

**RESOLUTION 22 - 19**

**WHEREAS**, there currently being a vacancy in the Ford County Public Defender's Office for a Secretarial position (job description is attached); and,

**WHEREAS**, it is necessary to receive approval to hire an employee to fill this vacancy because of the Hiring Freeze, Resolution 15-14, adopted March 9, 2015; and,

**WHEREAS**, that the Ford County Public Defender successfully sought approval from the Ford County Finance Committee; and,

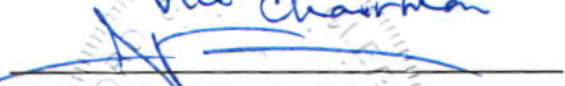
**WHEREAS**, the position will be paid from the Public Defender's General Fund No. 01-71-400.6 at the starting wage of \$13.25 per hour according to the current Longevity Schedule as set in Resolution #22-01; and

**WHEREAS**, the salary for this position has not been budgeted for in the current FY 2022 Budget and will need to be budgeted for if the FY 2022 budget is amended.

**BE IT RESOLVED**, that the Ford County Public Defender be allowed to hire a full-time employee for the Secretarial position in the Ford County Public Defender's Office.

Dated: February 14, 2022

  
~~Debbie Smith~~ *Cindy Clarke*  
Ford County Chairman of the Board

*Vice Chairman*  
  
Attest: Amy Frederick  
Ford County Clerk & Recorder



A secretary position for the Ford County Public Defender will include but not limited to:

1. Typing
2. Copying dictations
3. Attending telephone calls and fixing appointments
4. Opening Files and Filing
5. The secretary position will only be given the task of assisting the Public Defender