

**JEFFERSON COUNTY COMMISSION  
PERSONNEL COMMITTEE MEETING  
THURSDAY, DECEMBER 29, 2022, 10:00 A.M.  
COURTHOUSE**

**Voting Members**

Commissioner Heidi Thomas  
Commissioner Paul Lowe  
Commissioner Ronny Coleman  
Commissioner Terry Dockery  
Commissioner Randy Bales

**Ex Officio/Non-Voting Members**

County Mayor, Mark Potts

**AGENDA**

- I. **Call to Order**
- II. **Roll Call**
- III. **Prayer**
- IV. **Pledge of Allegiance**
- V. **Approval of Minutes** – Thursday, April 21, 2022 Personnel Committee Minutes
- VI. **Appearance of Citizens**
- VII. **Election of Officers**
  1. Chair
  2. Vice
  3. Secretary
- VIII. **Old Business**
- IX. **New Business**

Position Requests Finance Department

  1. Purchasing Agent Job
  2. Payroll Administrator
  3. Accounts Payable Clerk
- X. **Adjourn**

**JEFFERSON COUNTY COMMISSION**  
**PERSONNEL COMMITTEE MEETING MINUTES**

**Thursday, April 21, 2022**

**Call to Order** Chairman Marc Reed

**Roll Call**

Members Present: Marcus Reed, Paul Lowe, Ronny Coleman, Randy Bales, Terry Dockery  
Mayor Mark Potts,

**Prayer:** Mark Potts

**Pledge of Allegiance:**

**Approval of Minutes:**

The minutes of the January 10, 2022 were approved unanimously upon a motion by Randy Bales and second by Ronny Coleman. Terry Dockery abstained since he did not attend the meeting.

**Appearance of Citizens:** None

**Old Business:**

**New Business:**

Motion by Randy Bales and seconded by Terry Dockery to add 1 Full-Time position in the County Clerk's office. Frank Herndon related the increase of volume and workload justified the position. The position would not require an increase in Mr. Herndon's budget.

Motion Passed without opposition.

Motion by Randy Bales and seconded by Paul Lowe to move 1 Part-time position to 1 Full-time Position in the Register of Deeds Office. Ed Stiner via mobile phone advised the position due to increase in volume and workload. The budget increase to the county would be the benefits and the salary would be from his budget.

Motion Passed without opposition.

Motion made by Paul Lowe and seconded by Randy Bales to approve 2 Part-Time positions for the Jefferson County Library Board at the Jefferson City Library. Carolyn Allen and David Phillips brought information showing the

need for extended hours. There was discussion concerning municipal contributions to the Library Board. This would increase the county contribution to the Library Board by 23,145.00.

Motion failed with a 3-2 vote with Bales and Lowe in favor, Reed, Dockery, and Coleman opposed.

Motion to Adjourn by Bales and seconded by Terry Dockery.

Adjourned.

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Chairman Marcus Reed

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Mark Potts/ Acting Secretary



# JEFFERSON COUNTY

## FINANCE DEPARTMENT

1244 Gay Street  
PO Box 1749  
Dandridge, TN 37725  
Phone (865) 397-4922

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## PURCHASING AGENT

**General Statement of Duties:** Performs professional and administrative duties in the process of acquiring goods and services for Jefferson County and Jefferson County Schools.

**Responsibilities of Work: (Illustrative Only)**

- Processes purchase requisitions and ensures compliance with all applicable laws, rules, regulations, standards, policies and procedures; Prepares purchase orders to procure day-to-day purchases; and awards contracts to successful vendor(s);
- Composes Invitations for Bid and Request for Proposals for routine and non-routine purchases of products and services; Sends solicitations to appropriate vendors specifying date, time & location for opening of sealed bids; Tabulates and reviews bid and proposal responses; Analyzes bid specifications, vendor performance, and location in order to determine potential savings;
- Negotiates contract pricing and term bid renewals;
- Reviews insurance, bid bonds, performance and payment bonds to ensure and verify financial viability and solvency of insurers and sureties;
- Ensures that contract documents are maintained with County Procurement regulations, including contract extensions, renewals & modifications;
- Develops new term and blanket bids; Researches past buying activities to gather information; reviews vendor bid proposals and verifies contracts are within budgetary constraints;
- Seeks out and recommends consolidation of needs to realize savings through quantity buying;
- Seeks out and recommends cooperative purchasing alliances to realize a greater savings by combining buying power;
- performs other duties as required.

