



BENTON COUNTY COURTHOUSE
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Phone: 479-271-1022
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betty.schrader@bentoncountyar.gov

JOHN R. SCOTT, JUDGE
Betty Schrader, Trial Assistant
Therese Olenberger, Court Reporter
Will Tucker, Bailiff/Deputy Sheriff

STATE OF ARKANSAS
CIRCUIT COURT
NINETEENTH JUDICIAL DISTRICT WEST
DIVISION IV

October 7, 2014

Barbara Ludwig
Human Relations Manager
Benton County Administration
215 East Central Avenue
Bentonville, AR 72712

RE: Part-Time Legal Secretary/Court Orders Clerk

Dear Barb:

I am writing to request that a position be created in my office for a Part-Time Legal Secretary/Court Orders Clerk. The County has never provided my office with any administrative support. My case load and the related written, face to face, and oral communication have increased to the point that this position is needed. This position will be used to generally assist in the administrative function of my office and will be primarily responsible for docket review, trial settings, and preparation of written correspondence.

If you, or the Personnel Committee, have any questions, please feel free to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "John R. Scott".

John R. Scott
CIRCUIT COURT JUDGE

JRS/bjs