

BOOK 2017  
PAGE 11  
Recorded In:  
RESOLUTION Book  
3/17/2017 10:04:25 AM  
PAM BRADFORD  
County Clerk  
VAN BUREN County, AR

VAN BUREN COUNTY QUORUM COURT

RESOLUTION NO. 2017-08

BE IT RESOLVED BY THE QUORUM COURT OF THE COUNTY OF VAN BUREN, STATE OF ARKANSAS, A RESOLUTION TO BE ENTITLED:

A RESOLUTION TO FILL THE VACANCY IN THE SHERIFF'S OFFICE STAFF.

WHEREAS: The Sheriff's Office Secretary, a full-time position, has tendered her resignation; and

WHEREAS: There is an immediate need to hire a full-time replacement; and

WHEREAS: It is imperative that this position remain a full-time position as the job duties are more than a part-time position can handle. A listing of the job duties are attached.

NOW, THEREFORE, BE IT RESOLVED BY THE QUORUM COURT OF VAN BUREN COUNTY, ARKANSAS THAT:

The Quorum Court approve the hiring of a full-time replacement for the Sheriff's Office Secretary.

DATED THIS 11th DAY OF March 2017

APPROVED:

Roger W. Hooper  
Roger Hooper, County Judge

ATTEST:

Pam Bradford  
Pam Bradford, County Clerk

It is important to the Sheriff's Office that the Office Secretary's position remain a full-time position. The job duties are more than a part-time position can handle. The job duties include but are not limited to the following:

- Answering the phone
- Helping all customers that come into the office
- Taking all fees and cost payments
- Entering/Removing all service papers into our system and contacting the necessary people to be served. Different service papers bring in revenue to the county
- Running errands every day, which takes about 40 minutes out of each day
- Ordering all commissary and responsible for the collection of money on each inmates books including keeping track of the Commissary bank account. Writing Commissary checks to inmates that are being released and have money on their books.
- Responsible for paying all sales tax for all the specialty orders every month
- Collecting all circuits fines when the Office Clerk is off
- Making the daily deposits of the Circuit fines, Bonds and Fines, Fees and Cost, Commissary and Communications Accounts.
- Receipting all Bonds ad Fines payments in receipt book that is received in the mail and from inmates that bond out
- Responsible to meet Legislative Audit requirements

Thank you for your assistance and cooperation in resolving this dispute.

Scott Bradley,  
Van Buren County Sheriff

I certify that this instrument was  
filed on 3/17/2017 10:04:25 AM  
and recorded in  
RESOLUTION Book 2017  
PAW BRADFORD  
County Clerk  
VAN BUREN County, AR

Amanda Mitchell D.J.