

RESOLUTION

ADVANCE HIRING OF ADMINISTRATIVE ASSISTANT -

COMMONWEALTH ATTORNEY'S OFFICE

WHEREAS, the Administrative Assistant will be leaving employment effective July 22, 2005, after 15 years of service with the Commonwealth Attorney's Office; and

WHEREAS, this position is responsible for the overall administration of the Office as well as preparing indictments and scheduling all Circuit Court matters including the Grand Jury; and

WHEREAS, it is necessary to have an overlap of the current and new Administrative Assistants for training purposes to ensure a smooth transition and continued quality services; and

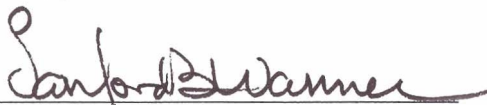
WHEREAS, the State Compensation Board has authorized the transfer of sufficient funds from another line item within the Commonwealth Attorney's FY 2006 Budget to pay the salary and fringe benefits of the newly hired Administrative Assistant during the overlap period.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby authorizes the advance hiring of the Administrative Assistant effective July 1, 2005.



Michael J. Brown
Chairman, Board of Supervisors

ATTEST:



Sanford B. Wanner
Clerk to the Board

<u>SUPERVISOR</u>	<u>VOTE</u>
HARRISON	AYE
GOODSON	AYE
MCGLENNON	AYE
BRADSHAW	AYE
BROWN	AYE

Adopted by the Board of Supervisors of James City County, Virginia, this 28th day of June, 2005.

hiring.res