

HUMAN RESOURCES DEPARTMENT

6b

WOODBURY COUNTY, IOWA

DATE: January 12, 2021

**AUTHORIZATION TO INITIATE HIRING PROCESS**

DEPARTMENT	POSITION	ENTRY LEVEL	APPROVED	DISAPPROVED
County Attorney	Asst. County Attorney	AFSCME: \$61,508- \$71,131/year	X	
County Sheriff	% Deputy Captain – 82%	\$94,475.03/year	X	
County Treasurer	Clerk II	AFSCME Courthouse: \$17.30/hour	X	

  
\_\_\_\_\_  
Chairman, Board of Supervisors



## WOODBURY COUNTY ATTORNEY

**PATRICK "PJ" JENNINGS**  
COUNTY ATTORNEY

300 COURTHOUSE  
620 DOUGLAS STREET  
SIOUX CITY, IOWA 51101

TELEPHONE  
712-279-6516  
FAX # 712-279-6457

# MEMORANDUM

Date: January 6, 2021  
To: Board of Supervisors  
From: PJ Jennings  
RE: Request for New Hire

Supervisors:

On January 29, 2021, one of our juvenile attorneys will be resigning to seek a new opportunity. This is a very important position within our office of which we will only have two remaining after this employee leaves. It is crucial that we get a new attorney hired as soon as possible as the duties and learning curve for a new juvenile prosecutor can be quite over-whelming.

I ask that you now approve the hiring of a new juvenile assistant prosecutor.

A handwritten signature in black ink, appearing to be "PJ Jennings", written over the text of the memorandum.

To: Woodbury County Board of Supervisors

From: Diana Christensen

Date: 1/5/21

Subject: Hire fulltime Clerk II Universal Clerk

I am requesting to hire a Clerk II Universal Clerk as a replacement for John Hanson.

Thank you for your time and consideration

Diana Christensen

Chief Deputy Treasurer