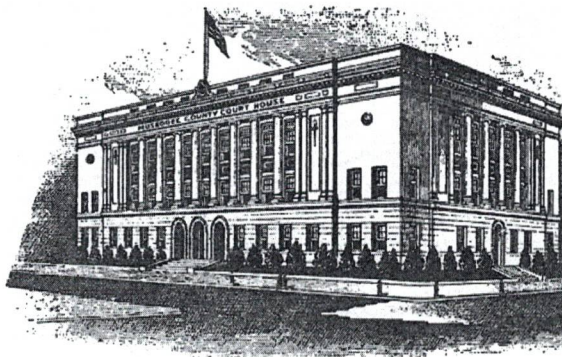


KEN DOKE
MUSKOGEE CO. DISTRICT 1

KEITH HYSLOP
MUSKOGEE CO. DISTRICT 2

KENNY PAYNE
MUSKOGEE CO. DISTRICT 3



POLLY IRVING
COUNTY CLERK



Melissa Lee
BOCC Executive Assistant

MUSKOGEE BOARD OF COUNTY COMMISSIONERS
P.O. BOX 2307 MUSKOGEE, OK 74402-2307 PHONE (918)682-9601 * FAX (918) 684-1697
Email: bocc@readymuskogee.org - Website: www.muskogee-county.gov

Amended Resolution

Whereas: The Muskogee Board of County Commissioners met on the 28th day of July, 2025 to consider:

Amendment to the Authorization of the Muskogee County Clerk to oversee the following areas:

Will oversee certain daily functions concerning employees in General Government Department(s); to include Emergency Management, Environmental, Grants, and the Commissioners' office.

Job Summary:

The Muskogee County Clerk, will oversee compliance of certain supervisory functions for county government offices and employees who do not fall under statutorily elected offices. This position is responsible for payroll processing, time clock management, timesheet verification, employee paperwork, and ensuring compliance with county personnel policies. The clerk will collaborate with department directors to support efficient operations and maintain accurate employee records.

Key Responsibilities:

- Payroll Processing: Accurately process payroll for county employees, ensuring timely and correct compensation.
- Time Clock Management: Oversee the county's timekeeping system, ensuring proper tracking of employee work hours.
- Timesheet Verification: Review and approve employee timesheets for payroll accuracy and compliance.
- Employee Paperwork: Handle on-boarding, benefits enrollment, and other personnel-related documentation.
- Policy Compliance: Ensure adherence to county personnel policies, addressing any issues in alignment with regulations.
- Collaboration with Department Directors: Work closely with department heads to ensure processes align with operational needs.
- Records Maintenance: Maintain accurate and up-to-date employee records in compliance with legal and policy requirements.
- Employee Support: Provide assistance to employees, addressing concerns and guiding them through county policies.

Supervisory functions will remain with the designated directors within each department as directed by the BOCC. The Clerk's office will work with Directors and Departments to ensure that processes are conducted efficiently, accurately, and in compliance with county policies, contributing to the smooth operation of Muskogee County government offices.

Additionally, giving Authorization of the Interim Emergency Management Director, Carrie Wages to oversee the following:

Will oversee daily functions concerning employees of the Maintenance Department to include the reporting of monthly payroll and authorization to sign departmental payroll for all maintenance employees.

NOW, THEREFORE, BE IT RESOLVED;

The board of county commissioners declare the authorization of the Muskogee County Clerk will oversee certain daily functions concerning employees in General Government Department(s); to include Emergency Management, Environmental, Grants, and the Commissioners' office

ATTEST: Polly Irving
Polly Irving, County Clerk



MUSKOGEE BOARD OF COUNTY COMMISSIONERS

Ken Doke
Ken Doke (Chairman)

Keith Hyslop
Keith Hyslop (Member)

Kenny Payne
Kenny Payne (Member)