



**ST. LAWRENCE COUNTY  
OPERATIONS COMMITTEE AGENDA  
MS. RITA CURRAN, CHAIR  
MONDAY, MAY 13, 2024  
BOARD ROOM AND VIA YOUTUBE  
IMMEDIATELY FOLLOWING SERVICES**



**RUTH A. DOYLE**  
County Administrator

**DAVID FORSYTHE**  
Chair, Board of Legislators

- 1. CALL TO ORDER AND APPROVAL OF AGENDA**
- 2. APPROVAL OF MINUTES**
- 3. COUNTY CLERK'S OFFICE – SANDY SANTAMOR**
  - A. MODIFYING THE 2024 BUDGET FOR THE ST. LAWRENCE COUNTY CLERK'S OFFICE FOR OVERTIME COSTS AT THE DEPARTMENT OF MOTOR VEHICLES
- 4. INFORMATION TECHNOLOGY – RICK JOHNSON**
  - A. AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH CDW-G FOR ADOBE ACROBAT PDF EDITOR SOFTWARE AND MODIFYING THE 2024 BUDGET FOR INFORMATION TECHNOLOGY
- 5. PLANNING – JASON PFOTENHAUER**
  - A. AUTHORIZING THE CHAIR TO SIGN THE THIRD AMENDED AND RESTATED STATE SEPTIC SYSTEM REPLACEMENT PROGRAM COUNTY PARTICIPATION AGREEMENT WITH THE NEW YORK STATE ENVIRONMENTAL FACILITIES CORPORATION AND MODIFYING THE 2024 BUDGET FOR THE PLANNING OFFICE
  - B. ACCEPTING ADDITIONAL ADMINISTRATION FUNDING FOR THE SEPTIC SYSTEM REPLACEMENT PROGRAM AND MODIFYING THE 2024 BUDGET FOR THE PLANNING OFFICE
  - C. AUTHORIZING THE CHAIR TO SIGN CONTRACTS WITH CLARKSON UNIVERSITY, SUNY CANTON AND SUNY POTSDAM TO PROVIDE PUBLIC TRANSPORTATION
- 6. SHERIFF'S OFFICE – PATRICK ENGLE**
  - A. MODIFYING THE 2024 BUDGET FOR THE SHERIFF'S OFFICE FOR THE M.A.T PROGRAM PRESCRIPTION COSTS AT THE CORRECTIONAL FACILITY
  - B. MODIFYING THE 2024 SHERIFF'S OFFICE BUDGET FOR THE FY21 OPERATION STONEGARDEN PROGRAM (OPSG) GRANT

- C. ACCEPTING A DONATION FROM PURINA FOR THE SHERIFF'S OFFICE FOR K9 DOG FOOD

**7. VACANCY REVIEW COMMITTEE - RUTH DOYLE**

- A. PROBATION
  - a. Abolish Secretary I, and create and fill a Keyboard Specialist, Position No. 003100112
  - b. Abolish Fiscal Officer, and create and fill Administrative Assistant, Position No. 005200016
- B. CONFLICT DEFENDER
  - a. Fill Assistant Conflict Defender, Position No. 021500007
- C. COUNTY CLERK
  - a. Fill Motor Vehicle Clerk, Position No. 009100024

**8. COUNTY ADMINISTRATOR'S REPORT - RUTH DOYLE**

**9. COMMITTEE REPORTS**

- A. Agriculture & Farmland Protection Board (Denesha)
- B. Alternative to Incarceration Board (Burke)
- C. Board of Trustees for Supreme Court Library (Haggard)
- D. Emergency Medical Services Advisory Board (Curran)
- E. Environmental Management Council (Terminelli)
- F. Fire Advisory Board (Denesha)
- G. Intercounty Legislative Committee (Curran)
- H. Jury Board (Sheridan)
- I. Planning Board (Fay)

**10. OLD/NEW BUSINESS**

**11. EXECUTIVE SESSION**

- A. Litigation
- B. Negotiations
- C. Personnel
- D. Appointments
  - a. Fire Advisory Board

**12. ADJOURNMENT** – If there is no further business.

June 3, 2024

Operations Committee: 5-13-2024

RESOLUTION NO.

