

CLAYTON COUNTY BOARD OF COMMISSIONERS

Regular Business Meeting  
7:00 P.M.

April 5, 2016

A G E N D A

1. Call to order.
2. Invocation and Pledge of Allegiance to the flag.
3. Adoption of the agenda.
4. Approval of the March 15, 2016 Regular Business Meeting minutes and March 19, 2016 Board of Commissioners Retreat minutes.
5. PUBLIC COMMENT: Citizens will be given a three (3)-minute maximum time limit to speak before the Board of Commissioners about various topics, issues, and concerns. Following thirty minutes of hearing from the public, the Board of Commissioners will allow the remainder of citizens who have signed up to be heard at the next Tuesday business meeting.
6. PROCLAMATION: “Clayton County Observes April 2016 as National Donate Life Month”. (Presented by Chairman Jeffrey E. Turner)
7. PROCLAMATION: “Clayton County Recognizes Grassroots Leadership Institute Class of 2016”. (Presented by Chairman Jeffrey E. Turner)
8. Consider requests of Debra Brewer, Director of Central Services. (NOTE: The entire Purchasing Ordinance for Clayton County, Georgia can be viewed on the MuniCode website. Citizens can access this website via the following website address: <http://library.municode.com/index.aspx?clientId=10562>.)
  - 1) **Request to Open WEX Fleet Fuel Business Account.** (State of Georgia Contract #99999-001-SPD00000112-001. Funding is available through the FYE 2016 Correctional Institute Budget). As requested by the Department of Correctional Institute.
  - 2) **Recommendation for purchase for Bread Products utilizing Statewide Contract #SWC99999-SPD-SPD0000091-0002, SWC 2016-04 - Annual Contract.** (Bimbo Bakeries USA, Inc. dba Earthgrains Baking Companies, Inc. located in Horsham, Pennsylvania. Funding is available through the FYE 2016 Clayton County Correctional Institute Food and Dietary Supplies Fund). As requested by the Clayton County Correctional Institute. Pursuant to Section 2-136 (6) of the Clayton County Code of Ordinances, General Purchasing Methods; Clayton County has developed annual contracts for frequently used items and services. These contracts

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are a result of a sealed bid. The contract allows the county to order goods and services directly from the awarded suppliers through the use of an annual contract document.

3) **Request for First Contract Amendment: RFB #15-08 Lake Spivey Multi-Use Trail Construction, Phase I (International Park – Reid Stephens Park) for Clayton County, Georgia for the Parks & Recreation Department.** (\$50,000.00 / Lewallen Construction Co., Inc., located in Marietta, Georgia. Funding is available through the 2009 Greenspace SPLOST Funds). As requested by the Department of Parks and Recreation. Pursuant to Section 2-136 (1) of the Clayton County Code of Ordinances, General Purchasing Methods; Clayton County utilizes the competitive sealed bid method when the costs of goods and services are in excess of \$25,000.00. The Clayton County Board of Commissioners has the final award approval for all non-budgeted bids \$35,000.00 and greater. All approved budgetary goods and services and annual contract purchases can be authorized by the Finance Director and purchased by the Director of Central Services without Board of Commissioners' approval.

4) **Recommendation for Award: RFP #15-17 Police Body Cameras for Clayton County, Georgia.** (Not to exceed \$500,000.00 / Utility Associates, Inc., located in Decatur, Georgia. Funding is available through the US Department of Justice Grant (Edward J. Byrne Memorial Grant) and State Drug Funds). As requested by the Police Department. Pursuant to Section 2-136 (2) of the Clayton County Code of Ordinances, General Purchasing Methods; Clayton County utilizes the competitive sealed proposal method when the competitive sealed bid method is neither practical nor advantageous and when cost is not the primary consideration. The competitive sealed proposal method will be used when the costs of goods and services exceed \$25,000.00. All goods and services in the excess of \$25,000.00 are required to be purchased through the sealed proposal process, or negotiated by the Director of Central Services with full Board of Commissioners' approval. The Clayton County Board of Commissioners makes the final award for all non-budgeted proposals of \$35,000.00 and greater.

