Yellowstone County Commissioners
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Hire/Personnel Action Form

Employee Information

Employee
Destiny Lave

Hire Information

Position Details
Senior Justice Court Clerk (D) (3016)

Person ID
58356553

Department
Justice Court

Division
N/A

Hire Req#
202600477

Job Class
Senior Justice Court Clerk (D)

Job Class#
3016

Job Type
Promotional

Pay Rate
$21.24

HireDate
11/16/26

Hire/Personnel Action Form

Destiny Lave

Comments

Funding number: 1000.000.121.410340.111
Percentage: 100%
Starting wage: $21.24 per hour
Start Date: 11/16/26
Replacing: Senior Clerk- Civil Department (formerly Audrey Mann)
Full Time/40 hrs a week
Promotion from part-time clerk to full-time Senior Clerk, going up one grade. Previous wage was $19.30

Approvals

HUMAN RESOURCES	Kevin Gillen	11/16/26 11:19 AM
FINANCE	JENNIFER JONES	11/16/26 11:26 AM

Commissioners Action

	Approve	Disapprove
Chair	MH	
Member	MTW	
Member		

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Hire/Personnel Action Form

Employee Information

Employee
Jake Yerger

Hire Information

Position Details Chief Criminal Litigator (L) (3076)	Hire Req# 202600478	Job Type Appointed
Person ID 69522310	Job Class Chief Criminal Litigator (L)	Pay Rate $134,242.92
Department County Attorney's Office	Job Class# 3076	HireDate 12/1/26
Division N/A		

Comments

2301.122.411100.111 100% Replaces Arielle Dean

Approvals

HUMAN RESOURCES	Kevin Gillen	11/18/26 12:02 PM
FINANCE	Jared Gavin	11/18/26 12:06 PM

Commissioners Action

	Approve	Disapprove
Chair	MH	
Member	MTW	
Member		

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Hire/Personnel Action Form

Employee Information

Employee
Sheila DeVries

Hire Information

Position Details
Discovery Coordinator (F) (3062)

Person ID
69422817

Department
County Attorney's Office

Division
N/A

Hire Req#
202600476

Job Class
Discovery Coordinator (F)

Job Class#
3062

Job Type
Full-Time Regular

Pay Rate
$26.85

HireDate
12/1/26

Comments

2301.122.411100.111 Wage is per the MOU in the CBA replaces vacant Legal Asst. position

Approvals

HUMAN RESOURCES	Kevin Gillen	11/18/26 8:00 AM
FINANCE	JENNIFER JONES	11/18/26 8:03 AM

Commissioners Action
Approve Disapprove

Chair MH
Member MTN
Member

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YELLOWSTONE COUNTY
PERSONNEL ACTION REPORT
Section 1

Section 1 is to be completed by the initiating department for recommended personnel changes

Name: Jared Gavin

Effective Date: 12.1.26

Current Title: PA

Gr. J Salary $ 85,000 5% Add. Duties $89,250.00

Title Change: _____

Gr. ____ Salary $ _____

Check as Applicable:

Regular Full Time:	___	New Hire:	___
Regular Part Time:	___		
		Rehire:	___
Temp Full Time:	___		
Temp Part Time:	___	Termination:	___
Seasonal Hire:	___	Promotion:	___
Replaces position Name_____	___	Transfer:	___
New Budgeted Position	___	Demotion:	___
Other:	___	Reclassification:	___

Funding: 1000 - 111 - 410510 - 111 Percent 100% New Account ___

____ - ____ - _____ - _____ Percent ____ Split Account ___

Elected Official/Department Head

11.16.26
Date

Section 2

Human Resources:

Note: _____

Director Date

H.R. Comments:

_____

_____

Date entered in payroll _____

Clerk & Recorder - original
Human Resources – canary
Auditor – pink
Department - goldenrod

Finance:

Note: 5% Add'l mngmt duties

Director 11.16.26
Date

Commissioner's Action

	Approve	Disapprove
Chair	MM	___
Member		___
Member		___

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YELLOWSTONE COUNTY
PERSONNEL ACTION REPORT
Section 1

Section 1 is to be completed by the initiating department for recommended personnel changes

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Name: Madyson Lopez

Effective Date: 11/09/2026

Current Title: Detention Officer

Gr. ____ Salary $ 30.00

Title Change: _____

Gr. ____ Salary $ _____

Check as Applicable:

Regular Full Time:	XX	New Hire:	___
Regular Part Time:	___	Rehire:	___
Temp Full Time:	___		
Temp Part Time:	___	Termination:	XX
Seasonal Hire:	___	Promotion:	___
Replaces position Name_____	___	Transfer:	___
New Budgeted Position	___	Demotion:	___
Other:	___	Reclassification:	___

Funding: 2300 - 136 - 420200 - 111 Percent 100 New Account ___

_____ - _____ - _____ - _____ Percent ____ Split Account ___

D Smith

Elected Official/Department Head

11/10/2026

Date

Section 2

Human Resources:

Note: _____

Kevin Allen 11-16-26

Director Date

H.R. Comments:

_____

_____

Date entered in payroll _____

Clerk & Recorder - original
Human Resources – canary
Auditor – pink
Department - goldenrod

Finance:

Note: _____

Jon Jones 11.17.26

Director Date

Commissioner's Action

	Approve	Disapprove
Chair	MH	___
Member	MTH	___
Member		___

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