**MODIFYING THE 2024 BUDGET FOR THE ST. LAWRENCE COUNTY CLERK'S OFFICE FOR OVERTIME COSTS AT THE DEPARTMENT OF MOTOR VEHICLES**

By Ms. Curran, Chair, Operations Committee

**WHEREAS**, a budgetary measure during the 2024 budget process identified a percentage of appropriations for departments with overtime expenses and located those funds in the contingency account, and

**WHEREAS**, the County Clerk's Office will exceed the identified percentage of appropriations that were included in the 2024 budget for overtime costs, and

**WHEREAS**, the County Clerk's Office finds it necessary to transfer the targeted funds for the County Clerk's Office from targeted contingency,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorizes the Treasurer to modify the 2024 budget for the St. Lawrence County Clerk's Office for overtime expenses for the Department of Motor Vehicles as follows:

**INCREASE APPROPRIATIONS:**

K1614101 18000	K NYDS DMV CC Overtime	\$15,000
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**DECREASE APPROPRIATIONS:**

B1019904 49700	B SPEC Contingency Account	\$15,000
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June 3, 2024

Operations Committee: 5-13-2024

RESOLUTION NO.

**AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH CDW-G FOR ADOBE ACROBAT PDF EDITOR SOFTWARE AND MODIFYING THE 2024 BUDGET FOR INFORMATION TECHNOLOGY**

By Ms. Curran, Chair, Operations Committee

**WHEREAS**, there is an ongoing security concern in all levels of government for software with an affiliation to the country of China, and

**WHEREAS**, the Foxit PDF reader and editor software currently used by the County has been determined to have such an affiliation, and

**WHEREAS**, the IT Department has selected Adobe as the replacement PDF software in this case, and

**WHEREAS**, the cost of Adobe is subscription-based and higher than that of the current Foxit software budgeted for in 2024,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorizes the Chair to sign a contract with CDW-G for Adobe Acrobat PDF editor software, and

**BE IT FURTHER RESOLVED** that the Treasurer is authorized to modify the 2024 Budget for Information Technology, as follows:

**INCREASE APPROPRIATIONS:**

CD016804 42004	C Computer Software	\$12,000
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**DECREASE APPROPRIATIONS:**

B1019904 49700	B SPEC Contingency Account	\$12,000
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June 3, 2024

Operations Committee: 5-13-2024

RESOLUTION NO.

**AUTHORIZING THE CHAIR TO SIGN THE THIRD AMENDED AND RESTATED STATE SEPTIC SYSTEM REPLACEMENT PROGRAM COUNTY PARTICIPATION AGREEMENT WITH THE NEW YORK STATE ENVIRONMENTAL FACILITIES CORPORATION AND MODIFYING THE 2024 BUDGET FOR THE PLANNING OFFICE**

By Ms. Curran, Chair, Operations Committee

**WHEREAS**, the New York State Environmental Facilities Corporation (NYS EFC) awarded a multi-year option for the County to engage in a septic system replacement program, and

**WHEREAS**, a successful program was administered in 2018 with the County receiving \$225,000 and subsequently spending the entire amount on the repair or replacement of forty (40) deficient septic systems along with specified waterbodies throughout the County, and

**WHEREAS**, funding in the amount of \$340,000 was made available in 2021 for a second round of this program, has repaired or replaced 38 septic systems, and has been spent down to a remaining balance of \$23,816.11, and

**WHEREAS**, an additional \$635,000 in funding was made available in 2022, and

**WHEREAS**, the NYSEFC has made available an additional \$400,000 in funding, with a significantly expanded eligible waterbody list, and

**WHEREAS**, St. Lawrence County Soil and Water Conservation District (SWCD) has previously offered to provide financial assistance for administrative costs associated with program implementation as this type of funding is absent from the grant in its current format, and

**WHEREAS**, the intent to move forward with grant implementation with funds provided by the SWCD will occur with efforts to locate additional sources of funds to support the administration of the grant, noting that it is possible that implementation may be impacted when administrative funding is exhausted,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorizes the Chair to sign the Third Amended and Restated State Septic System Replacement Program County Participation Agreement with the New York State Environmental Facilities Corporation, and other documentation as needed for the administration, delivery, reporting, and closeout of this contract, upon the approval of the County Attorney, and

**BE IT FURTHER RESOLVED** that the Treasurer is authorized to modify the 2024 Budget in the Planning Office, as follows, and to roll over any remaining funds to future years until the grant is fully expended:

**INCREASE APPROPRIATIONS:**

N1087904 460GP EFC	N EFC Gen Nat Resources Cont	\$400,000
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**INCREASE REVENUE:**

N1039895 56000 EFC	N EFC SA Other Home & Comm	\$400,000
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June 3, 2024

Operations Committee: 5-13-2024

RESOLUTION NO.

