





# Forsyth County Personnel Services

---

Attached is a copy of your job description. Please sign this form to acknowledge receipt of your job description.

COORDINATOR, ADMINISTRATIVE

---

**Title of Job Description**

**Print Name:** MARIANA BOTELHO-LIPHAM

**Signature:** *Mariana Botelho-Lipham*

**Date:** 08/09/2022

# Personnel Status Change Form

<b>EE Number:</b>	<b>Badge Number:</b>	<b>Action Code:</b>	<b>Reason Code:</b>			
		600 - Salary Change	600 - Promotion			
<b>Last Name</b>		<b>First Name</b>		<b>Middle</b>	<b>Social Security Number</b>	
BOTELHO-LIPHAM		MARIANA				
<b>Street</b>			<b>City</b>	<b>State</b>	<b>Zip Code</b>	
<b>Phone Number:</b>	<b>Personnel E-mail:</b>	<b>Benefit Group:</b>	<b>Birth Date:</b>	<b>Marital Status:</b>	<b>Gender:</b>	<b>Veteran:</b>
		FULL TIME	/83 M		F	

### Current Position Information:

<b>Pstn #:</b>	<b>Ref #:</b>	<b>Position Title:</b>	<b>Salary Grade:</b>	<b>Pstn Type:</b>	<b>FLSA:</b>
2058	1250-005	SO ADMIN SPECIALIST SR	108	CIVIL SERVICE	NON-EXEMPT
<b>Location:</b>	<b>Org:</b>	<b>Personnel Status:</b>		<b>Grant Pstn:</b>	<b>Group/BU:</b>
2210	10022310	FT - FULL TIME WITH LEAVE		No	N100
<b>Object:</b>	<b>Project:</b>	<b>Check Location:</b>	<b>Annual Salary:</b>	<b>Hourly Rate:</b>	
511110		050 - SHERIFF'S OFFICE-GENERAL	\$41,402.38	\$19.9050	

### New Position Information:

<b>Pstn #:</b>	<b>Ref #:</b>	<b>Position Title:</b>	<b>Salary Grade:</b>	<b>Pstn Type:</b>	<b>FLSA:</b>
2777	1200-016	COORDINATOR, ADMINISTRATIVE	110	CIVIL SERVICE	NON-EXEMPT
<b>Location:</b>	<b>Org:</b>	<b>Personnel Status:</b>		<b>Grant Pstn:</b>	<b>Group/BU:</b>
2210	10022310	FT - FULL TIME WITH LEAVE		No	N100
<b>Object:</b>	<b>Project:</b>	<b>Check Location:</b>	<b>Annual Salary:</b>	<b>Hourly Rate:</b>	
511110		050 - SHERIFF'S OFFICE-GENERAL	\$44,432.38	\$21.3617	

<b>Supervisor Name:</b>	<b>Supervisor ID:</b>	<b>Payroll Use:</b>	<b>Probation Period:</b>	<b>Probation Type:</b>
JOSEPH PERKINS		<input type="checkbox"/> EM <input type="checkbox"/> PC	8/1/2022 - 2/1/2023	Position Probation

<b>Scheduled Hours Per Period:</b>	<b>Pay Frequency:</b>	<b>Kronos Pay Code</b>	<b>Auto Paid:</b>
80	Bi-Weekly	40LUNCHCOMP	No

<b>Hired Date:</b>	<b>Original Hire Date:</b>	<b>EEO Function Code</b>
02/04/2019	02/04/2019	04

<b>Service Date:</b>	<b>Date in Job:</b>	<b>Supplemental Pay Type:</b>
02/04/2019	08/01/2022	

### Comments:

Action Effective Date: 8/1/2022

Job/Salary Effective Date: 8/1/2022

Jamie L. Pade 08/01/2022  
 Personnel Services Signature Date

Maria Botelho Lipham 08/09/2022  
 Employee Signature Date



## Forsyth County Personnel Services

MARIANA BOTELHO-LIPHAM

Employee ID #

Department: SHERIFF - ADMINISTRATION  
2210

**RE: 2022 COLA Increase**

<b>Current 2021 Annual Salary:</b>	\$39,809.98
<b>Total 2022 COLA Amount:</b>	\$1,592.40
<b>New 2022 Annual Salary:</b>	\$41,402.38

As part of the 2022 Budget, the Board of Commissioners have approved a 4% COLA increase for full time & part time employees employed thru December 31, 2021. Any reclassifications, promotions or demotions will be indicated under separate written notification.

The 2022 COLA salary adjustments and any approved and graded reclassification will be applied effective the pay period commencing on January 3, 2022 and will be reflected in the paycheck of January 21, 2022.

Per county policy, the COLA increase will not be applied to a salary that is at or above the maximum of the assigned 2022 salary grade. Note the 2022 salary grade ranges will be increased 2% above the 2021 salary grade ranges. Those employees whose salary is at or above the 2022 maximum salary of their assigned pay grade will be paid a lump sum payment as a separate check on December 23, 2022. A partial lump sum payment may be applied if the COLA increase brings the employee's salary to the maximum of the assigned 2022 pay grade. Please refer to the Forsyth County Employee Handbook, policy 4 section 5.C.1 for questions regarding the pay out of a COLA lump sum.

The 2022 employee benefit deductions will be applied effective the pay period commencing December 20, 2021 and will be reflected in the paycheck of January 7, 2022.

Sincerely,

Personnel Services Department



## Forsyth County Personnel Services

MARIANA BOTELHO-LIPHAM

Employee ID #

Department: SHERIFF - ADMINISTRATION  
2210

**RE: 2021 COLA Increase**

<b>Current 2020 Annual Salary:</b>	\$39,029.39
<b>Total 2021 COLA Amount:</b>	\$780.59
<b>Amount of COLA Paid in a Lump Sum:</b>	\$0.00
<b>New 2021 Annual Salary:</b>	\$39,809.98

As part of the 2021 Budget, the Board of Commissioners have approved a 2% COLA increase for full time & part time employees employed thru December 31, 2020. Any reclassifications, promotions or demotions will be indicated under separate written notification.

The 2021 COLA salary adjustments and any approved and graded reclassification will be applied effective the pay period commencing on January 4, 2021 and will be reflected in the paycheck of January 22, 2021.

Per county policy, the COLA increase will not be applied to a salary that is at or above the maximum of the assigned 2021 salary grade. Note the 2021 salary grade ranges will be increased 1% above the 2020 salary grade ranges. Those employees whose salary is at or above the 2021 maximum salary of their assigned pay grade will be paid a lump sum payment as a separate check on December 24, 2021. A partial lump sum payment may be applied if the COLA increase brings the employee's salary to the maximum of the assigned 2021 pay grade. Please refer to the Forsyth County Employee Handbook, policy 4 section 5.C.1 for questions regarding the pay out of a COLA lump sum.

The 2021 employee benefit deductions will be applied effective the pay period commencing December 21, 2020 and will be reflected in the paycheck of January 8, 2021.

Sincerely,

Personnel Services Department



# Forsyth County Personnel Services

---

Attached is a copy of your job description. Please sign this form to acknowledge receipt of your job description.