5) **Recommendation for Award: RFB #15-18 Service and Inspection of Generators for Clayton County, Georgia – Annual Contract.** (Power and Energy Services, Inc., located in Powder Springs, Georgia. Funding is available through the Building Maintenance's General Funds). As requested by the Department of Building Maintenance. Pursuant to Section 2-136 (1) of the Clayton County Code of Ordinances, General Purchasing Methods; Clayton County utilizes the competitive sealed bid method when the costs of goods and services are in excess of

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\$25,000.00. The Clayton County Board of Commissioners has the final award approval for all non-budgeted bids \$35,000.00 and greater. All approved budgetary goods and services and annual contract purchases can be authorized by the Finance Director and purchased by the Director of Central Services without Board of Commissioners' approval.

6) **Recommendation for Award: RFB #15-39 Maintenance and Repair Services for Fitness Equipment for Clayton County, Georgia – Annual Contract.** (Ready Fitness, located in Cummings, Georgia. Funding is available through the Parks and Recreation Department's General Fund; Fire Department's Fire Funds Maintenance and Repair Account; and Senior Services Other Contract Services Funds). As requested by the Department of Parks and Recreation, the Department of Fire/EMS Services and the Department of Senior Services. Pursuant to Section 2-136 (1) of the Clayton County Code of Ordinances, General Purchasing Methods; Clayton County utilizes the competitive sealed bid method when the costs of goods and services are in excess of \$25,000.00. The Clayton County Board of Commissioners has the final award approval for all non-budgeted bids \$35,000.00 and greater. All approved budgetary goods and services and annual contract purchases can be authorized by the Finance Director and purchased by the Director of Central Services without Board of Commissioners' approval.

9. Consider requests of Ramona Bivins, Chief Financial Officer.

- 1) Budget Amendment #2-32/Fire/FYE 6-30-16 - To increase the budget to provide additional funds for supplies and uniforms needed for the Fire Department, in the amount of \$10,000.
- 2) Budget Amendment #2-33/Prison/FYE 6-30-16 - To increase the budget to provide additional funds for supplies and to purchase a new dishwasher, in the amount of \$25,094.
- 3) Budget Amendment #2-34/Superior Court/FYE 6-30-16 - To increase the Superior Court budget to provide additional funds for contract fees, medical supplies, program supplies, office supplies, safety supplies and travel and training, in the amount of \$34,261.
- 4) Request for Refund to Busch White Norton, LLP for fees paid to process zoning verification letters, in the amount of \$600.

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10. Consider a request of Tamara Duggans, Human Resources Manager.
  - 1) Superior/State Court Administrator requests to delete a Court Panel Assistant position (Grade 16) within Indigent Defense (101/2015) and create an Administrative Assistant position (Grade 16) within Superior Court Administration (101/2001). The Court Panel Assistant position is currently vacant. There will be no financial impact to the budget.
11. Resolution 2016-64 - A Resolution authorizing Clayton County to enter into an Intergovernmental Agreement between the County and the City of College Park, Georgia concerning the use of the Countywide 700 MHz Communications System.

*Synopsis: This Resolution allows the County to enter into an Intergovernmental Agreement with the City of College Park to comply with State of Georgia 700MHz Regional Plan, which encourages smaller agencies to partner with larger entities to promote spectrum efficiency.*

12. Resolution 2016-65 - A Resolution authorizing the Clayton County Parks and Recreation Department to partner with the American Red Cross to host a lifeguard and water safety instructor trainer academy.

*Synopsis: This Resolution allows the Parks and Recreation Department to partner with the American Red Cross to conduct a lifeguard and water safety instructor trainer academy on October 3, 2016 through October 7, 2016 at the Steve Lundquist Aquatic Center.*

13. Resolution 2016-66 - A Resolution authorizing Clayton County to enter into a Memorandum of Understanding with the Metro Atlanta UASI, Inc. and accept funds to be used in connection with the County's Public Safety Digital Network.

