

# County Counselor

## Department Overview



The Jackson County Counselor's Office protects the interests of Jackson County citizens by providing legal counsel for the County's elected officials, directors and employees. They provide this service for a full range of issues that affect county government.

They also assist county departments by participating in the pursuit of delinquent tax and bankruptcy collections and by developing training programs for County employees in cooperation with Human Resources. They manage and coordinate the work of retained legal services and identify areas of legal expertise required to address future legal issues. They also help to develop preventive legal advisory programs.

Members of the County Counselors office are present at many of the various Jackson County Board and Commission meetings to offer citizen members advice regarding rules of procedure and to answer questions.

# County Counselor

FTE (Full Time Equivalent) by Home Department

<b>Position</b>	<b>2018 FTEs</b>
Administrative Assistant	1.0
Administrative Specialist	1.0
Asst. County Counselor	3.0
Chief Deputy County Cnsl.	1.0
Chief Deputy County Cnsl.-Litigation	1.0
County Counselor	1.0
Deputy County Counselor	1.0
Litigation Investigator/Paralegal	2.0
Mental Health Claims Exam.	1.0
Operations Administrator	1.0
SR Investigator/Paralegal	1.0
Sr. Asst. County Counselor	2.0
P/T Administrative Assistant	0.5
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	<b>16.5</b>

## BUDGET OVERVIEW COUNTY COUNSELOR

<u>Account Type</u>	2016 Actual	2017 Adopted	Exp. as of 12/31/2017	2018 Adopted
Salaries	925,644	1,332,278	1,216,505	1,227,819
Contractual Services	51,584	101,344	86,879	286,105
Supplies	44,481	35,300	36,072	25,300
Capital Outlay	26,075	-	2,762	-
	<u>\$1,047,784</u>	<u>\$1,468,922</u>	<u>\$1,342,218</u>	<u>\$1,539,224</u>
 <u>Fund</u>				
General Fund	710,605	994,731	898,986	837,778
Health Fund	81,901	115,571	109,628	336,064
Park Fund	28,408	41,789	37,486	43,118
Special Road and Bridge Fund	83,762	107,564	104,508	201,735
Assessment Fund	80,943	117,235	106,760	120,529
Collectors Fund	62,165	92,032	84,850	-
	<u>\$1,047,784</u>	<u>\$1,468,922</u>	<u>\$1,342,218</u>	<u>\$1,539,224</u>

**County Counselor  
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Line Item Description	Previous Year	Current Year	Budget Year		
	2016	2017	2018	2018	2018
	Actual	Adopted	Request	Rec.	Adopted
<b>ALL FUNDS</b>					
5010 Regular Salaries	\$ 927,466	\$ 1,021,989	\$ 1,021,989	\$ 1,021,989	\$ 915,831
5025 Part Time Salaries	-	-	24,960	24,960	24,960
5040 FICA Taxes	65,955	78,620	80,092	80,092	71,971
5050 Pension Contributions	109,422	113,129	110,180	110,180	94,369
5060 Insurance Benefits	82,429	118,258	135,406	135,406	120,406
5061 Insurance Fixed Cost and Dental	1	-	-	-	-
5062 HSA Contribution	282	282	282	282	282
5063 Insurance Admin Fee	-	-	-	-	-
5090 Salary Adjustments	-	-	-	-	-
5130 Vacation Payout	130	-	-	-	-
5140 Sick Leave Pay Out	79	-	-	-	-
<b>Total Salaries</b>	<b>1,185,762</b>	<b>1,332,278</b>	<b>1,372,909</b>	<b>1,372,909</b>	<b>1,227,819</b>
6020 Legal Services	-	-	922,530	922,530	-
6050 Court Reporting Services	6,171	15,000	15,000	15,000	15,000
6110 Postage	1,693	2,500	2,500	2,500	2,500
6120 Car Allowance & Mileage	15,714	15,748	15,748	15,748	15,748
6140 Travel Expense	8,533	8,000	8,000	8,000	8,000
6160 Meeting Expense	-	240	240	240	240
6165 Coffee Service	1,369	1,400	1,400	1,400	1,400
6230 Printing	300	300	300	300	300
6240 Office Services Charges	-	-	-	-	-
6641 Copier Rental/Maintenance	5,298	6,602	6,602	6,602	6,602
6643 Mobile Phone/Pager Rental	-	-	-	-	-
6661 Software Purchases	11,295	-	-	-	-
6710 Dues & Memberships	6,610	8,400	8,400	8,400	6,000
6750 Education Benefits	3,392	8,000	8,000	8,000	8,000
6760 Court Costs/Investigation Servs	5,001	6,250	172,315	172,315	122,315
6790 Other Contractual Services	480	28,904	128,904	128,904	100,000
<b>Total Contractual Services</b>	<b>65,855</b>	<b>101,344</b>	<b>1,289,939</b>	<b>1,289,939</b>	<b>286,105</b>
7010 Office Supplies	3,732	3,800	3,800	3,800	3,800
7020 Reference Books/Publications	29,381	30,000	30,000	30,000	20,000
7041 Paper Supplies - Copier Paper	1,456	1,500	1,500	1,500	1,500
<b>Total Supplies</b>	<b>34,570</b>	<b>35,300</b>	<b>35,300</b>	<b>35,300</b>	<b>25,300</b>
8150 Office Furniture & Fixtures	1,183	-	-	-	-
8160 Radio/Communications Equipment	258	-	-	-	-
8170 Other Equipment	768	-	-	-	-