SPECIALIST SENIOR, SO ADMINISTRATIVE

---

**Title of Job Description**

**Print Name:** MARIANA BOTELHO-LIPHAM

**Signature:** 

**Date:** 10/15/2020

# Personnel Status Change Form

<b>EE Number:</b>	<b>Badge Number:</b>	<b>Action Code:</b>	<b>Reason Code:</b>			
		600 - Salary Change	600 - Promotion			
<b>Last Name</b>		<b>First Name</b>	<b>Middle</b>	<b>Social Security Number</b>		
BOTELHO-LIPHAM		MARIANA				
<b>Street</b>			<b>City</b>	<b>State</b>	<b>Zip Code</b>	
<b>Phone Number:</b>	<b>Personnel E-mail:</b>	<b>Benefit Group:</b>	<b>Birth Date:</b>	<b>Marital Status:</b>	<b>Gender:</b>	<b>Veteran:</b>
		FULL TIME	'83 M		F	

## Current Position Information:

<b>Pstn #:</b>	<b>Ref #:</b>	<b>Position Title:</b>	<b>Salary Grade:</b>	<b>Pstn Type:</b>	<b>FLSA:</b>
1388	1215-009	SPECIALIST, RECORDS ADMINISTRATIVE	107	CIVIL SERVICE	NON-EXEMPT
<b>Location:</b>	<b>Org:</b>	<b>Personnel Status:</b>		<b>Grant Pstn:</b>	<b>Group/BU:</b>
2270	10022390	FT - FULL TIME WITH LEAVE		No	N100
<b>Object:</b>	<b>Project:</b>	<b>Check Location:</b>	<b>Annual Salary:</b>	<b>Hourly Rate:</b>	
511110		050 - SHERIFF'S OFFICE-GENERAL	\$37,558.39	\$18.0569	

## New Position Information:

<b>Pstn #:</b>	<b>Ref #:</b>	<b>Position Title:</b>	<b>Salary Grade:</b>	<b>Pstn Type:</b>	<b>FLSA:</b>
2058	1250-005	SPECIALIST SENIOR, SO ADMINISTRATIVE	108	CIVIL SERVICE	NON-EXEMPT
<b>Location:</b>	<b>Org:</b>	<b>Personnel Status:</b>		<b>Grant Pstn:</b>	<b>Group/BU:</b>
2210	10022310	FT - FULL TIME WITH LEAVE		No	N100
<b>Object:</b>	<b>Project:</b>	<b>Check Location:</b>	<b>Annual Salary:</b>	<b>Hourly Rate:</b>	
511110		050 - SHERIFF'S OFFICE-GENERAL	\$39,029.39	\$18.7641	

<b>Supervisor Name:</b>	<b>Supervisor ID:</b>	<b>Payroll Use:</b>	<b>Probation Period:</b>	<b>Probation Type:</b>
GRADY SANFORD	604318	<input type="checkbox"/> EM <input type="checkbox"/> PC	10/12/2020 - 4/12/2021	Position Probation

<b>Scheduled Hours Per Period:</b>	<b>Pay Frequency:</b>	<b>Kronos Pay Code</b>	<b>Auto Paid:</b>
80	Bi-Weekly	40LUNCHCOMP	No
<b>Hired Date:</b>	<b>Original Hire Date:</b>	<b>EEO Function Code</b>	
02/04/2019	02/04/2019	04	
<b>Service Date:</b>	<b>Date in Job:</b>	<b>Supplemental Pay Type:</b>	
02/04/2019	10/12/2020		

## Comments:

Action Effective Date: 10/12/2020

Job/Salary Effective Date: 10/12/2020

Jamie L. Pale  
Personnel Services Signature

10/12/2020  
Date

Botelho Lipham  
Employee Signature

10/15/2020  
Date



Forsyth County  
**SHERIFF'S OFFICE**

Sheriff Ron H. Freeman

**PERSONNEL ORDER**  
**20-38**  
**OCTOBER 16, 2020**

---

**EMPLOYED**

1. Zion Emmanuel Chambers (Employee Badge #3189) is employed as a Deputy Sheriff I and will be assigned to the Jail Training Program, Security Division, Jail Bureau effective October 19, 2020.
2. Joshua Samuel Dyer (Employee Badge #3187) is employed as a Deputy Sheriff I and will be assigned to the Jail Training Program, Security Division, Jail Bureau effective October 19, 2020.
3. Odane Lomar Lamont (Employee Badge #3190) is employed as a Deputy Sheriff I and will be assigned to the Jail Training Program, Security Division, Jail Bureau effective October 19, 2020.
4. James Swatt, III (Employee Badge #3186) is employed as a Deputy Sheriff I and will be assigned to the Jail Training Program, Security Division, Jail Bureau effective October 19, 2020.

**PROMOTED**

1. Records Administrative Specialist Emily Girvan (Employee ) is promoted to the position of Administrative Coordinator effective October 12, 2020.
2. Records Administrative Specialist Mariana Botelho-Lipham (Employee ) is promoted to the position of SO Administrative Specialist, Sr. She is transferred from the GCIC/Records Unit, Headquarters Division, Sheriff's Services Bureau to Open Records, Office of Professional Standards, Administration effective October 12, 2020.

**FIELD TRAINING PROGRAM**

1. Deputy Sheriff II Johnny Burnette (Employee Badge #3184) is transferred from B Watch, North Patrol Division to B Watch, South Patrol Division, Law Enforcement Bureau for the Shadow Phase effective October 22, 2020.
2. Deputy Sheriff II Delano Rodrigues (Employee : Badge #3178) is transferred from C Watch to the Crime Reduction Unit, South Patrol Division, Law Enforcement Bureau for the Shadow Phase effective October 21, 2020.



3. Deputy Sheriff II Charles Tierney (Employee , Badge #3182) is transferred from B Watch to the Crime Reduction Unit, South Patrol Division, Law Enforcement Bureau for the Shadow Phase effective October 22, 2020.



---

**Sheriff Ron H. Freeman**

## Personnel Status Change Form- New Hire/Rehire

EE Number:	Badge Number:	Action Code: 100-New Hire	Reason Code: 100-Vacancy
------------	---------------	------------------------------	-----------------------------

Last Name Botelho-Lipham	First Name Mariana	Middle	Social Security Number:
-----------------------------	-----------------------	--------	-------------------------

Street Address	City	State	Zip Code
----------------	------	-------	----------

Phone Number:	Personal E-mail Address:	Birthdate: /1983	Gender: Female	<b>Veteran:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <b>Marital Status:</b> <input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed
---------------	--------------------------	---------------------	-------------------	--

**Emergency Contact:**

**Position Information:**

Position #: 1388	Reference #: 1215-009	Position Title: Records Administrative Spec.	Salary Grade: 106	Position Type: Civil Service	FLSA: Non-Exempt
---------------------	--------------------------	---	----------------------	---------------------------------	---------------------

Location/CC: 2270	Org: 10022390	Object: 511110	Project:	Check Location: 050-Sheriff's Office General	Annual Salary: \$ 33,042.00	Hourly Rate: \$15.8856
----------------------	------------------	-------------------	----------	---	--------------------------------	---------------------------

Group/BU: N100-NonExempt	Personnel Status: FT- FT with Leave	Grant Position: No	Benefit Group: FT-Full Time Benefits
-----------------------------	--	-----------------------	---

Supervisor Name: Leslie Braemer	Supervisor EE #:	Probation Period: From: 2/4/19 To: 2/4/20	Probation Type: Initial Probationary Period
------------------------------------	------------------	---	--

Scheduled Hrs per Period: 80	Pay Frequency: Bi-Weekly	Kronos Project Code: 40 Lunch	<input type="checkbox"/> OT <input checked="" type="checkbox"/> Comp	Autopaid: No
---------------------------------	-----------------------------	----------------------------------	---	-----------------

Hired Date: 2/4/19	Original Hire Date:	EEO Function Code:
Service Date:	Date in Job:	

**Comments:**

Effective Date of Action: 2/4/19      Job Salary Effective Date: \_\_\_\_\_

 _____ Personnel Services Signature	2-4-19 _____ Date	 _____ Employee Signature	02/04/19 _____ Date
--	-------------------------	---	---------------------------



# Forsyth County SHERIFF'S OFFICE

Sheriff Ron H. Freeman

Jan. 17, 2019

Ms. Botelho-Lipham:

It is with great pleasure that the Forsyth County Sheriff's Office offers you the position of Records Administrative Specialist, at an hourly rate of \$15.8866.

In addition, your compensation package includes the following options (these details are for information purposes and are subject to any policy or plan changes):

Eligibility for health, dental and vision coverage, 401(k) plan and flexible spending accounts, subject to plan terms.

