RESOLUTION

AUTHORIZATION FOR THE RECLASSIFICATION OF GENERAL OFFICE CLERK POSITION

IN THE CLERK OF THE CIRCUIT COURT AND APPROPRIATION OF TRANSFER FROM

DONATION TRUST FUND - $7,000

WHEREAS,   the Circuit Court Clerk's Office proposes that two part-time positions in its Land Records Division be combined into one full-time position to create a stable work environment; and

WHEREAS,   the two part-time positions are being vacated as individuals are seeking full-time employment. The one full-time position will work best by having a constant three-person staff in this division. This will reduce the need for constant training of new staff that hinders the workflow; and

WHEREAS,   the recording of land records has increased and this is a detail-oriented position that also has a significant number of high value transactions which requires a more stable staff member with consistent knowledge of the laws and practices handed down from the Office of the Executive Secretary of the Supreme Court of Virginia; and

WHEREAS,   reclassifying the part-time General Office Clerk position to full-time for the remainder of Fiscal Year (FY) 2022 is estimated to cost $7,000, for which there are sufficient funds available in the Clerk of the Circuit Court Donation Trust Fund.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby approves the reclassification of the General Office Clerk position from part-time to full-time, authorizes the transfer of $7,000 from the Donation Trust Fund to the General Fund for the position, and appropriates these funds to the General Fund for FY 2022 as follows:

Revenue:
Transfer from Donation Trust Fund $7,000

Expenditure:
Salaries, Full-Time Employees $7,000

John J. McGlennon
Chairman, Board of Supervisors

ATTEST:

Teresa J. Saeed
Deputy Clerk to the Board

	VOTES AYE	NAY	ABSTAIN	ABSENT
ICENHOUR	✓			
HIPPLE	✓			
LARSON	✓			
SADLER	✓			
MCGLENNON	✓			

Adopted by the Board of Supervisors of James City County, Virginia, this 22nd day of February, 2022.

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