retrieve data.
5. Operates office machines such as typewriter, adding, calculating, and duplicating machines.
6. Opens and routes incoming mail, answers correspondence, and prepares outgoing mail.
7. Greets and assists visitors.
8. Keeps books.
9. Purchases supplies.
10. Prepares and Keeps records of client attendance.
11. Prepares and keeps client files for treatment staff
12. Assist in preparation of court and monthly reports.
13. Assist with treatment intake of new clients.
14. Be familiar with and assist with drug testing as needed
15. Be familiar with and able to assist with officer files, forms and statistics as needed

**QUALIFICATION REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

High School diploma or equivalent, excellent phone skills, and efficient in Microsoft WORD™ and OUTLOOK™. Must be able to effectively communicate with a wide variety of people. Must be able to assess, evaluate and respond to problems. Knowledge of legal terminology and processes is helpful but not required.

**WORKING RELATIONSHIPS:**

Must be able to maintain helpful and professional relationships with the public, participants and families, attorneys, law enforcement officers, other office staff ,etc whether by phone or in person.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, reach with hands and arms, use hands to handle or feel objects/controls and talk or hear. The employee is occasionally required to stand and walk . Specific vision abilities required by this position include close and distance vision and the ability to adjust focus.

The employee must occasionally lift and/or move up to 25 pounds.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in a typical office environment is moderate.

**2014 Personnel Requests Dept 0414, Fund 1000 - Drug Court**  
*Loss of Grant Monies Requires Full-Funding*

| Position Title       | Annual<br>Base Amount | Total<br>Compensation |
|----------------------|-----------------------|-----------------------|
| Drug Court Counselor | 43,300.96             | 58,561.21             |
| Staff Assistant      | 27,892.80             | 39,708.44             |
|                      | <u>71,193.76</u>      | <u>98,269.64</u>      |

|                             |                  |
|-----------------------------|------------------|
| Proposed Total Compensation | 98,269.64        |
| Current Total Compensation  | -                |
| Total Budget Impact         | <u>98,269.64</u> |