**ACCEPTING ADDITIONAL ADMINISTRATION FUNDING FOR THE SEPTIC SYSTEM REPLACEMENT PROGRAM AND MODIFYING THE 2024 BUDGET FOR THE PLANNING OFFICE**

By Ms. Curran, Chair, Operations Committee

**WHEREAS**, the New York State Environmental Facilities Corporation (NYSEFC) awarded a multi-year option for the County to engage in a septic system replacement program, and

**WHEREAS**, a successful program was administered in 2018 with the County receiving \$225,000 and subsequently spending the entire amount on the repair or replacement of forty (40) deficient septic systems along specified waterbodies throughout the County, and

**WHEREAS**, funding in the amount of \$340,000 was made available in 2021, and is currently being spent down through the second round of this program, and

**WHEREAS**, the NYSEFC has made available an additional \$635,000 in funding for the third round of the Septic System Replacement Program, and

**WHEREAS**, St. Lawrence County Soil and Water Conservation District (SWCD) has previously offered to provide financial assistance for administrative costs associated with program implementation as this type of funding is absent from the grant in its current format,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators accepts additional administration funding for the Septic System Program, and

**BE IT FURTHER RESOLVED** that the Treasurer is authorized to modify the 2024 Budget in the Planning Office, as follows, and to roll over any remaining funds to future years until the grant is fully expended, and

**BE IT FURTHER RESOLVED** that an update and notification will be provided to the Board of Legislators when additional administrative funding is necessary.

**INCREASE APPROPRIATIONS:**

N1087904 43007 EFC	N GEN Natural Resources Con	\$25,000
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**INCREASE REVENUE:**

N1012895 55000 EFC	N Other GEN Department Income	\$25,000
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June 3, 2024

Operations Committee: 5-13-2024

RESOLUTION NO.

**AUTHORIZING THE CHAIR TO SIGN CONTRACTS WITH CLARKSON UNIVERSITY, SUNY CANTON AND SUNY POTSDAM TO PROVIDE PUBLIC TRANSPORTATION**

By Ms. Curran, Chair, Operations Committee

**WHEREAS**, St. Lawrence County Public Transit established the College Connector routes in 2020 to provide public transportation services to SUNY Canton, SUNY Potsdam and Clarkson University, whose riders account for 54% of the system's ridership, and

**WHEREAS**, SUNY Canton, SUNY Potsdam and Clarkson University have expressed an interest in continuing this public transportation service at each of their respective campuses, and

**WHEREAS**, separate contracts are needed between the universities and the County to provide this service for a term not to exceed July 31, 2028 and

**WHEREAS**, the cost for this service does not rely on County funds but is instead paid for using State and Federal transit monies awarded by the New York State Department of Transportation, and payments from the participating colleges, and

**WHEREAS**, a revenue account (N2B17895 55001) was established, and an appropriation account (N2B56304 43007) was modified in the 2024 St. Lawrence County Budget to provide this service,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorizes the Chair to sign contracts with Clarkson University, SUNY Canton and SUNY Potsdam to provide public transportation, upon approval of the County Attorney.

June 3, 2024

Operations Committee: 5-13-2024

RESOLUTION NO.

**MODIFYING THE 2024 BUDGET FOR THE SHERIFF'S OFFICE FOR THE M.A.T PROGRAM PRESCRIPTION COSTS AT THE CORRECTIONAL FACILITY**

By Ms. Curran, Chair, Operations Committee

**WHEREAS**, the M.A.T. Program expenses have exceeded the appropriations budget for 2024, and

**WHEREAS**, the challenges of pharmaceutical prices along with not being able to predict the population of the jail and medication requirements that may be needed throughout the year, make establishing an annual budget difficult,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorizes the Treasurer to modify the 2024 Budget for the Sheriff's Office for the M.A.T. Program prescription costs at the Correctional Facility, as follows:

**DECREASE APPROPRIATIONS:**

B1019904 49700	B SPEC Contingency Account	\$300,000
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**INCREASE APPROPRIATIONS:**

S4743204 45100	S FMH Medical Supplies & Exp	\$300,000
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June 3, 2024

Operations Committee: 5-13-2024

RESOLUTION NO.

