



MARINETTE COUNTY
**LIMITED TERM EMPLOYEE/PROJECT POSITION EMPLOYEE
 REQUEST FORM**

Complete and Submit to the Finance Director for Funding Approval

Employment Requested:

- Limited Term Employee (599 or less total hours in 12 month period)
- Project Position Employee

Department: District Attorney's Office
 Position Reports to: District Attorney
 Total Hours: 265
 Pay Rate: \$ 19.06
 Number of Positions: 1

Justification:

This is a position which requires specialized training and certification. Only two people in this office have it. The office is greatly handicapped when only one of those people is here. Other people in the office cannot do the work when one of them is gone. Both legal secretaries have vacation time still remaining of 265 hours. Additionally, if something would happen to the health of either requiring them to miss work it would severely handicap the office's ability to perform its mission. I seek this LTE to use a qualified person when one of the legal secretaries is gone.

Qualifications

- Specialized
Attach copy of updated job description
- Office/Clerical
Complete the following if applicable:
 Microsoft Excel 2000 - Standard (0-100) _____
 Microsoft Word 2000 - Standard (0-100) _____
 Typing (0-100) _____

If you feel additional testing is required, please list tests along with justification.

Department Head Signature: *Allen [Signature]* 7.1.11

Funding Approval (Finance Director)

NOTE: It is the responsibility of the Department to ensure funding is approved

- Funding is available through Salaries WITHOUT Fringes (Object 112)
- Funding is available through Salaries WITH Fringes (Object 111), Department must obtain signed approval from County Administrator to transfer funds.
- Funding is **NOT** available through Salaries WITHOUT or WITH Fringes, Department must obtain the following:
 1. Signed approval from County Administrator to transfer funds
 2. Signed approval from Governing Committee Chairperson and Governing Committee minutes recommending Personnel Committee creates position and Finance Committee considers budget transfer
 3. Signed approval from Personnel Committee Chairperson or Personnel Committee minutes approving position
 4. Signed approval from Finance Committee Chairperson or Finance Committee minutes approving the transfer of funds
 5. County Board minutes approving position and/or transfer of funds

Account Number: 100-22-51310-112 6-0-
 Finance Director: *[Signature]* 7/15/2011
 County Administrator: *[Signature]* 7/15/2011
 Governing Committee Chair: _____ / /
 Personnel Committee Chair: _____ / /
 Finance Committee Chair: _____ / /

Department must submit completed form to Human Resources once funding is approved.

** Funds will be available pending proper approval of transfer*