**Required Knowledge, Skills and Abilities:** General knowledge of clerical methods used in keeping and auditing fiscal accounts and records, and of office terminology, procedures, routines and equipment; some knowledge of professional accounting practices; ability to understand and carry out complex oral and written instructions; ability to operate computer terminal; proficient in Microsoft Office suite; ability to get along well with others; clerical aptitude; mental alertness; accuracy; integrity. Extended period of sitting at a workstation or desk. Manual dexterity to work efficiently on computer keyboard for data entry. Ability to speak clearly.

**Acceptable Experience and Training:** Minimum of Associate's degree with business concentration; Bachelor's degree preferred; Five (5) years of public sector buying experience preferred; A Certified Professional Buyer (CPPB) certification preferred; or any equivalent combination of education, experience or training which provides the required knowledge, skills and abilities.

*Jefferson County Government is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Jefferson County Government may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*



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## PAYROLL ADMINISTRATOR

**General Statement of Duties:** Performs intermediate clerical and accounting work related to processing payroll; does related work as required.

**Examples of Work: (Illustrative Only)**

- tracks days worked and charges proper general ledger funds;
- calculates and reconciles;
- prepares verification of employment as requested by lending institutions;
- scans payroll/employee documents into scanning system;
- enters Direct Deposit and W-4 forms into payroll system;
- enters garnishments and child support into payroll system;
- enters employee deductions as paperwork is received for annuities;
- assists with various payrolls annually by updating wages in the system;
- answers employees questions concerning payroll;
- performs related tasks as required.

**Required Knowledge, Skills and Abilities:** General knowledge of clerical methods used in keeping and auditing fiscal accounts and records, and of office terminology, procedures, routines and equipment; general knowledge of business arithmetic and English in preparation of report analyses; some knowledge of professional accounting practices; ability to understand and carry out complex oral and written instructions; ability to operate computer terminal; ability to get along well with others; clerical aptitude; mental alertness; good judgement; accuracy; integrity. Extended period of sitting at a workstation or desk. Manual dexterity to work efficiently on computer keyboard for data entry. Ability to speak clearly.

**Acceptable Experience and Training:** Completion of high school or GED, supplemented by business school or college courses in bookkeeping, accounting and data processing, preferably college graduation and considerable clerical experience; or any equivalent combination of experience or training which provides the required knowledge, skills and abilities.



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## ACCOUNTS PAYABLE CLERK

**General Statement of Duties:** Performs intermediate clerical and accounting work related to accounts payable for Jefferson County Schools; does related work as required.

**Examples of Work: (Illustrative Only)**

- Ensure requisitions follow Jefferson County Schools Purchasing Policy;
- Enter requisition data to create purchase order;
- Obtain required signatures for requisitions and purchase orders;
- Scan purchasing documents into scanning system;
- Match invoices to purchase order and verify products have been received;
- Pay vendors by issuing checks per each general ledger fund and mail within appropriate time frame;
- Reconcile credit accounts monthly;
- Reconcile receipts and send monthly reports;
- Issue 1099's to vendors yearly & perform year-end closing procedures;
- Obtain W-9 from vendors, issue tax exempt certificates, and complete credit applications as needed;
- Performs related tasks as required.

**Required Knowledge, Skills and Abilities:** General knowledge of clerical methods used in keeping and auditing fiscal accounts and records, and of office terminology, procedures, routines and equipment; general knowledge of business arithmetic and English in preparation of report analyses; some knowledge of professional accounting practices; ability to understand and carry out complex oral and written instructions; ability to operate computer terminal; ability to get along well with others; clerical aptitude; mental alertness; good judgement; accuracy; integrity. Extended period of sitting at a workstation or desk. Manual dexterity to work efficiently on computer keyboard for data entry. Ability to speak clearly.

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