Eligibility for company-paid benefits such as life insurance, AD&D insurance, and short/ long term disability.

Paid time off (PTO) earned on an accrual basis and company-paid holidays.

A member of our Background/Hiring Unit will be contacting you shortly to schedule your hire date, completion of your pre-employment paperwork, and uniform pick-up.

We look forward to having you as part of our team and believe you will find this opportunity both challenging and rewarding.

Sincerely,

A handwritten signature in blue ink that reads "Ron H. Freeman".

Ron H. Freeman  
Sheriff

A handwritten signature in blue ink that reads "Botelho-Lipham".



# Forsyth County SHERIFF'S OFFICE

Sheriff Ron H. Freeman

## PERSONNEL ORDER 19-05 FEBRUARY 1, 2019

---

### EMPLOYED

1. Christopher Thomas Robertson (Employee Badge #3104) is employed as a Part-Time Deputy Sheriff II and is assigned to the Traffic Response Vehicle Unit, Traffic Enforcement Section, Special Enforcement Division, Law Enforcement Bureau effective February 4, 2019.
2. Christopher David McHugh (Badge #3108) is employed as a Reserve Deputy Sheriff II and is assigned to the Reserves Unit, Special Enforcement Division, Law Enforcement Bureau effective February 4, 2019.
3. Guiy Gerald Gimpel (Employee Badge #3109) is employed as a Deputy Sheriff I and is assigned to the Jail Training Program, Security Division, Jail Bureau effective February 4, 2019.
4. Patrick Brian Norden (Employee Badge #3106) is employed as a Deputy Sheriff I and is assigned to the Jail Training Program, Security Division, Jail Bureau effective February 4, 2019.
5. Nicholas William Smith (Employee Badge #3107) is employed as a Deputy Sheriff I and is assigned to the Jail Training Program, Security Division, Jail Bureau effective February 4, 2019.
6. Thomas Leigh Withers (Employee Badge #3105) is employed as a Deputy Sheriff I and is assigned to the Jail Training Program, Security Division, Jail Bureau effective February 4, 2019.
7. Mariana Botelho-Lipham (Employee is employed as a Records Administrative Specialist and is assigned to the GCIC/Records Unit, Office of Professional Standards Division, Sheriff's Services Bureau effective February 4, 2019.

### TRANSFERRED

1. Deputy First Class Scott Goldsberry (Employee Badge #2573) is transferred from C Watch to D Watch, North Patrol Division, Law Enforcement Bureau effective February 6, 2019.

2. Deputy Sheriff II Daniel Byars (Employee Badge #2819) is transferred from the Main Court to the Ordinance/Permits Unit, Judicial Operations Division, Sheriff's Services Bureau effective February 4, 2019.



---

**Sheriff Ron H. Freeman**

**From:** Phil Creighton  
**Sent:** Thursday, April 18, 2019 12:44 PM  
**To:** SheriffRonFreeman@Forsythco.com  
**Subject:** Compliments

Dear Sheriff

I know you probably get a lot of hate mail so I felt it fair to compliment your officer that attended an accident that I caused, ran a red light avoiding an idiot that pulled into my path and collided with a lady and pretty much totalled her SUV. First at fault accident in 39 yrs driving a semi.

6am and we had EMS and 3-4 of your deputies there in mins for traffic control etc.

Very professionally handled without some of the attitude i have seen in the past. I would give a shout out to Deputy Caldwell who wrote up my ticket, very professional and pleasant in the circumstances.

Mariana Botelho-Lipham

Secondly the young Brazilian Lady at the Reports Office was super helpful in getting the report out quicker than I have seen. Returned my call and had an e mail copy in minutes

If you are ever in this industrial park and want to see fast cars including Ferraris please stop by. If closed we are probably off racing.

Phil Creighton

--

Philip Creighton Motorsport Ltd  
3109 trotters Pkwy  
Alpharetta  
GA 30004



## Forsyth County Employment Services

Brandi Zuckerman, Employee Relations Manager

January 11, 2023

SHERIFF - ADMINISTRATION  
JOSEPH PERKINS

*Doug Rainwater*

RE: Probationary Status Review for: **Mariana Botelho-Lipham**

Position Date of Hire: **8/1/2022**

Probationary Period Ending: **2/1/2023**

Type: **POSITION PROBATION**

*- 6 Promo to Admin. Coord.*

Dear: ~~JOSEPH PERKINS~~

Forsyth County Policy requires that all probationary status employees receive a written performance evaluation prior to the end of their probationary period. In an effort to assure that the probationary review has been completed in a timely manner, please complete the attached probationary evaluation form. Be sure to indicate in the final section as to whether the probationary status is completed, if the probationary period is to be extended, or if termination is recommended. The supervisor is to meet with the employee to discuss and review all probationary evaluations performed. This evaluation should be used as a tool to bring attention to any performance areas of concern and to point out areas where the employee is performing above standard.

Once completed and signed off, please send original to my attention in Personnel Services.

Failure to complete and conduct a Probationary review by the end of the probationary period (if under initial hire probation-first year of employment) will result in the employee automatically satisfying their probationary period and becoming Civil Service eligible. Employees, having completed their initial one (1) year probation, but are serving under a position probation are already covered by Civil Service.

Thanks for your attention to this important matter.

If you have any questions, you may contact Brandi Zuckerman at ext. 2806.

Sincerely,

*Brandi Zuckerman*

Brandi Zuckerman  
Employee Relations Manager  
Attachment

**FORSYTH COUNTY GOVERNMENT  
PROBATIONARY EMPLOYEE EVALUATION**

Position Start Date: 08/01/2023 Date of Eval: 02/06/2023  
Employee's Name: Mariana Botelho-Lipham Position: Administrative Coordinator  
Supervisor's Name/Title: Captain Doug Rainwater Type:  Initial New Hire Mid-Year Evaluation (6 months)  
Department: Sheriff - Administration  Initial New Hire Probation Evaluation (12 months)  
 Position Probation Evaluation (6 months)

**1. Job Duties & Responsibilities:**

Exceeds Expectations  Meets Expectations  Below Expectations  Substantially Below Exp.  
Mariana has exceeded expectations so far. She has recieved hours of online training so she can keep up the ever changing worlds of open records.

**2. Job Performance:**

Exceeds Expectations  Meets Expectations  Below Expectations  Substantially Below Exp.  
There are very few times Mariana doesn't have the answer to a question. She works very hard in making sure the open records unit is the standout unit that it is.

**3. Knowledge & Professionalism:**

Exceeds Expectations  Meets Expectations  Below Expectations  Substantially Below Exp.  
Her knowledge goes deep and she is always striving for more.

**4. Time & Attendance:**

Exceeds Expectations  Meets Expectations  Below Expectations  Substantially Below Exp.  
The only time she is out is for her family needs. She has worked on Saturdays to get caught up after a hard and busy week.

**5. Supervisor Comments & Goals for Improvement:**

Exceeds Expectations  Meets Expectations  Below Expectations  Substantially Below Exp.  
Mariana is a valued member of the Office of Professional Standards. My goal in 2023 is to have a part time employee ready to assist the open records unit when the work becomes too much for two of them.

**6. Permanent Status (check only if this pertains to probationary status):**

N/A (New Hire mid-year evaluation)  Recommend end of probation  
 Do not recommend end of probation  
 Extend probation by \_\_\_ months.  Termination

Doug Rainwater  
Supervisor Signature

2-6-2023  
Date

Mariana Botelho-Lipham  
Employee Signature

02/06/2023  
Date



# Forsyth County Sheriff's Office Performance Evaluation

## Non-Supervisor Evaluation Form

Employee's Name: Mariana Botelho-Lipham Rank: Open Rec. Unit: OPS Division: Headquarters

Evaluator's Name: Douglas Rainwater Evaluation Period: From: 10/01/2021 To: 09/30/2022

Evaluator's Rank: Sergeant Reason for Appraisal: Annual:  Probationary:  Other:

**Appraisal Criteria - Rating Definitions**

- (5) Superior- Consistently exceeds standards of job with outstanding performance.
- (4) Excellent- Often exceeds the standard requirements of the job.
- (3) Good- Consistently meets standards with acceptable performance.
- (2) Needs Improvement- Performance standards only partially met.
- (1) Unsatisfactory- Does not meet acceptable level of performance expectations.