**MODIFYING THE 2024 SHERIFF'S OFFICE BUDGET FOR THE FY21 OPERATION  
STONEGARDEN PROGRAM (OPSG) GRANT**

By Ms. Curran, Chair, Operations Committee

**WHEREAS**, Resolution No. 360-2021 approved the acceptance of a FY21 Operation Stonegarden Grant (contract period of 9/1/21 - 8/31/24) totaling \$300,000, and

**WHEREAS**, a budget modification is necessary due to the recent rollover of funds from 2023 to 2024, and

**WHEREAS**, this modification will align the account balances to current grant balances,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorizes the Treasurer to modify the 2024 Budget for the Sheriff's Office, as follows, and

**DECREASE APPROPRIATIONS:**

S1Z31101 11000 SG1	S CRIM Direct Service Workers	\$2,000
S1Z31101 14000 SG1	S CRIM Clerical	500
S1Z31104 43007 SG1	S CRIM Other Fees and Services	<u>,529</u>
		\$4,029

**INCREASE APPROPRIATIONS:**

S1Z31101 18000 SG1	S CRIM Overtime	\$4,029
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June 3, 2024

Operations Committee: 5-13-2024

RESOLUTION NO.

**ACCEPTING A DONATION FROM PURINA FOR THE SHERIFF'S OFFICE FOR K9  
DOG FOOD**

By Ms. Curran, Chair, Operations Committee

**WHEREAS**, the Sheriff's Office has received a donation of a year's supply of dog food for K9 Shelly from Purina, and

**WHEREAS**, the donation will provide a complete, balanced and high quality diet for K9 Shelly at an estimated savings of \$1,800,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Legislators authorizes accepting a donation from Purina for the Sheriff's Office.

# St. Lawrence County Vacancy Authorization Form

## Probation



Type: Abolish & Create

**Keyboard Specialist**

Subunit (If Applicable):

Date Submitted: 3/25/2024

Reason Vacated: New Position

Position Number: 003100112

Date Vacated:

Position # Abolished: 005100010

Position Status: Fulltime

Last Fill Date:

Jurisdictional Class: Competitive

Appointee Will Be: Permanent

Hrs Per Week: 35    Shift Length: 7  FTE: 1.00

### Budget

Salary of Person Leaving: \$50,139

Fill Request Timeline: Immediately

Benefits: Yes (52.94%)    \$26,544

Revenue Generating: No  0 %

Base Salary: \$37,285

Reimbursed by Local, State or Federal Funds: No  0 %

Base Hourly: \$20.49

Grade: 15

**Net County Cost: \$76,683**

\*Net County Cost is calculated from salary of person leaving, if available

### Detailed Justification

What is the impact on your department if this position is not filled? Please provide, in detail, the need to fill the position. Please include the service provided, if it is mandated, number of people (clients) affected, and what you will do if the position is not filled.

Secretary I position will be abolished and Keyboard Specialist will be created. This Secretary I employee will be promoted. She will maintain some of her current duties, that the Keyboard Specialist is not qualified for, and the new Keyboard Specialist would take over the remaining duties.

Department Head:

**Approved?**

Yes  No

County Administrator:

Resolution #:

## **Job Qualifications**

For Human Resources Use Only:  
Job Qualifications Listed here:

**MINIMUM QUALIFICATIONS:** Graduation from high school, possession of a high school equivalency diploma, or possession of an Individual Education Plan diploma.

# St. Lawrence County Vacancy Authorization Form

## Probation



Type: Abolish & Create

**Administrative Assistant**

Subunit (If Applicable):

Date Submitted: 4/25/2024

Reason Vacated: New Position

Position Number: 005200016

Date Vacated:

Position # Abolished: 100800002

Position Status: Fulltime

Last Fill Date:

Jurisdictional Class: Competitive

Appointee Will Be: Permanent

Hrs Per Week: 35    Shift Length: 7  FTE: 1.00

### Budget

Salary of Person Leaving: \$52,071

Fill Request Timeline: Immediately

Benefits: Yes (52.94%)                      \$27,566

Revenue Generating:    No  0 %

Base Salary: \$49,172

Reimbursed by Local,  
State or Federal Funds:    No  0 %

Base Hourly: \$27.02

Grade: 23

**Net County Cost: \$79,637**

\*Net County Cost is calculated from salary of person leaving, if available

### Detailed Justification

What is the impact on your department if this position is not filled? Please provide, in detail, the need to fill the position. Please include the service provided, if it is mandated, number of people (clients) affected, and what you will do if the position is not filled.