*Synopsis: This Resolution allows the Department of Information Technology to enter into a MOU with Metro Atlanta USAI, Inc. The County will receive funds, with no matching funds required, in the amount of \$301,344.00 to procure equipment and services to enhance the*

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*interoperable communications between the County and other regional municipalities using the County's 700MHZ Public Safety Digital Network.*

14. Resolution 2016-67 - A Resolution authorizing Clayton County to apply for and, if awarded, accept grant funds from the Georgia Criminal Justice Coordinating Council for the continued purpose of reducing recidivist matters within the Clayton County Juvenile Court.

***Synopsis:** This Resolution allows the County's Juvenile Court to apply for grant funds, with no matching funds required, in the amount of \$750,000.00 from the Criminal Justice Coordinating Council for the 2016 Juvenile Justice Delinquency Prevention and Treatment Program.*

15. Resolution 2016-68 - A Resolution authorizing Clayton County to apply for and, if awarded, accept a 2016 Supplemental Local Maintenance and Improvement Grant from the Georgia Department of Transportation for defined road projects.

***Synopsis:** This Resolution allows the County to apply for a 2016 Supplemental Local Maintenance and Improvement Grant. Under the terms, there is a 30% local match for any grant funds awarded up to the total requested amount of \$454,622.00.*

16. Resolutions 2016-69 - A Resolution to authorize Clayton County to enter into a License Agreement with Greg Street Productions, Inc. to host a Car and Bike Show at the Clayton County International Park.

***Synopsis:** This Resolution allows the County to enter into a License Agreement with Greg Street Productions to host a car and bike show entitled "Bik-Nik Presents: Food Trucks @ the Beach" on May 22, 2016 from 2:00 p.m. until 10:00 p.m. at the Clayton County International Park.*

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17. Resolution 2016-70 - A Resolution to authorize Clayton County, on behalf of the Clayton County Solicitor General's Office, to accept a donation of backpacks from Nfinity Athletic, LLCA.

*Synopsis: This Resolution allows the Solicitor General's Office to accept 3,942 backpacks from Nfinity Athletic, LLCA for distribution to Clayton County students for the 2016-2017 school year.*

18. Resolution 2016-71 - A Resolution to authorize Clayton County to purchase a permanent easement from Lake Spivey Golf Club, Inc. for the construction of a public pathway.

*Synopsis: This Resolution allows the county to purchase a permanent easement for the amount of thirty-five thousand dollars (\$35,000.00) from the Lake Spivey Golf Club, Inc. near the intersection of the northern right-of-way of Walt Stephens Road and the eastern right-of-way of Members Drive, in Clayton County.*

19. Resolution 2016-72 - A Resolution to authorize Clayton County to accept a temporary Construction Easement from Lake Spivey Golf Club, Inc. for the construction of a public pathway.

*Synopsis: This Resolution allows the county to construct a temporary easement for the construction of a pathway for use by the public for walking, hiking, running, other pedestrian uses, biking and golf carts near the intersection of the northern right-of-way of Walt Stephens Road and the eastern right-of-way of Members Drive, in Clayton County.*

20. Request of the Community Development Department for board consideration and approval to grant SunGard Public Sector access to County data to configure TraKit system.

*Our participation in the configuration of TraKit will give us technical edge in service delivery to our customers consistent with the presentation we made to the Board of Commissioners. Our participation would allow us to push functionalities favorable to our permit and licensing system. This exercise will be at no cost to the County. In return for our participation, SunGard*

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*will substantially discount our acquisition of TraKit if the County chooses. Our cost will be limited to training costs only; currently maintains our system.*

21. Appointment to the Housing Authority to fill the expiring term of Karen Linnear. The term is five years expiring on May 11, 2021. (Full Board Appointment)
22. Appointment to the Land Bank Board to fill the expiring term of Latrevia Kates. The term is four years expiring on April 15, 2020. (Full Board Appointment) *(Held from March 15, 2016 Meeting)*
23. Appointment to the Tourism Authority to fill the expiring term of Tom Maples. The term is four years expiring on April 30, 2020. (Full Board Appointment) *(Held from March 15, 2016 Meeting)*