*Job Factors - Check the appropriate rating (1 = lowest - 5 = highest).  
Comments required for all job factors with ratings of 1, 2, or 5.*

Stress Management (5pts)	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input checked="" type="checkbox"/>	5 <input type="checkbox"/>	Interpersonal Skills (8pts)	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input checked="" type="checkbox"/>	5 <input type="checkbox"/>
Tools & Equipment (5pts)	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input checked="" type="checkbox"/>	5 <input type="checkbox"/>	Verbal Communications Skills (8pts)	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input checked="" type="checkbox"/>	5 <input type="checkbox"/>
Attendance (5pts)	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input checked="" type="checkbox"/>	Report Writing Skills (8pts)	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input checked="" type="checkbox"/>	5 <input type="checkbox"/>
Grooming and Appearance (5pts)	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input checked="" type="checkbox"/>	Officer Safety (8pts)	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input checked="" type="checkbox"/>	5 <input type="checkbox"/>
Dependability / Productivity (8pts)	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input checked="" type="checkbox"/>	5 <input type="checkbox"/>	Job Specific Duties (8pts)	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input checked="" type="checkbox"/>	5 <input type="checkbox"/>
Decision Making Skills / Ability (8pts)	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input checked="" type="checkbox"/>	5 <input type="checkbox"/>	Conduct and Demeanor (8pts)	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input checked="" type="checkbox"/>	5 <input type="checkbox"/>
Problem Solving Abilities (8pts)	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input checked="" type="checkbox"/>	5 <input type="checkbox"/>	Professional Development (8pts)	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input checked="" type="checkbox"/>	5 <input type="checkbox"/>

Employee's Overall Appraisal: Rating percentage is calculated based on 100 possible total points.

Total Points: 82.0 Score: 82% Average Rating: 4.10

**Employee Strengths**

Mariana is an exceptional employee and she takes her job very seriously. She has a great understanding of the open records laws. Her commitment is unwavering in the assurance that the policies and procedures are followed to protect the agency and our citizens.

**Areas Needing Development / Improvement**

Mariana is seeking additional classes take to further her knowledge of the open records laws.

**Action(s) to be taken**

Mariana has already doubled the on-line classes she has taken compared to last year.

**Overall Comments**

Mariana is a valued employee of the Forsyth County Sheriff's Office and is capable of different tasks. She has a great ability to put people at ease while discussing the complex world of open records. Our agency is far better because of her dedication in making sure we do it right the first time.

Mariana is always at work unless it's a schedule off day or vacation.  
Mariana wears appropriate attire and represents the Sheriff's Office well.

\*\*\*PLEASE ATTACH ANY ADDITIONAL COMMENTS\*\*\*



Evaluator's Signature: David Rainwater Date: October 10, 2022

Division Commander's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Bureau Commander's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Chief Deputy's Signature: J.P. Date: 10/12/2022

Comments:  
MARIANA IS AN ASSET TO THE SHERIFF'S OFFICE. KEEPS UP THE GREAT WORK.  
\_\_\_\_\_  
\_\_\_\_\_

**Employee Certification:** I hereby certify that my rating officer has discussed this appraisal with me and that I have been given an opportunity to submit a written statement within five (5) days of review.

Employee's Signature: Bobelshopham Title: Admin Coordinator Date: 10/14/2022

Employee Comments, Goals, and Objectives:  
Open Records  
Thank you for the support. I hope to achieve a better understanding of the Open Records Act and its applications in order to better serve the Sheriff's Office

- Indicates additional documentation is attached.

# Forsyth County Sheriff's Office Performance Evaluation

## Non-Supervisor Evaluation Form

Employee's Name: Mariana Botelho-Lipham Rank: Open Rec Unit: OPS Division: Headquarters  
 Evaluator's Name: Doug Rainwater Evaluation Period: From: 10/01/2020 To: 09/30/2021  
 Evaluator's Rank: Sergeant Reason for Appraisal: Annual:  Probationary:  Other:

**Appraisal Criteria - Rating Definitions**

- (5) **Superior**- Consistently exceeds standards of job with outstanding performance.
- (4) **Excellent**- Often exceeds the standard requirements of the job.
- (3) **Good**- Consistently meets standards with acceptable performance.
- (2) **Needs Improvement**- Performance standards only partially met.
- (1) **Unsatisfactory**- Does not meet acceptable level of performance expectations.

*Job Factors - Check the appropriate rating (1 = lowest - 5 = highest).  
 Comments required for all job factors with ratings of 1, 2, or 5.*

Stress Management (5pts)	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input checked="" type="checkbox"/>	5 <input type="checkbox"/>	Interpersonal Skills (8pts)	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input checked="" type="checkbox"/>	5 <input type="checkbox"/>
Tools & Equipment (5pts)	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input checked="" type="checkbox"/>	5 <input type="checkbox"/>	Verbal Communications Skills (8pts)	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input checked="" type="checkbox"/>	5 <input type="checkbox"/>
Attendance (5pts)	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input checked="" type="checkbox"/>	Report Writing Skills (8pts)	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input checked="" type="checkbox"/>	5 <input type="checkbox"/>
Grooming and Appearance (5pts)	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input checked="" type="checkbox"/>	Officer Safety (8pts)	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input checked="" type="checkbox"/>	5 <input type="checkbox"/>
Dependability / Productivity (8pts)	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input checked="" type="checkbox"/>	5 <input type="checkbox"/>	Job Specific Duties (8pts)	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input checked="" type="checkbox"/>	5 <input type="checkbox"/>
Decision Making Skills / Ability (8pts)	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input checked="" type="checkbox"/>	5 <input type="checkbox"/>	Conduct and Demeanor (8pts)	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input checked="" type="checkbox"/>	5 <input type="checkbox"/>
Problem Solving Abilities (8pts)	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input checked="" type="checkbox"/>	5 <input type="checkbox"/>	Professional Development (8pts)	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input checked="" type="checkbox"/>

Employee's Overall Appraisal: Rating percentage is calculated based on 100 possible total points.

Total Points: 83.6 Score: 84% Average Rating: 4.18

**Employee Strengths**

Mariana is an exceptional employee and takes her job very seriously. She has a great ability to comprehend and understand new tasks. Mariana has a deep commitment in making sure that the policies and procedures are followed to protect the agency and also to provide our citizens with timely open records requests.

**Areas Needing Development / Improvement**

Mariana is seeking additional classes for improvement even though she has a strong understanding of the open records laws.

**Action(s) to be taken**

Mariana has been looking for additional training in the area and has been very good at locating online and in-person classes related to open records.

**Overall Comments**

Mariana is a valued employee with the Forsyth County Sheriff's Office and is capable of numerous jobs. She has a wonderful ability at putting people at ease when conversing about the very technical issues involving the complicated open records laws.

\*\*\*PLEASE ATTACH ANY ADDITIONAL COMMENTS\*\*\*



Evaluator's Signature: Doug Hamwater Date: October 15, 2021

Division Commander's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Bureau Commander's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Chief Deputy's Signature: [Signature] Date: 10/15/2021

Comments: Great Job!  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Employee Certification:** I hereby certify that my rating officer has discussed this appraisal with me and that I have been given an opportunity to submit a written statement within five (5) days of review.

Employee's Signature: [Signature] Title: Admin Ass. Date: 10/21/2021

Employee Comments, Goals, and Objectives:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Indicates additional documentation is attached.



