

OFFICE OF THE WARREN COUNTY CLERK  
PAMELA J. VOGEL, COUNTY CLERK  
SUEANNE S. LINEHAN, DEPUTY

**Warren County Support Services Committee: Co. Clerk/DMV  
Thursday Feb. 2, 2017 – 10 a.m.**

I. Committee Meeting Call to Order: Chairman Ron Vanselow.

II. Motion to approve minutes of prior committee meeting

III. Action Agenda/New Business:

**A. Employee Vacancy – Notice to Fill**

**1.) Notice to Fill: Motor Vehicle License Registration Clerk FT: Gr. 8, Base: \$ 32,238**

Resignation occurred as a result of relocation out-of-area for family needs. Position essential to meeting demands of high volume/60,000 annual transactions, from which Warren County receives approx. 12.7% of fees collected in the office (ie \$ 452,000 in 2016). Office has minimum staffing/including elimination of 1 FT (c. 2010), and downsizing of one FT to PT (c.2015-2016 budget cycle); additional vacancy, generous leave packages to FT employees. Funding in place with 2017 budget: A 1410 110. Will work from Civil Service Eligible list. Exam results due Jan - Feb. 2017.

IV: Other Business. None.

# RESOLUTION REQUEST FORM NO. 12

Schedule "A"

## NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an *existing* funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a *new* position. For complete instructions on the procedure to be followed, see the reverse of this form.

### DEPARTMENT HEAD COMPLETES THIS SECTION

Department: County Clerk Payroll Dept. No.: 15

Title of Position: Motor Vehicle License Registration Clerk Base Salary of Position: \$ 32,238 Grade: 8

Filling at Step # (If Known): Request to Back Due to Promotion:  Yes  No

Budget code and title: A 1410 110 Union  Non-Union

This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other

Employee No.: 12892 Is this position mandated?  Yes  No Is the position reimbursable?  Yes  No

Source of reimbursement:  Federal %  State %  Other % DMV transactions generate significant revenue for Warren Co. .

### CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list  Competitive-no list (*hiring would be provisional*)  Non-Competitive  Other

PCN  
1/31/17

Actual Impact to Budget Report will be provided monthly by Human Resources Director.

**Candidate's qualifications must be approved by Personnel Officer prior to hiring.**

Human Resources Director has approved this form when initialed. AF 1-30-17

### COUNTY ADMINISTRATOR COMPLETES THIS SECTION

The Administrator has no objection to the filling of the vacancy.

The Administrator objects to the filling of the vacancy.

Administrator Signature L. B. M. [Signature] Date 2/1/17

### BUDGET OFFICER COMPLETES THIS SECTION

The Budget Officer has no objection to the filling of the vacancy.

The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature Frank E. Thomas Date 2/2/17

### SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee \_\_\_\_\_

The committee has no objection to the filling of the vacancy.

The committee objects to the filling of the vacancy.

In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.

In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature [Signature] Date \_\_\_\_\_