**EXECUTIVE SESSION –**

24. Consider any action(s) necessary based on decision(s) made in the Executive Session.

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FINANCE SUPPORTING DOCUMENTATION

BEGINS ON NEXT PAGE

**CLAYTON COUNTY  
INTER - OFFICE MEMO**

2-32

**DATE:** March 30, 2016  
**TO:** Board of Commissioners  
**FROM:** Ramona Thurman Bivins, Chief Financial Officer  
**SUBJECT:** Request for Budget Amendment - Fire

I do hereby request and submit the following budget amendment to be approved for FYE 6-30-16:

**INCREASE REVENUE:**

Federal Reimb - Narcotics Unit Salaries	201-3901-3207	\$	10,000
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**INCREASE EXPENSE:**

Firearm Supplies	201-3901-4330	\$	200
Safety Supplies	201-3901-4420		6,600
Uniform Allowance Expense	201-3901-4790		<u>3,200</u>
		\$	10,000

**Reason:** To increase the budget to provide additional funds for supplies and uniforms needed for the Fire department.

**TO:** Ramona Thurman Bivins, Chief Financial Officer

According to the Statement of Policy, the above listed amendment has been approved.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Sandra Davis, Clerk of Commission

sl

**CLAYTON COUNTY  
INTER - OFFICE MEMO**

2-33

**DATE:** March 30, 2016  
**TO:** Board of Commissioners  
**FROM:** Ramona Thurman Bivins, Chief Financial Officer  
**SUBJECT:** Request for Budget Amendment -

Prison

I do hereby request and submit the following budget amendment to be approved for FYE 6-30-16:

**INCREASE REVENUE:**

Telephone Commission Income	101-2751-3330	\$ 3,078
Inmate Medical Expense Reimbursement	101-2751-3392	20,823
Miscellaneous Revenue	101-2751-3720	1,193
		<hr/>
		\$ 25,094

**INCREASE EXPENSE:**

Janitorial Supplies	101-2751-4360	\$ 17,594
Miscellaneous Tool Supplies	101-2751-4385	500
Other Minor Equipment	101-2751-4394	7,000
		<hr/>
		\$ 25,094

**Reason:** To increase the budget to provide additional funds for supplies and to purchase a new dishwasher.

**TO:** Ramona Thurman Bivins, Chief Financial Officer

According to the Statement of Policy, the above listed amendment has been approved.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Sandra Davis, Clerk of Commission

**CLAYTON COUNTY  
INTER - OFFICE MEMO**

2-34

**DATE:** March 30, 2016  
**TO:** Board of Commissioners  
**FROM:** Ramona Thurman Bivins, Chief Financial Officer

**SUBJECT:** Request for Budget Amendment - Superior Court

I do hereby request and submit the following budget amendment to be approved for FYE 6-30-16:

**INCREASE REVENUE:**

Miscellaneous Revenue	101-2001-3720-8C001	\$	34,261
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**INCREASE EXPENSE:**

Contract Service Fees	101-2001-4140-8C001	\$	23,260
Medical Supplies	101-2001-4375-8C001		5,000
Miscellaneous Program Supplies	101-2001-4383-8C001		2,000
Office Supplies	101-2001-4390-8C001		1,500
Safety Supplies	101-2001-4420-8C001		451
Travel and Training	101-2001-4785-8C001		2,050
		\$	<u>34,261</u>

**Reason:** To increase the Superior Court budget to provide additional funds for contract fees, medical supplies, program supplies, office supplies, safety supplies and travel and training.