## Forsyth County Personnel Services

CHERYL ROBINSON, Assistant Director

March 1, 2021

Sheriff - Administration  
Joe Perkins/ Allison Densmore

RE: Probationary Status Review for: **Mariana Botelho-Lipham** 2/4/19  
Probationary Period: **10/12/2020 to 4/12/2021**  
Type: **POSITION - 6**

Dear: Joe Perkins/ Allison Densmore

Forsyth County Policy requires that all probationary status employees receive a written performance evaluation prior to the end of their probationary period. In an effort to assure that the probationary review has been completed in a timely manner, please complete the attached probationary evaluation form. Be sure to indicate in the final section as to whether the probationary status is completed, if the probationary period is to be extended, or if termination is recommended. The supervisor is to meet with the employee to discuss and review all probationary evaluations performed. This evaluation should be used as a tool to bring attention to any performance areas of concern and to point out areas where the employee is performing above standard.

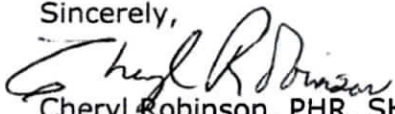
Once completed and signed off, please send original to my attention in Personnel Services.

Failure to complete and conduct a Probationary review by the end of the probationary period (if under initial hire probation-first year of employment) will result in the employee automatically satisfying their probationary period and becoming Civil Service eligible. Employees, having completed their initial one (1) year probation, but are serving under a position probation are already covered by Civil Service.

Thanks for your attention to this important matter.

If you have any questions, you may contact me at ext. 2806.

Sincerely,

  
Cheryl Robinson, PHR, SHRM-CP  
Assistant Director of Personnel Services

Attachment

**FORSYTH COUNTY GOVERNMENT  
PROBATIONARY EMPLOYEE EVALUATION**

Date Of Hire: 02/04/2019 Date of Eval: 03/29/2021  
Employee's Name: Mariana Botelho-Lipham Position: SO Admn Specialist Sr.  
Supervisor's Name/Title: Allison Densmore Type:  Initial New Hire Mid-Year Evaluation (6 months)  
Department: Sheriff's Office - 2210  Initial New Hire Probation Evaluation (12 months)  
 Position Probation Evaluation (6 months)

**1. Job Duties & Responsibilities:**

Exceeds Expectations  Meets Expectations  Below Expectations  Substantially Below Exp.  
Mariana's transition from Records to Open Records has been wonderful. She brought with her great ideas and insight regarding the efficiency of fulfilling open records requests.

**2. Job Performance:**

Exceeds Expectations  Meets Expectations  Below Expectations  Substantially Below Exp.  
Mariana always works hard with a huge smile on her face. She is eager to assist others. She has also set a training class to share with the Records Unit so both units are on the same page with requests.

**3. Knowledge & Professionalism:**

Exceeds Expectations  Meets Expectations  Below Expectations  Substantially Below Exp.  
Mariana came to OPS with a strong work ethic, computer skills, and a great bit of knowledge in working in the various databases we use: Next Request, Axon, RMS, JMS, Nitropro, etc. She is always professional.

**4. Time & Attendance:**

Exceeds Expectations  Meets Expectations  Below Expectations  Substantially Below Exp.  
Mariana is punctual and manages her time well. She understands the importance of getting the most urgent ORR done first and does not leave any job incomplete.

**5. Supervisor Comments & Goals for Improvement:**

Exceeds Expectations  Meets Expectations  Below Expectations  Substantially Below Exp.  
Mariana frequently presents me with ideas and suggestions that will make the Open Records Unit work in a more efficient manner. She offered to set up training for the Records Unit without being asked. She is gem.

**6. Permanent Status (check only if this pertains to probationary status):**

N/A (New Hire mid-year evaluation)  Recommend end of probation

Do not recommend end of probation

Extend probation by \_\_\_ months.

Termination

Allison Densmore  
Supervisor Signature

03/29/2021  
Date

[Signature]  
Department Head

03/29/2021  
Date

Mariana Botelho-Lipham  
Employee Signature

03/29/2021  
Date

Original: Personnel Services

Copy: Supervisory File

Copy: Employee



# Forsyth County Sheriff's Office Performance Evaluation

## Non-Supervisor Evaluation Form

Employee's Name: Mariana Botelho-Lipham Rank: REC ADMI Unit: RECORDS Division: SUPP SERV

Evaluator's Name: LESLIE BRAEMER Evaluation Period: From: 10/01/2019 To: 09/30/2020

Evaluator's Rank: LEAD TAC Reason for Appraisal: Annual:  Probationary:  Other:

**Appraisal Criteria - Rating Definitions**

- (5) Superior- Consistently exceeds standards of job with outstanding performance.
- (4) Excellent- Often exceeds the standard requirements of the job.
- (3) Good- Consistently meets standards with acceptable performance.
- (2) Needs Improvement- Performance standards only partially met.
- (1) Unsatisfactory- Does not meet acceptable level of performance expectations.

*Job Factors - Check the appropriate rating (1 = lowest - 5 = highest).  
Comments required for all job factors with ratings of 1, 2, or 5.*

Stress Management (5pts)	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input checked="" type="checkbox"/>	5 <input type="checkbox"/>	Interpersonal Skills (8pts)	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input checked="" type="checkbox"/>	5 <input type="checkbox"/>
Tools & Equipment (5pts)	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input checked="" type="checkbox"/>	5 <input type="checkbox"/>	Verbal Communications Skills (8pts)	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input checked="" type="checkbox"/>	5 <input type="checkbox"/>
Attendance (5pts)	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input checked="" type="checkbox"/>	5 <input type="checkbox"/>	Report Writing Skills (8pts)	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input checked="" type="checkbox"/>	5 <input type="checkbox"/>
Grooming and Appearance (5pts)	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input checked="" type="checkbox"/>	Officer Safety (8pts)	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input checked="" type="checkbox"/>	5 <input type="checkbox"/>
Dependability / Productivity (8pts)	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input checked="" type="checkbox"/>	Job Specific Duties (8pts)	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input checked="" type="checkbox"/>	5 <input type="checkbox"/>
Decision Making Skills / Ability (8pts)	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input checked="" type="checkbox"/>	5 <input type="checkbox"/>	Conduct and Demeanor (8pts)	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input checked="" type="checkbox"/>	5 <input type="checkbox"/>
Problem Solving Abilities (8pts)	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input checked="" type="checkbox"/>	5 <input type="checkbox"/>	Professional Development (8pts)	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input checked="" type="checkbox"/>

**Employee's Overall Appraisal:** Rating percentage is calculated based on 100 possible total points.

Total Points: 84.2      Score: 84%      Average Rating: 4.21

**Employee Strengths**

Mariana is always up for a challenge. She is willing to learn tasks from other positions in the Sheriff's Office. She is a quick study and retains information well.

**Areas Needing Development / Improvement**

She needs to make sure the course of action taken for one situation can be applied to another situation and that all of these are consistent.

**Action(s) to be taken**

Mariana needs to ask more questions to clarify one process may be different than another.

**Overall Comments**

Mariana is a pleasure to work with. She is smart, organized, and curious. Mariana gets along well with co-workers. She is continuing her education to further her career at the Sheriff's Office.

\*\*\*PLEASE ATTACH ANY ADDITIONAL COMMENTS\*\*\*

Mariana Botelho-Lipham

Performance Evaluation 2020

**GROOMING AND APPEARANCE-** Mariana's appearance is always neat and tidy.

**DEPENDABILITY/PRODUCTIVITY-** Mariana is always on task with her duties. She can process a large amount of work efficiently and timely. Mariana is always willing to learn new things and has no problem increasing her responsibilities. She learned the basic tasks that are required to be done to fill in the Inmate Records Unit position when needed. Mariana also filled in at HQ during a time of need for the Receptionist position. At the present time she is helping in the Open Records Unit due to an open position.

**PROFESSIONAL DEVELOPMENT-** Mariana is always open to learning new things. She will help with any other department so that she may learn something new. She is taking a course now to learn to speak Spanish. She is already fluent in several others.

