



AGENDA ITEM

Consent Agenda

REPORT TO: Special Called Work Session (07/06/21)
REPORT TO: Voting Meeting (07/08/21)
ITEM NO: 313/2021
SUBJECT: Approve the Employment Agreement for the Deputy Court Administrator.

Meetings:

Work Session Date: 07/06/21 **Voting Meeting Date:** 07/08/21

Executive Summary:

Presenter: JS
Recommendation:
The Northeastern Judicial Circuit recommends approval.

Purpose of Request:
Approve the Employment Agreement for the Northeastern Judicial Circuit's Deputy Court Administrator.

History:
This position has been vacant since January 2021.

Facts and Issues:
The Deputy Court Administrator reports directly to the Court Administrator and serves the judges of both State and Superior Courts of Hall County. The Court Administration office is responsible for all non-judicial, administrative operations of the court, including budget and financial management, Human Resources, and day-to-day proceedings.

Options:

Funding Requested	\$ 18,347.32
Are funds within current budget?	Yes
Source of Funds	General Fund-Court Administration
Does the action involve a Resolution, Ordinance, Contract, Agreement, etc.?	Yes
Has it been reviewed by the County Attorney?	Yes
Is there a deadline for this item?	

Approvals:

Submit	Approve	Purchasing	Budget
JS	JS	CP	EW
Finance	Attorney	Administration	Clerk
NB	VS	ZP	LR

Attachments:

Financial Supplement
Reclass Position Cost Worksheet-Court Admin
Employment Agreement



**HALL COUNTY BOARD OF COMMISSIONERS
FINANCIAL SUPPLEMENT REPORT**

AGENDA ITEM 313/2021

Funds Requested: \$ 18,347.32

Request Budgeted: Yes

Proposed Source of Funding:

Budget Transfer Requested:

General Fund-Court Administration

No

Funding Source Items:

Fiscal Year	Fund	Division	Account	Amount
FY 2022	001 - GENERAL	160 - COURT ADMINISTRATOR	4104 - SALARIES	\$4,768.76
FY 2022	001 - GENERAL	160 - COURT ADMINISTRATOR	4110 - F.I.C.A.	\$364.81
FY 2022	001 - GENERAL	160 - COURT ADMINISTRATOR	4131 - RETIREMENT	\$6,390.22
FY 2022	001 - GENERAL	160 - COURT ADMINISTRATOR	4122 - LIFE INSURANCE	\$15.79
FY 2022	001 - GENERAL	160 - COURT ADMINISTRATOR	4121 - HEALTH INSURANCE	\$5,289.49
FY 2022	001 - GENERAL	160 - COURT ADMINISTRATOR	4421A - CELL PHONE/DATA CHARGES	\$600.00
FY 2022	001 - GENERAL	160 - COURT ADMINISTRATOR	4433 - CAR USE ALLOWANCE	\$8,480.00
FY 2022	001 - GENERAL	160 - COURT ADMINISTRATOR	4123 - OTHER CNTY-PD INSURANCE	\$1,518.24

Budget Transfer Items:

Additional Information/Comments:

Contact for Questions: JS

Phone:

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