**County Counselor  
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	Previous Year	Current Year	Budget Year		
	2016 Actual	2017 Adopted	2018 Request	2018 Rec.	2018 Adopted
8171 Personal Computer/Accessories	23,920	-	-	-	-
Total Capital Outlay	26,129	-	-	-	-
<b>Total County Counselor</b>	<b>\$ 1,312,316</b>	<b>\$ 1,468,922</b>	<b>\$ 2,698,148</b>	<b>\$ 2,698,148</b>	<b>\$ 1,539,224</b>

**County Counselor  
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Line Item Description	Previous Year	Current Year	Budget Year		
	2016	2017	2018	2018	2018
	Actual	Adopted	Request	Rec.	Adopted
<b>General Fund</b>					
5010 Regular Salaries	\$ 604,770	\$ 673,969	\$ 673,969	\$ 673,969	\$ 560,851
5025 Part Time Salaries	-	-	24,960	24,960	24,960
5040 FICA Taxes	43,199	51,559	53,468	53,468	44,814
5050 Pension Contributions	59,468	60,657	60,657	60,657	43,855
5060 Insurance Benefits	49,651	76,250	87,306	87,306	72,306
5061 Insurance Fixed Cost and Dental	-	-	-	-	-
5062 HSA Contribution	-	-	-	-	-
5063 Insurance Admin Fee	-	-	-	-	-
<b>Total Salaries</b>	<b>757,088</b>	<b>862,435</b>	<b>900,360</b>	<b>900,360</b>	<b>746,786</b>
6020 Legal Services	-	-	311,000	311,000	-
6050 Court Reporting Services	6,171	15,000	15,000	15,000	15,000
6110 Postage	1,693	2,500	2,500	2,500	2,500
6120 Car Allowance & Mileage	10,628	11,400	11,400	11,400	11,400
6140 Travel Expense	8,533	8,000	8,000	8,000	8,000
6160 Meeting Expense	-	240	240	240	240
6165 Coffee Service	1,369	1,400	1,400	1,400	1,400
6230 Printing	300	300	300	300	300
6240 Office Services Charges	-	-	-	-	-
6641 Copier Rental/Maintenance	5,298	6,602	6,602	6,602	6,602
6643 Mobile Phone/Pager Rental	-	-	-	-	-
6661 Software Purchases	11,295	-	-	-	-
6710 Dues & Memberships	6,610	8,400	8,400	8,400	6,000
6750 Education Benefits	3,392	8,000	8,000	8,000	8,000
6760 Court Costs/Investigation Servs	5,001	6,250	6,250	6,250	6,250
6790 Other Contractual Services	480	28,904	28,904	28,904	-
<b>Total Contractual Services</b>	<b>60,770</b>	<b>96,996</b>	<b>407,996</b>	<b>407,996</b>	<b>65,692</b>
7010 Office Supplies	3,732	3,800	3,800	3,800	3,800
7020 Reference Books/Publications	29,381	30,000	30,000	30,000	20,000
7041 Paper Supplies - Copier Paper	1,456	1,500	1,500	1,500	1,500
<b>Total Supplies</b>	<b>34,570</b>	<b>35,300</b>	<b>35,300</b>	<b>35,300</b>	<b>25,300</b>
8150 Office Furniture & Fixtures	1,183	-	-	-	-
8160 Radio/Communications Equipment	258	-	-	-	-
8170 Other Equipment	768	-	-	-	-
8171 Personal Computer/Accessories	23,920	-	-	-	-
<b>Total Capital Outlay</b>	<b>26,129</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