Evaluator's Signature: Paul J. Prammer Date: 10/5/20

Division Commander's Signature: [Signature] Date: 10/5/20

Comments:  
\_\_\_\_\_  
\_\_\_\_\_

Bureau Commander's Signature: [Signature] Date: 10/06/20

Comments:  
\_\_\_\_\_  
\_\_\_\_\_

Chief Deputy's Signature: [Signature] Date: 10/07/20

Comments:  
\_\_\_\_\_  
\_\_\_\_\_

**Employee Certification:** I hereby certify that my rating officer has discussed this appraisal with me and that I have been given an opportunity to submit a written statement within five (5) days of review.

Employee's Signature: Bob Holiphams Title: Administrative Assistant, Sr Date: 10/20/20

Employee Comments, Goals, and Objectives:  
\_\_\_\_\_  
\_\_\_\_\_

- Indicates additional documentation is attached.



## Forsyth County Personnel Services

CHERYL ROBINSON, Assistant Director

January 3, 2020

Sheriff - Support  
Leslie Braemer

RE: Probationary Status Review for: **Mariana Botelho-Lipham**  
Probationary Period: **2/4/2019 to 2/4/2020**  
Type: **PROBATION**

2/4/19

Dear: Leslie

Forsyth County Policy requires that all probationary status employees receive a written performance evaluation prior to the end of their probationary period. In an effort to assure that the probationary review has been completed in a timely manner, please complete the attached probationary evaluation form. Be sure to indicate in the final section as to whether the probationary status is completed, if the probationary period is to be extended, or if termination is recommended. The supervisor is to meet with the employee to discuss and review all probationary evaluations performed. This evaluation should be used as a tool to bring attention to any performance areas of concern and to point out areas where the employee is performing above standard.

Once completed and signed off, please send original to my attention in Personnel Services.

Failure to complete and conduct a Probationary review by the end of the probationary period (if under initial hire probation-first year of employment) will result in the employee automatically satisfying their probationary period and becoming Civil Service eligible. Employees, having completed their initial one (1) year probation, but are serving under a position probation are already covered by Civil Service.

Thanks for your attention to this important matter.

If you have any questions, you may contact me at ext. 2806.

Sincerely,

Cheryl Robinson, PHR, SHRM-CP  
Assistant Director of Personnel Services

Attachment

**FORSYTH COUNTY GOVERNMENT  
PROBATIONARY EMPLOYEE EVALUATION**

Date Of Hire: 02/04/2019 Date of Eval: 01/21/2020  
Employee's Name: Mariana Botelho-Lipham Position: Records Admn Specialist  
Supervisor's Name/Title: Leslie Braemer Type:  Initial New Hire Mid-Year Evaluation (6 months)  
Department: 2270 Headquarters  Initial New Hire Probation Evaluation (12 months)  
 Position Probation Evaluation (6 months)

**1. Job Duties & Responsibilities:**

Exceeds Expectations  Meets Expectations  Below Expectations  Substantially Below Exp.  
Mariana knows what needs to be done and does it efficiently and in a timely manner. She is always willing to learn new things and take on more responsibilities.

**2. Job Performance:**

Exceeds Expectations  Meets Expectations  Below Expectations  Substantially Below Exp.  
Mariana is very thorough in her work and makes very few errors.

**3. Knowledge & Professionalism:**

Exceeds Expectations  Meets Expectations  Below Expectations  Substantially Below Exp.  
Mariana is always very professional with co-workers and customers. She has a good knowledge of what needs to be done and does it willingly.

**4. Time & Attendance:**

Exceeds Expectations  Meets Expectations  Below Expectations  Substantially Below Exp.  
Mariana is punctual and only takes pre-approved time off.

**5. Supervisor Comments & Goals for Improvement:**

Exceeds Expectations  Meets Expectations  Below Expectations  Substantially Below Exp.  
Mariana is a key part of the Records Unit. I would like to see her take a class in Records Management.

**6. Permanent Status (check only if this pertains to probationary status):**

N/A (New Hire mid-year evaluation)  Recommend end of probation

Do not recommend end of probation

Extend probation by      months.

Termination

Leslie Braemer  
Supervisor Signature

1/17/20  
Date

[Signature]  
Department Head

6/23/2020  
Date

Mariana Botelho-Lipham  
Employee Signature

1/23/2020  
Date

Original: Personnel Services

Copy: Supervisory File

Copy: Employee

# Forsyth County Sheriff's Office Performance Evaluation

## Non-Supervisor Evaluation Form

Employee's Name: Mariana Botelho-Lipham Rank: Rec Ad Sp Unit: Records Division: OPS

Evaluator's Name: Leslie Braemer Evaluation Period: From: 10/01/2018 To: 09/30/2019

Evaluator's Rank: Lead TAC Reason for Appraisal: Annual:  Probationary:  Other:

**Appraisal Criteria - Rating Definitions**

- (5) Superior- Consistently exceeds standards of job with outstanding performance.
- (4) Excellent- Often exceeds the standard requirements of the job.
- (3) Good- Consistently meets standards with acceptable performance.
- (2) Needs Improvement- Performance standards only partially met.
- (1) Unsatisfactory- Does not meet acceptable level of performance expectations.

*Job Factors - Check the appropriate rating (1 = lowest - 5 = highest).  
Comments required for all job factors with ratings of 1, 2, or 5.*

Stress Management (5pts)	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input checked="" type="checkbox"/>	5 <input type="checkbox"/>	Interpersonal Skills (8pts)	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input checked="" type="checkbox"/>	5 <input type="checkbox"/>
Tools & Equipment (5pts)	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input checked="" type="checkbox"/>	5 <input type="checkbox"/>	Verbal Communications Skills (8pts)	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input checked="" type="checkbox"/>	5 <input type="checkbox"/>
Attendance (5pts)	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input checked="" type="checkbox"/>	Report Writing Skills (8pts)	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input checked="" type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
Grooming and Appearance (5pts)	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input checked="" type="checkbox"/>	5 <input type="checkbox"/>	Officer Safety (8pts)	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input checked="" type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
Dependability / Productivity (8pts)	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input checked="" type="checkbox"/>	5 <input type="checkbox"/>	Job Specific Duties (8pts)	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input checked="" type="checkbox"/>	5 <input type="checkbox"/>
Decision Making Skills / Ability (8pts)	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input checked="" type="checkbox"/>	5 <input type="checkbox"/>	Conduct and Demeanor (8pts)	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input checked="" type="checkbox"/>	5 <input type="checkbox"/>
Problem Solving Abilities (8pts)	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input checked="" type="checkbox"/>	5 <input type="checkbox"/>	Professional Development (8pts)	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input checked="" type="checkbox"/>	5 <input type="checkbox"/>

Employee's Overall Appraisal: Rating percentage is calculated based on 100 possible total points.

Total Points: 77.8      Score: 78%      Average Rating: 3.89

**Employee Strengths**

Marianna is still relatively new to the Records Unit. She is always pleasant and courteous to co-workers and the public. She was recognized from a citizen for her helpful and prompt service to him. Marianna is able to keep up with her, at times, large workload without becoming overwhelmed. She is always on time and here when she is supposed to be.

**Areas Needing Development / Improvement**

I would like to see Marianna learn all aspects and functions of the Records Unit.

**Action(s) to be taken**

**Overall Comments**

Marianna takes excellent notes and has helped create a manual, in great detail, for the Records Unit. She is a valuable asset to the Sheriff's Office. Marianna can be depended on to get her job done in a timely and efficient manner.

\*\*\*PLEASE ATTACH ANY ADDITIONAL COMMENTS\*\*\*



Evaluator's Signature: Reshief Browner Date: 10/9/19

Division Commander's Signature: Capt. [Signature] Date: 10/9/19

Comments:  
\_\_\_\_\_  
\_\_\_\_\_

Bureau Commander's Signature: [Signature] Date: 10/13/19

Comments:  
\_\_\_\_\_  
\_\_\_\_\_

Chief Deputy's Signature: [Signature] Date: 10/14/19

Comments:  
\_\_\_\_\_  
\_\_\_\_\_

**Employee Certification:** I hereby certify that my rating officer has discussed this appraisal with me and that I have been given an opportunity to submit a written statement within five (5) days of review.

