

**HUMAN RESOURCES DEPARTMENT
WOODBURY COUNTY, IOWA**

DATE: November 8, 2016

REQUEST TO DEAUTHORIZE COUNTY POSITION(S)

DEPARTMENT	POSITION	APPROVED	DISAPPROVED
County Treasurer	Senior Clerk	X	
PATRICK F. GILL WOODBURY COUNTY AUDITOR & RECORDER & COMM. OF ELECTIONS			
2016 NOV 9 AM 10 47			

Jeremy Taylor

Chairman, Board of Supervisors

To: Woodbury County Board of Supervisors
From: Michael Clayton
Date: November 2, 2016
Subject: De-authorization of position and filling vacancy in the Treasurer's Office

I am requesting that the position of Senior Clerk be de-authorized.

I am also requesting permission to fill the vacancy created in the Treasurer's Office by the promotion of Erica Tuttle and this position be up-graded from Senior Clerk to a Clerk III Tax Cashier.

This position will replaced the Deputy Cashier position but with less responsibility. It will have equal or greater responsibility as the MV cashier. Please see the attached job description.

Thank you for your time and consideration.

Michael R. Clayton
Woodbury County Treasurer

attachment (1)

cc Human Resources