



AUG 28 2023

**AGENDA PLACEMENT FORM**

(Submission Deadline – Tuesday, 12:00 PM before Regular Court Meetings)

Date: 08/15/2023

**Denied**

Meeting Date: 08/28/2023

Submitted By: Constable Troy Fuller

Department/Office: Precinct 4 Constables Office

Signature of Director/Official: *Troy Fuller*

Agenda Title:  
Request Courts Consideration to hire a Deputy instead of an Office Clerk

**Public Description** (Description should be 2-4 sentences explaining to the Court and the public what action is recommended and why it is necessary):

Request to hire a Deputy with the core job responsibility of managing the tax sales handled out of the Precinct 4 Constables Office (Countywide). This includes registration, posting of notices, sending out Order of Sales, Publications, posting signage, and actually participating in the tax sale. In addition the deputy can also assist in other office duties such as court, paper service, and environmental investigations.

(May attach additional sheets if necessary)

Person to Present: Constable Fuller

(Presenter must be present for the item unless the item is on the Consent Agenda)

Supporting Documentation: (check one) PUBLIC  CONFIDENTIAL

(PUBLIC documentation may be made available to the public prior to the Meeting)

Estimated Length of Presentation: 5 minutes

Session Requested: Action Item (Action Item, Workshop, Consent, Executive)

Check All Departments Requiring Notification:

County Attorney                      IT                      Purchasing                      Auditor

Personnel                       Public Works                      Facilities Management

Other Department/Official (list) Budget Coordinator

The Precinct 4 Constables Office is requesting the courts consideration in to allow this office to hire a deputy rather than a Office Clerk. The Deputy would be hired with the responsibility of handling the responsibilities of the Monthly Tax Sales to include registration, posting of notices, sending out Order of Sales, Publications, posting signage, and actually participating in the tax sale. The tax sale will be a core responsibility. If the court will allow the hiring of a Deputy this will allow the assistance in other areas of the office. The Precinct 4 Constables Office has experienced an increase in all areas of service, due to re-districting and county wide responsibilities. A vehicle is not included in the below quote as U will utilize an older vehicle that is already in fleet.

**SALARY AND FRINGE**

Salary -	\$58,028 – Requested Starting Salary
FICA -	\$3,598
Medicare -	\$841
Retirement -	\$7224
Worker’s Comp -	\$928
Unemployment -	\$64
Health/Life/Vision -	\$11,130
<b>TOTAL -</b>	<b>\$81,813.00</b>

CERTIFICATION PAY:	\$1200.00
UNIFORM	\$1200.00

**EQUIPMENT NEEDED:**

\$9,722.00 – Per Employee

- Taser - \$4,225.00
- Handgun - \$497.00
- Rifle - \$936.00
- Optics - \$465.00
- Ballistic Vest - \$1279.00
- 1Ballistic vest carrier - \$267.00
- Handheld Radio - \$2053.00