Employee's Signature: [Signature] Title: Records Admin Specialist Date: 10/29/19

Employee Comments, Goals, and Objectives:  
\_\_\_\_\_  
\_\_\_\_\_

- Indicates additional documentation is attached.





## Forsyth County Personnel Services

CHERYL ROBINSON, Assistant Director

August 1, 2019

Sheriff - Support  
Leslie Braemer

RE: **Six (6) Months Review For: Mariana Botelho-Lipham**  
Probationary Period Ending: **2/4/2020**  
**Due Date: 09/04/2019**

Dear: Leslie

Forsyth County Civil Service Policy states that all one-year initial probationary status employees shall be formally evaluated and counseled after six (6) months of employment. In an effort to assure that the probationary six months review has been completed in a timely manner, please complete the attached probationary evaluation form. The supervisor is to meet with the employee to discuss and review the probationary six months reviews that has been performed. This evaluation should be used as a tool to bring attention to any performance areas of concern and to point out areas where the employee is performing above standard.

Once completed and signed off, please send original to my attention in Personnel Services.

Thanks for your attention to this important matter.

If you have any questions, you may contact me at ext. 2806.

Sincerely,

Cheryl Robinson, PHR, SHRM-CP  
Assistant Director of Personnel Services

Attachment

FORSYTH COUNTY GOVERNMENT  
PROBATIONARY EMPLOYEE EVALUATION

Date Of Hire: 02/04/2019 Date of Eval: 08/15/2019  
Employee's Name: Mariana Botelho-Lipham Position: Records Admn Specialist  
Supervisor's Name/Title: Leslie Braemer/Lead TAC Type:  Initial New Hire Mid-Year Evaluation (6 months)  
Department: Sheriff's Office - HQD  Initial New Hire Probation Evaluation (12 months)  
 Position Probation Evaluation (6 months)

1. Job Duties & Responsibilities:

Exceeds Expectations  Meets Expectations  Below Expectations  Substantially Below Exp.  
Mariana knows what needs to be done and does it efficiently and willingly

2. Job Performance:

Exceeds Expectations  Meets Expectations  Below Expectations  Substantially Below Exp.  
Mariana is very thorough in her work and makes few errors

3. Knowledge & Professionalism:

Exceeds Expectations  Meets Expectations  Below Expectations  Substantially Below Exp.  
Mariana asks questions and asks excellent notes. She has a good basic knowledge of her job and the functions of the Records Unit.

4. Time & Attendance:

Exceeds Expectations  Meets Expectations  Below Expectations  Substantially Below Exp.  
Mariana is punctual and only takes pre-approved time off.

5. Supervisor Comments & Goals for Improvement:

Exceeds Expectations  Meets Expectations  Below Expectations  Substantially Below Exp.  
Mariana is a vital and important part of the Records Unit. She is a pleasure to work with.

6. Permanent Status (check only if this pertains to probationary status):

N/A (New Hire mid-year evaluation)  Recommend end of probation

Do not recommend end of probation

Extend probation by      months.

Termination

Leslie Braemer  
Supervisor Signature  
[Signature]  
Department Head  
Mariana Botelho-Lipham  
Employee Signature

8/15/19  
Date  
8/26/19  
Date  
09/03/19  
Date

Original: Personnel Services

Copy: Supervisory File

Copy: Employee



**Forsyth County Personnel Services**

**Attached is a copy of your Job Description. Please sign this form to acknowledge receipt of your Job Description.**

Records Administrative Specialist

**Title of Job Description**

**Print Name:** Mariana Botelho-Lipham

**Signature:** *M Botelho-Lipham*

**Date:** 02/04/19



## Forsyth County Personnel Services

110 EAST MAIN STREET, SUITE 230 • CUMMING, GA 30040 • 770.781.3088 • FAX 770.205.4698

State of Georgia            }  
  :  
County of Forsyth         }

### Loyalty Oath

I, Mariana Botelho-Lipham (print name) a citizen of the United States of America, and being an employee of Forsyth County, Georgia, and the recipient of public funds for services rendered as such employee, do hereby solemnly swear and affirm that I will support the Constitution of the United States and the Constitution of Georgia.

Signature of Employee:

*Botelho-Lipham*

Sworn to and subscribed before me this 4<sup>th</sup> day of February, 2009

Notary Public: *Katee Chalber*

My Commission expires: 1-25-2010



**FORSYTH COUNTY  
PERSONNEL SERVICES DEPARTMENT**

110 East Main Street, Suite 230  
Cumming, GA 30040  
770-781-3088 / fax 770-781-2113

Civil Service and Employee Handbook

My signature below is acknowledgement of receipt of the Forsyth County Employee Handbook and the Forsyth County Civil Service Handbook in the format as designated below:

Hard copy

Electronically located on the county's Intranet

I understand the Forsyth County Employee Handbook is intended to apply to all employees of Forsyth County regardless of whether or not the employee is covered by the Forsyth County Civil Service System at anytime during employment.

I further acknowledge that I am responsible for reading, understanding and following the rules and regulations as set forth in the handbooks. I understand I am also responsible for seeking guidance from a supervisor if any provisions of these rules and regulations are unclear.

I understand a hard copy of the Forsyth County Employee Handbook and the Forsyth County Civil Service Handbook is available through the Personnel Services Department and also available electronically on the Forsyth County Intranet.

Printed Name of Employee: Mariana Botelho-Lipham

Signature of Employee: *Mariana Botelho-Lipham*

Date of Signature: 02/04/19

Personnel Services Dept.: *K Chalke*

(Sign and return to the Personnel Services Dept.)



## Forsyth County Personnel Services

I hereby voluntarily agree to submit to any lawful drug/alcohol test requested and conducted by Forsyth County which Forsyth County deems, in its sole discretion, to be reasonably necessary to provide its workers with a safe working environment.

I acknowledge that in the course of my employment, and as a prerequisite of employment with Forsyth County, I may be asked to submit to a random drug/alcohol test or reasonable suspicion testing, either of which will require that I provide a urine, blood or breath sample as part of a substance abuse screening test.

I understand that refusal to submit to a drug and alcohol test as required herein shall be subject to termination. I further understand that refusal to be escorted or failure to appear at the designated collection site to take the test when so directed shall also be subject to termination. Refusal can include the inability to provide a sufficient urine specimen, breath or saliva sample without a valid medical explanation, as well as a verbal declaration, obstructive behavior, or physical absence resulting in the inability to conduct the test.

I authorize that the results of any drug/alcohol test be communicated and disclosed to third parties. As a consequence of any positive result obtained by said test, I understand that I may not be offered a job with Forsyth County or may be disciplined in accordance with the Policies of the Forsyth County Civil Service System, leading up to and including immediate discharge if currently employed by Forsyth County.

I hereby indemnify, release and forever discharge and hold Forsyth County and its subsidiaries and affiliated companies, agents and employees harmless from any and all claims, demands, judgments and legal fees arising out of or in connection with such tests, the results, or any lawful use of the results.

Signature of Applicant or Employee: Mariana Botelho-Lipham

Printed Name of Applicant or Employee: Mariana Botelho-Lipham

Date: 02/04/19

Witness Signature: K Chaeker



## Forsyth County Personnel Services

110 EAST MAIN STREET, SUITE 230 • CUMMING, GA 30040 • 770.781.3088 • FAX 770.205.4698

### LEGALLY OBTAINED DRUGS POLICY

A "legally obtained drug" includes prescription drugs and over-the-counter drugs. A "prescription drug" means any substance that is attainable only by lawful prescription from a physician. "Over-the-counter" medication includes any substance that does not require a prescription, but which has the capacity to affect a person physically, mentally, or emotionally or which could otherwise affect a person's ability to perform.

