



# Baldwin County Commission

## Legislation Details (With Text)

---

**File #:** 19-1385      **Version:** 1  
**Type:** Consent      **Status:** Passed  
**File created:** 5/29/2019      **In control:** Baldwin County Commission Regular  
**On agenda:** 6/4/2019      **Final action:** 6/4/2019  
**Title:** Personnel Department - Approval of Clerk/Treasurer Position Description  
**Indexes:**  
**Attachments:** 1. Updated Clerk Treasurer Position Description

Date	Ver.	Action By	Action	Result
6/4/2019	1	Baldwin County Commission Regular	Approved	Pass

**Meeting Type:** BCC Regular Meeting  
**Meeting Date:** 6/4/2019  
**Item Status:** New  
**From:** Deidra Hanak, Personnel Director  
**Submitted by:** Deidra Hanak, Personnel Director

---

### ITEM TITLE

Personnel Department - Approval of Clerk/Treasurer Position Description

### STAFF RECOMMENDATION

Approve the updated Clerk/Treasurer position description.

### BACKGROUND INFORMATION

**Previous Commission action/date:** N/A

**Background:** N/A

### FINANCIAL IMPACT

**Total cost of recommendation:** N/A

**Budget line item(s) to be used:** N/A

**If this is not a budgeted expenditure, does the recommendation create a need for funding?**  
N/A

**LEGAL IMPACT**

**Is legal review necessary for this staff recommendation and related documents?**

N/A

**Reviewed/approved by:** N/A

**Additional comments:** N/A

**ADVERTISING REQUIREMENTS**

**Is advertising required for this recommendation?** N/A

**If the proof of publication affidavit is not attached, list the reason:** N/A

**FOLLOW UP IMPLEMENTATION**

**For time-sensitive follow up, select deadline date for follow up:** N/A

**Individual(s) responsible for follow up:** Personnel - Implement Changes

**Action required (list contact persons/addresses if documents are to be mailed or emailed):**

N/A

**Additional instructions/notes:** N/A