

COUNTY AUDITOR'S CERTIFICATION TO DISTRICT JUDGE REGARDING APPOINTMENT OF ADDITIONAL ASSISTANT COUNTY AUDITOR

In accordance with Texas Local Government Code Section 84.021, I hereby certify to the Honorable District Judge of Upshur County, Texas a list of the assistant auditors to be appointed to serve in the Office of Upshur County Auditor.

In a survey of 21 other County Auditors with similar duties and in counties of similar population, I discovered that these counties have an average of three assistant auditors. When I took office, the prior County Auditor and the prior Assistant County Auditor both informed me that this office needed another employee. After two years of attempting to perform my statutory duties without increasing staff, I have determined that there is in fact an essential need for two assistant auditors in this office. The name, duties, qualifications, experience, and salary to be paid to each are listed below:

Linda Sikes

Duties: Audit of county revenues and expenditures, audit of payroll, assist with general accounting, assist with budget preparation, assist with various state and federal reports, purchase order issuance, claims approval, facilitate insurance claims, assist with grant management, maintaining fixed asset records.

Proficient in auditing, purchasing, accounts payable, justice court operations, and general county operations.

Salary \$34,200

Greg Dodson

Duties: Audit of county revenues and expenditures, audit of payroll, assist with general accounting, assist with budget preparation, assist with various state and federal reports, purchase order issuance, claims approval, facilitate insurance claims, assist with grant management, maintaining fixed asset records.

Proficient in records management and retention, court registry fund reconciliation, jury processes, state court costs and fees, software and general county operations.

Salary \$34,200

Certified this 2nd day of January, 2019

Connie Williams

Upshur County Auditor

CERTIFIED TRUE AND CORRECT COPY CERTIFICATE
THE STATE OF TEXAS
COUNTY OF UPSHUR

The above and forgoing is a full, true and correct photographic copy of the original on file and on record in my office.



Containing _____ pages,
Attest 1-2-19 AD
Karen Bunn, District Clerk
Upshur County, Texas

By: [Signature] Deputy

FILED
TERRI ROSS
COUNTY CLERK
2019 JAN 11 AM 10:34
UPSHUR COUNTY, TX
BY [Signature]
DEPUTY

FILED
KAREN BUNN
DISTRICT CLERK
2019 JAN -2 AM 8:47
UPSHUR COUNTY, TEXAS
[Signature]
DEPUTY