



**Marshall County Fiscal Court
1101 Main Street
Benton, KY 42025**


EMPLOYEE INFORMATIONAL FORM

Department:	Road Department	Position Title:	Administrative Assistant
Name:	Nicole Ford	Employee Code:	████████
Date of Birth:	████████	Social Security Number:	████████
Street Address:	████████	City State, Zip:	████████
Home Phone:		Mobile Phone:	████████
Email Address:	████████		

Personnel Action

Position Status

New Hire		Full-Time	
Appointment			
Elected		Part-Time	
Reinstatement			
Leave without Pay		Seasonal	
Military Leave			
End of Office Term		Temporary	
Wage Change			
Death		Emergency	
Retirement / Resignation			
Dismissal:	Reason:		
Address Change	Old:	New:	
Name Change	Old:	New:	
Title Change	Old: Administrative Assistant	New: Office Administrator	
Change in Department	From:	To:	
Effective Date of Personnel Action: 04/06/2021		Wage Rate: -	Phone Stipend: -
Other Comments:			

Supervisor Signature:	Date:
Human Resource Signature: 	Date: 3-16-21
Employee Signature:	Date:

Nicole Ford Responsibilities

Approve time on Time Clock Plus
Vacation/Sick/Comp Time
Updating Facebook Page
Facebook Comments
Emails
Office Calls/Voice Mail
VIP Purchase Orders
Enter Invoices into VIP for Payment
Apply for Funding
Encroachment Permits
Build Excel Spreadsheets
Enter Daily Completed Work
Pub Works Software
Keep all Current Spreadsheets Up to Date
Update all CDL's on portal
Prepare Invoices for Signs/Misc Work
Post and Track Surplus on Gov Deals
Track Incoming Funds (scrap metal, signs, misc work, surplus)
Update Asset Tiger
Assist with issues on phones and computers
Assist Egner Chiropractic on physicals/drug screens
Living Well Sign ups and updates
Vehicle/Equipment Insurance Claims (KACO)
Order and keep stocked all office/cleaning supplies
Budget
Attend Fiscal Court Meetings
Prepare List for Hotmix