Our Fiscal Officer position will be abolished and an Administrative Assistant position created to acquire fiscal duties. We have a Secretary I who is currently reachable on the Administrative Assistant Civil Service List, who has worked closely with our current Fiscal Officer and knows the majority of the job. This Secretary I will be promoted to this newly created position. As this Department will possibly be transitioning to an armed Department, this will require extensive training and records keeping. This newly created position will be greatly needed. They will be responsible to help with equipment tracking, ordering and maintenance, policy creation, yearly training coordination and tracking. They will help the Director by supervising the support staff, which is done by the Director currently. They will also take over doing resolutions, vacancy authorizations and permissions to attend. They will plan and organize the move to our temporary space until our new permanent office is completed. They will also be responsible for working on document management as we move to a new system of file use and storage. This position will take a lot of pressure off the Director as we move to arming, the new move and office space and in the preparation for succession of the Director retiring in 2027 and the promotion and training of those that will be promoted. The needs of this Department can best be met by abolishing the Fiscal Officer position and creating and filling an Administrative Assistant position.

Department Head:

**Approved?**  
Yes  No

County Administrator:

Resolution #:

## **Job Qualifications**

For Human Resources Use Only:  
Job Qualifications Listed here:

MINIMUM QUALIFICATIONS: Either:

A) Graduation from a regionally accredited or New York State registered college or university with an Associates Degree in Secretarial Science or related field and two (2) years of clerical experience in an office setting which involved typing or keyboarding primarily for word processing; OR

B) Graduation from high school, possession of a high school equivalency diploma or possession of an Individual Education Plan diploma and four (4) years of experience as stated in (A) above.



# St. Lawrence County Vacancy Authorization Form

## Conflict Defender



Type: Fill  **Assistant Conflict Defender**

Subunit (If Applicable): \_\_\_\_\_ Date Submitted: 4/22/2024

Reason Vacated: Resignation   Position Number: 021500007

Date Vacated: 5/10/2024  Position # Abolished: N/A

Position Status: Fulltime   Last Fill Date: 07/12/2022

Jurisdictional Class: Exempt   Appointee Will Be: Permanent

Hrs Per Week: 35    Shift Length: 7  FTE: 1.00

### Budget

<input type="checkbox"/> Salary of Person Leaving: \$82,358	Fill Request Timeline: Immediately <input type="checkbox"/>
Benefits: Yes (52.94%)                      \$43,601	Revenue Generating:    Yes    0    %
<input type="checkbox"/> Base Salary: \$75,073	Reimbursed by Local, State or Federal Funds: Yes    0    %
<input type="checkbox"/> Base Hourly: \$41.25	
<input type="checkbox"/> Grade: ID Union	

**Net County Cost: \$125,959**

\*Net County Cost is calculated from salary of person leaving, if available

### Detailed Justification

What is the impact on your department if this position is not filled? Please provide, in detail, the need to fill the position. Please include the service provided, if it is mandated, number of people (clients) affected, and what you will do if the position is not filled.

Our office is assigned to cases in SLC County Court, Family Court, IDV, Support Court, Judicial Diversion Program (Felony Drug Court), Ogdensburg City Court and Drug Treatment Court, Parole Violations, as well as the 30+ local criminal courts. In addition to regular local criminal court dockets, our attorneys appear on compliance conferences, settlement conferences, warrants, off hour arraignments, hearings, and trials; some appearances remain virtual, while most are in person and require travel. In order to provide quality and effective representation, sufficient attorney staffing is needed for both in person and virtual court (similar to prior years there are visiting judges and court referee appearances that may overlap, making court coverage difficult); and attorneys need time outside court to meet with their clients, review discovery, draft motions and pleadings, research, investigate defenses, speak with witnesses, and generally be prepared in advance of those appearances. Commencing 2025 the county will have two full time Family Court judges. Without sufficient staffing, we cannot provide the required representation. Criminal clients are provided with counsel at first appearances (CAFA) and on Desk Appearance Tickets (DAT) and our office lacks sufficient attorney staff to provide coverage for all requests. The NYS Office of Indigent Legal Services established standards and guidelines in 2018 and full implementation under the Statewide Expansion of Hurrell-Harring contract is anticipated by 2023. St. Lawrence County is the recipient of approximately \$5.3 million dollars under this contract. The Second Statewide Expansion of HH Reforms contract was recently awarded to the county (\$5,825,102.79). The Conflict Defender's Office is seeking approval from the County Administrator to fill this vacancy immediately.