**TO:** Ramona Thurman Bivins, Chief Financial Officer

According to the Statement of Policy, the above listed amendment has been approved.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Sandra Davis, Clerk of Commission

sl

JEFFREY E. TURNER  
CHAIRMAN  
SONNA SINGLETON-GREGORY  
DISTRICT 1  
GAIL B. HAMBRICK  
DISTRICT 2  
SHANA M. ROOKS  
DISTRICT 3  
MICHAEL L. EDMONDSON  
DISTRICT 4

Community Development Department  
121 South McDonough Street, Jonesboro, Georgia 30236  
Office: (770) 477-3569 Fax: (770) 473-5467  
[www.claytoncountyga.gov/departments/community-development](http://www.claytoncountyga.gov/departments/community-development)



## Inter-Office Memorandum

**Date:** February 12, 2016  
**To:** Ramona Thurman, CFO  
**From:** Patrick Ejike, Director  
**Subject:** Request for Refund Check

New

132417

Please issue a check in the amount of \$600.00 made payable to:

**Name:** Busch White Norton, ~~LLC~~ <sup>LLP</sup> LLP

**Address:** 3330 Cumberland Blvd Ste 300

**City, State, Zip:** Atlanta, GA 30339

BWN 333

2016 MAR -7 P 1:41

For the purpose of: <sup>Refund</sup> Processed Zoning Verification Letters

- property located within the City of Riverdale; verification should be done by City, not County.

This check should be charged to account #101-4002-3331

Thank you for your assistance. Should you have any questions, please feel free to contact me at extension 3574.

Sincerely,

Patrick Ejike, Director

Attachments:

Letter Requesting Refund  
Zoning Request Application

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HUMAN RESOURCES SUPPORTING DOCUMENTATION

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BOC Approval Process System &gt; BOC Request Form: BOC APPROVAL: Court Administrator-Reorganization within Department



I Like It

Tags &  
Notes

## Board of Commissioners Approval Process System

### New Request

After completing Request form and attaching supporting documentation, click on the SUBMIT button at the bottom to submit your request for approval. Fields with an (\*) are required.

Department: Court Administrator

Phone:  
(770) 477-3483  
Example: (000) 000-0000

E-mail:  
matt.sorensen@co.clayton.ga.us  
Example: John.doe@claytoncountyga.gov

Requests must be submitted a minimum of 12 days prior to Agenda Meeting Date.

FYE: Select Agenda Meeting Date:  
FYE16 2016-03-30T14:00:00

Request Type:  
Reorganization within Department

Purpose:

Abolish Court Panel Assistant position under indigent defense and create a Court Program Coordinator position under Superior Court Administration

Rationale:

The resources of this position can be better utilized handling tasks pertaining to the general administration of the courts, under the budget of Superior Court Administration.

Facts:

The newly created position will handle tasks relating to the administrative functions of our accountability courts, special programs, and indigent defense. Changing the position title broadens the scope of work and functions this position can handle instead of the narrow current position title handling tasks for Indigent Defense. The newly created position would remain at the same step and grade as the abolished position, grade 16/1

Impact:

No financial impact

*Documents must be submitted in PDF format.  
Large PDF files may be compressed and saved to a ZIP file before attaching to Request form.*

Supporting Documentation:

Alternate contact should be available to answer questions regarding your request.

Alternate Contact Name: Alternate Contact Phone:  
Deborah Boddie (770) 347-0181  
Example: (000) 000-0000

Alternate Contact Email:  
deborah.boddie@co.clayton.ga.us  
Example: John.doe@claytoncountyga.gov

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Comments:

Initiated Date:

3/16/2016

3:45:34 PM

Initiated By:

Matthew Sorenson



BOC Approval Process System ▶ BOC Request Form: BOC APPROVAL: Court Administrator-Reorganization within Department



I Like It



Tags & Notes



## Board of Commissioners Approval Process System

### New Request

After completing Request form and attaching supporting documentation, click on the SUBMIT button at the bottom to submit your request for approval. Fields with an (\*) are required.

Department: Court Administrator

Phone:  
(770) 477-3483  
Example: (000) 000-0000

E-mail:  
matt.sorensen@co.clayton.ga.us  
Example: John.doe@claytoncountyga.gov

Requests must be submitted a minimum of 12 days prior to Agenda Meeting Date.