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	Previous Year	Current Year	Budget Year		
	2016 Actual	2017 Adopted	2018 Request	2018 Rec.	2018 Adopted
<b>Total General Fund</b>	<b>\$ 878,556</b>	<b>\$ 994,731</b>	<b>\$ 1,343,656</b>	<b>\$ 1,343,656</b>	<b>\$ 837,778</b>
<b>Health Fund</b>					
Line Item Description					
5010 Regular Salaries	\$ 75,276	\$ 79,669	\$ 79,669	\$ 79,669	\$ 81,262
5040 FICA Taxes	5,054	6,094	6,094	6,094	6,216
5050 Pension Contributions	11,247	11,505	11,337	11,337	11,564
5060 Insurance Benefits	13,795	18,303	20,957	20,957	20,957
5061 Insurance Fixed Cost and Dental	-	-	-	-	-
5062 HSA Contribution	-	-	-	-	-
5063 Insurance Admin Fee	-	-	-	-	-
<b>Total Salaries</b>	<b>105,372</b>	<b>115,571</b>	<b>118,057</b>	<b>118,057</b>	<b>119,999</b>
6020 Legal Services	-	-	255,000	255,000	-
6120 Car Allowance & Mileage	607	-	-	-	-
6643 Mobile Phone/Pager Rental	-	-	-	-	-
6760 Court Costs/Investigation Servs	-	-	166,065	166,065	116,065
6790 Other Contractual Services	-	-	100,000	100,000	100,000
<b>Total Contractual Services</b>	<b>607</b>	<b>-</b>	<b>521,065</b>	<b>521,065</b>	<b>216,065</b>
<b>Total Health Fund</b>	<b>\$ 105,979</b>	<b>\$ 115,571</b>	<b>\$ 639,122</b>	<b>\$ 639,122</b>	<b>\$ 336,064</b>
<b>Park Fund</b>					
Line Item Description					
5010 Regular Salaries	\$ 28,886	\$ 30,567	\$ 30,567	\$ 30,567	\$ 31,178
5040 FICA Taxes	2,073	2,339	2,339	2,339	2,386
5050 Pension Contributions	4,315	4,414	4,350	4,350	4,437
5060 Insurance Benefits	2,080	4,469	5,117	5,117	5,117
5061 Insurance Fixed Cost and Dental	1	-	-	-	-
5062 HSA Contribution	-	-	-	-	-
5063 Insurance Admin Fee	-	-	-	-	-
<b>Total Salaries</b>	<b>37,355</b>	<b>41,789</b>	<b>42,373</b>	<b>42,373</b>	<b>43,118</b>
6020 Legal Services	-	-	22,298	22,298	-
6120 Car Allowance & Mileage	475	-	-	-	-
6643 Mobile Phone/Pager Rental	-	-	-	-	-
<b>Total Contractual Services</b>	<b>475</b>	<b>-</b>	<b>22,298</b>	<b>22,298</b>	<b>-</b>
<b>Total Park Fund</b>	<b>\$ 37,830</b>	<b>\$ 41,789</b>	<b>\$ 64,671</b>	<b>\$ 64,671</b>	<b>\$ 43,118</b>
<b>Special Road and Bridge Fund</b>					

