

## Kim Priessnitz

---

**From:** Cindy Luczak  
**Sent:** Friday, October 30, 2015 4:06 PM  
**To:** Kim Priessnitz; Tom Hickner; erniekrygierservice@hotmail.com; Robert Redmond; Tim Quinn  
**Subject:** SER Clerk revised  
**Attachments:** 20151030154633156.pdf

To follow, is the Clerk Office Service Enhancement Proposal to include additional detail from inclusion in the original July budget paperwork and second September 22, 2015 submission that was deemed insufficient. Since this is a new requirement that I had not completed in the past, it may still not cover every single aspect of the service enhancement form.

This should explain the duties that each full time Typist Clerk (TU07) would perform along with an outline of assignments a part-time contractual cpl counter staff person would be responsible for up to an assigned number of hours per week. If you have any specific questions please respond. I have spent a considerable amount of work hours on this form while other duties have been neglected.

Cynthia A. Luczak  
Bay County Clerk  
(989) 895-4280

---

From: [clerk-copier/scanner@baycounty.net](mailto:clerk-copier/scanner@baycounty.net) [clerk-copier/scanner@baycounty.net]  
Sent: Friday, October 30, 2015 3:46 PM  
To: Cindy Luczak  
Subject: Message from "Clerkmfp9"

This E-mail was sent from "Clerkmfp9" (Aficio MP 2852).

Scan Date: 10.30.2015 15:46:32 (-0400)  
Queries to: [clerk-copier/scanner@baycounty.net](mailto:clerk-copier/scanner@baycounty.net)