FYE: Select Agenda Meeting Date:  
FYE16 04/19/2016

Request Type:  
Reorganization within Department

Purpose:

Amend legislative request 547 to abolish the position of Court Panel Assistant and create a Court Program Coordinator position under the Superior Court Administration budget. The amendment would change the Court Program Coordinator to an Administrative Assistant Position.

Rationale:

The resources of this position can be better utilized handling tasks pertaining to the general administration of the courts, under the Superior Court Administration budget.

Facts:

The newly created Administrative Assistant position will handle tasks related to the administrative function of our accountability courts, special programs, and indigent defense. Changing the position title broadens the scope of work functions this position can handle instead of the narrow current position title handling tasks only associated with indigent defense. The newly created position will remain at the same grade and step level, 16/1.

Impact:

No financial impact.

*Documents must be submitted in PDF format.  
Large PDF files may be compressed and saved to a ZIP file before attaching to Request form.*

Supporting Documentation: Administrative Assistant Job Description.pdf

Alternate contact should be available to answer questions regarding your request.

Alternate Contact Name: Alternate Contact Phone:  
Deborah Boddie (770) 347-0181  
Example: (000) 000-0000

Alternate Contact Email:

deborah.boddie@co.clayton.ga.us  
Example: john.doe@claytoncountyga.gov

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Comments:

Please find attached the Clayton County administrative assistant job description.

Initiated Date:

3/29/2016

9:59:19 AM

Initiated By:

Matthew Sorenson

# CLAYTON COUNTY, GEORGIA CLASSIFICATION SPECIFICATION

**CLASSIFICATION TITLE: ADMINISTRATIVE ASSISTANT**

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## **PURPOSE OF CLASSIFICATION**

The purpose of this classification is to provide administrative and complex clerical support to an assigned department. Work involves assisting department management with budgeting, purchasing, and personnel activities; preparing reports, correspondence, and other materials; entering and retrieving information from department databases; maintaining automated and manual files; and assisting callers, customers and/or visitors.

## **ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Assists department management with budget related activities; reviews monthly financial reports; provides information on past budgets and expenditures for use in developing budget proposals; and retrieves and reports information on expenditures and current fund balances.

Prepares varied and complex department documents, records, reports, and forms requiring knowledge of programs, policies and procedures. Initiates reports and documents based upon knowledge of department operations, reporting requirements, and established deadlines. Researches, compiles, consolidates, and/or tabulates information; incorporates information into requested reports and other prepared materials; proofreads for accuracy and completeness; and distributes upon approval.

Maintains assigned inventories; prepares, reviews, and processes purchasing documents; prepares purchase orders for needed materials, equipment, and supplies; receives and distributes incoming supply shipments; reviews and codes invoices; and forwards for payment.

Serves as liaison between department management and customers and section staff/employees; responds to questions regarding department activities and services; explains policies, procedures and operations; and follows up to obtain additional information. Oversees the work of section staff; provides guidance and direction as needed.

Maintains calendar for department management; schedules meetings and appointments; makes necessary travel arrangements; prepares and distributes agendas; and obtains requested audio-visual equipment.

## **Clayton County, Georgia ~ Administrative Assistant**

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Enters information into department programs and databases; updates database information; creates new spreadsheets/files; and purges old data as appropriate. Researches information from databases and incorporates into reports, summaries, and other assignments.

Maintains department/program references such as vendor lists, Code books, training manuals, standard operating procedures; mailing lists

Answers department telephones; provides assistance, requested documents and information; refers callers to other staff members as appropriate; and takes messages. Receives, dates, and distributes incoming mail. Prepares outgoing mail.

### **ADDITIONAL FUNCTIONS**

Prepares folders; maintains files of department correspondence, program records, legal documents, etc.; photocopies documents and distributes and/or files; and requests information from other departments as necessary to complete department records/files.

Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

High school diploma or GED; supplemented by three (3) years of clerical and administrative support experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

### **ADA COMPLIANCE**

**Physical Ability:** Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Essential functions are regularly performed without exposure to adverse environmental conditions.

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