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Line Item Description	Previous Year	Current Year	Budget Year		
	2016 Actual	2017 Adopted	2018 Request	2018 Rec.	2018 Adopted
5010 Regular Salaries	\$ 79,802	\$ 84,204	\$ 150,755	\$ 150,755	\$ 153,770
5040 FICA Taxes	5,706	6,879	11,533	11,533	11,764
5050 Pension Contributions	12,710	12,983	21,452	21,452	21,881
5060 Insurance Benefits	6,095	1,881	11,310	11,310	11,310
5061 Insurance Fixed Cost and Dental	-	-	-	-	-
5062 HSA Contribution	-	-	282	282	282
5063 Insurance Admin Fee	-	-	-	-	-
<b>Total Salaries</b>	<b>104,312</b>	<b>105,947</b>	<b>195,332</b>	<b>195,332</b>	<b>199,007</b>
6020 Legal Services	-	-	234,232	234,232	-
6120 Car Allowance & Mileage	1,507	1,617	2,728	2,728	2,728
6643 Mobile Phone/Pager Rental	-	-	-	-	-
<b>Total Contractual Services</b>	<b>1,507</b>	<b>1,617</b>	<b>236,960</b>	<b>236,960</b>	<b>2,728</b>
<b>Total Special Road and Bridge Fund</b>	<b>\$ 105,819</b>	<b>\$ 107,564</b>	<b>\$ 432,292</b>	<b>\$ 432,292</b>	<b>\$ 201,735</b>
<b>Assessment Fund</b>					
Line Item Description					
5010 Regular Salaries	\$ 78,228	\$ 87,029	\$ 87,029	\$ 87,029	\$ 88,770
5040 FICA Taxes	5,593	6,658	6,658	6,658	6,791
5050 Pension Contributions	12,287	12,569	12,384	12,384	12,632
5060 Insurance Benefits	6,171	9,359	10,716	10,716	10,716
5061 Insurance Fixed Cost and Dental	-	-	-	-	-
5062 HSA Contribution	-	-	-	-	-
5063 Insurance Admin Fee	-	-	-	-	-
<b>Total Salaries</b>	<b>102,279</b>	<b>115,615</b>	<b>116,787</b>	<b>116,787</b>	<b>118,909</b>
6020 Legal Services	-	-	100,000	100,000	-
6120 Car Allowance & Mileage	1,388	1,620	1,620	1,620	1,620
6643 Mobile Phone/Pager Rental	-	-	-	-	-
<b>Total Contractual Services</b>	<b>1,388</b>	<b>1,620</b>	<b>101,620</b>	<b>101,620</b>	<b>1,620</b>
<b>Total Assessment Fund</b>	<b>\$ 103,667</b>	<b>\$ 117,235</b>	<b>\$ 218,407</b>	<b>\$ 218,407</b>	<b>\$ 120,529</b>
<b>Collectors Fund</b>					
Line Item Description					
5010 Regular Salaries	\$ 60,504	\$ 66,551	-	-	-
5040 FICA Taxes	4,330	5,091	-	-	-
5050 Pension Contributions	9,395	11,001	-	-	-
5060 Insurance Benefits	4,637	7,996	-	-	-



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	Previous Year	Current Year	Budget Year		
	2016 Actual	2017 Adopted	2018 Request	2018 Rec.	2018 Adopted
5061 Insurance Fixed Cost and Dental	-	-	-	-	-
5062 HSA Contribution	282	282	-	-	-
5063 Insurance Admin Fee	-	-	-	-	-
5090 Salary Adjustments	-	-	-	-	-
5130 Vacation Payout	130	-	-	-	-
5140 Sick Leave Pay Out	79	-	-	-	-
<b>Total Salaries</b>	<b>79,356</b>	<b>90,921</b>	<b>-</b>	<b>-</b>	<b>-</b>
6120 Car Allowance & Mileage	1,109	1,111	-	-	-
6643 Mobile Phone/Pager Rental	-	-	-	-	-
<b>Total Contractual Services</b>	<b>1,109</b>	<b>1,111</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Collectors Fund</b>	<b>\$ 80,465</b>	<b>\$ 92,032</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total County Counselor</b>	<b>\$ 1,312,316</b>	<b>\$ 1,468,922</b>	<b>\$ 2,698,148</b>	<b>\$ 2,698,148</b>	<b>\$ 1,539,224</b>