Department Head: **Approved?**  
Yes  No

County Administrator: \_\_\_\_\_ Resolution #: \_\_\_\_\_

## **Job Qualifications**

For Human Resources Use Only:  
Job Qualifications Listed here:

**SUGGESTED MINIMUM QUALIFICATIONS:** Must be duly admitted to the New York State Bar and licensed to practice as an attorney in the State of New York.

# St. Lawrence County Vacancy Authorization Form

## County Clerk



Type: Fill

**Motor Vehicle Clerk**

Subunit (If Applicable):

Date Submitted: 3/18/2024

Reason Vacated: Other

Position Number: 009100024

Date Vacated: 2/2/2024

Position # Abolished: N/A

Position Status: Fulltime

Last Fill Date: 3/14/2016

Jurisdictional Class: Competitive

Appointee Will Be: Provisional

Hrs Per Week: 35    Shift Length: 7  FTE: 1.00

### Budget

Salary of Person Leaving: \$47,372

Fill Request Timeline: Immediately

Benefits: Yes (52.94%)                      \$25,079

Revenue Generating:    Yes    0    %

Base Salary: \$41,065

Reimbursed by Local,  
State or Federal Funds: No  0    %

Base Hourly: \$22.56

Grade: 18

**Net County Cost: \$72,451**

\*Net County Cost is calculated from salary of person leaving, if available

### Detailed Justification

What is the impact on your department if this position is not filled? Please provide, in detail, the need to fill the position. Please include the service provided, if it is mandated, number of people (clients) affected, and what you will do if the position is not filled.

The revenue that is generated by the DMV is dependent upon having sufficient staff to process the local and downstate dealer transactions. The projected revenue for 2024 was based on having a certain number of trained staff which included this position. If this position is not filled, the projected revenue for 2024 could decrease substantially. This position is required to provide quick efficient service to the public and maintain downstate turnaround time. We are approaching peak vacation time for staff and summer is one of our busiest times for downstate dealer work. It takes anywhere from 6 months to a year to train a staff member. It is imperative to be able to get that process started as soon as possible. In 2023 our four offices processed 280,000 transaction. 165,000 of those transactions were from downstate dealers. Last year over \$40 million dollars passed through our DMV offices and St. Law. Co. retained over \$3.5 million of that. We are also looking at a substantial increase for in person services over the next several years. The license renewal cycle is as follows: 2023-(3,777); 2024-(5,209); 2025-(12,993); 2026-(14,518); 2027-(13,861); 2028-(12,252). With in person transaction more than doubling in the next several years it is more important than ever to have trained staff. Last but not least prior to May of 2025 and beyond many St. Law. Co. residents will be in to upgrade their licenses to Real ID's. Those ID's will be required to fly within the USA. These transaction take more time to process than a regular drivers license. Immediate fill is respectfully requested.

Department Head: *Sandra W. Santoro*

**Approved?**

Yes  No

County Administrator:

Resolution #:

## Job Qualifications

For Human Resources Use Only:  
Job Qualifications Listed here:

**MINIMUM QUALIFICATIONS: EITHER:**

(A) Graduation from high school, possession of a high school equivalency diploma, or possession of an Individual Education Plan diploma and one (1) year of clerical experience in bookkeeping and/or record keeping which shall have included balancing of financial accounts and/or auditing functions in an automated business environment. An automated business environment requires that the individual performs data entry functions on a personal computer and the use of a software package; OR

(B) Graduation from high school, possession of a high school equivalency diploma, or possession of an Individual Education Plan diploma and certification from a vocational course in an office support/administration technology program.

Special Note: Twelve (12) credit hours in a computer training course in the areas of computer programming, spreadsheet, and/or database manipulation can be substituted for one (1) year of clerical experience as stated above.