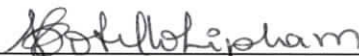
Employees must not be on the job, on call, on County Premises, operating county equipment or vehicles, or operating any other equipment or vehicle while on County business while impaired due to any drug, legal or illegal, that renders the employee unfit for duty. An employee is "unfit for duty" if, in the County's opinion, the employee's use of legally obtained drugs jeopardizes his or her ability to work safely and efficiently. An employee who is using legally obtained drugs must notify his or her immediate supervisor of any and all symptoms and probable adverse side effects that may render him or her unfit for duty. An employee's failure to so notify the County constitutes grounds for disciplinary action, up to and including, termination. If any employee's medically required use of legally obtained drugs renders the employee unfit for duty and, in the opinion of the county, a temporary alternative job assignment is not available, the employee will be considered unfit for duty.

- Employees using legally obtained drugs while on the job shall do so in strict accordance with physician and/or manufacturer's directions. It is the employee's responsibility to notify the prescribing physician of the duties required by the employee's position and to ensure that the physician approves the use of the prescription medication while the employee is performing his or her duties.

The abuse and/or inappropriate use of legally obtained drugs during assigned work hours or on County Premises shall be prohibited and is a disciplinary matter. Job performance or attendance deficiencies resulting from abuse and/or inappropriate use shall be cause for disciplinary action.

Mariana Botelho-Lipham

Print Name

  
Signature of Employee

02/04/19  
Date

This is to acknowledge that the above-signed employee is responsible for reading, understanding and following this policy. The above-signed employee is also responsible for seeking guidance from a supervisor if any provisions of this policy is unclear.



# FORSYTH COUNTY SHERIFF'S OFFICE

Ron H. Freeman, Sheriff

The current insurance carrier for Forsyth County vehicles require the following:

I am fully aware of Georgia Law O.C.G.A. §40-8-76.1 and Forsyth County Sheriff's Office Policy 5-3.2 regarding the use of seat belts that specifies all occupants of agency owned or leased vehicles will wear seat belts during operation.

Mariana Botello - Lipham  
Employee Name (print)

Employee # \_\_\_\_\_

M Botello Lipham  
Employee Signature

02/04/19  
Date

K Chalder  
Supervisor Signature

2-4-19  
Date

Revised-4/19/16



**GEORGIA CRIME INFORMATION CENTER**  
**AWARENESS STATEMENT**

Access to Criminal Justice Information, as defined in GCIC Council Rule 140-1-.02 (amended), and dissemination of such information are governed by state and federal laws and GCIC Council Rules. Criminal Justice Information cannot be accessed or disseminated by any employee except as directed by superiors and as authorized by approved standard operating procedures which are based on controlling state and federal laws, relevant federal regulations, and the Rules of the GCIC Council.

O.C.G.A. §35-3-38 establishes criminal penalties for specific offenses involving obtaining, using, or disseminating criminal history record information except as permitted by law. The same statute establishes criminal penalties for disclosing or attempting to disclose techniques or methods employed to ensure the security and privacy of information or data contained in Georgia criminal justice information systems.

The Georgia Computer Systems Protection Act (O.C.G.A. §16-9-90 et seq) provides for the protection of public and private sector computer systems, including communications links to such computer systems. The Act establishes four criminal offenses, all major felonies, for violations of the Act: Computer Theft, Computer Trespass, Computer Invasion of Privacy, and Computer Forgery. The criminal penalties for each offense carries maximum sentences of fifteen (15) years in prison and/or fines up to \$50,000.00, as well as possible civil ramifications. The Act also establishes Computer Password Disclosure as a criminal offense with penalties of one (1) year in prison and/or a \$5000.00 fine.

The Georgia Criminal Justice Information System Network is operated by the Georgia Crime Information Center in compliance with O.C.G.A. §35-3-31. All data bases accessible via CJIS Network terminals are protected by the Computer Systems Protection Act. Similar communications and computer systems operated by municipal/county governments are also protected by the Act.

By my signature below, I acknowledge that I have read and understand this Awareness Statement.

Print Name: Mariana Bstello-Lipham

Signed: Mariana Bstello-Lipham Date: 02/04/19

Witnessed: K Chalder Date: 2-4-19

## E-MAIL USAGE MEMORANDUM

Forsyth County and the Sheriff's Office provide e-mail services to better assist employees in completing their job functions. However, abuse of such services can be detrimental to the operations of the Sheriff's Office and the county. When using the county provided e-mail, employees should follow these guidelines:

1. County e-mail is for official county business only. Employees will refrain from sending e-mails that do not pertain to official county business that the employee is actively involved in. At no time should county e-mail be used as a form of general chat.
2. Employees should only provide their county e-mail addresses to those persons who have official business with the county. County e-mail addresses should not be provided to friends, family, or other persons who do not have business with the county.
3. Employees must be mindful that any and all e-mails are subject to open records and any statements, opinions, or general observations made in an e-mail reflect directly on the agency. Therefore, employees should only respond to e-mails in a professional manner that reflects the values and mission statement of the agency.
4. Employees should not attach information or links to websites that do not directly affect their current job assignment. Articles of general interest should not be shared using county e-mails. Outside articles and links dealing with officer safety issues or legal reviews/updates should be directed to the Training Division so they can determine the correct method of delivery of such information.
5. Employees will not impersonate other employees by sending e-mails from their accounts as a form of a joke. Employees who find unlocked workstations should log off that employee or lock the workstation immediately.

If you have any questions or concerns, please direct those to your supervisor for guidance.

Signature: Mariana Bstelher-Lipham Print Name: Mariana Bstelher-Lipham

Date: 02/04/19



## Forsyth County Personnel Services

110 EAST MAIN STREET, SUITE 230 • CUMMING, GA 30040 • 770.781.3088 • FAX 770.205.4698

Your signature below acknowledges receipt of the Purchasing Policies and Procedures for Forsyth County.

You further acknowledge that you are responsible for reading, understanding and following these policies. If any provision of these policies are unclear to you, you understand it is your responsibility to seek guidance from your supervisor.

Mariana Botelho-Lipham

\_\_\_\_\_  
**Employee Name (Please Print)**

*Mariana Botelho-Lipham*

\_\_\_\_\_  
**Signature of Employee**

02/04/19

\_\_\_\_\_  
**Date**

*K Chalun*

\_\_\_\_\_  
**Personnel Services Representative**



# FORSYTH COUNTY SHERIFF'S OFFICE

Ron H. Freeman, Sheriff

Mariana Bstelus-Lipham

Employee Name

Employee Number

Badge Number

1. I acknowledge that on this date, I have been notified that the Forsyth County Sheriff's Office Employee Manual (SOPs) is available for review on Power DMS. In addition the Forsyth County Civil Service Handbook can be found on Power DMS.
2. Forsyth County IT Policies and Purchasing Policies can be found on the "S" Drive.
3. By signing this form, I acknowledge that I have been notified of these policies. I am aware that this signed form will be kept in my personnel file located in Employee Records at the Forsyth County Sheriff's Office.

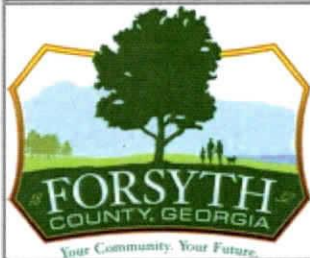
Mariana Bstelus-Lipham

Employee Signature

02/04/19

Date

## EMPLOYMENT APPLICATION



**FORSYTH COUNTY**  
110 East Main Street Suite 230  
Cumming, Georgia 30040  
(770) 781-3088

<http://agency.governmentjobs.com/forsyth/default.cfm>

**Botelho-Lipham, Mariana**  
**01429 RECORDS ADMINISTRATIVE SPECIALIST**

Received: 9/24/18 9:59 PM

**For Official Use Only:**

QUAL: \_\_\_\_\_

DNQ: \_\_\_\_\_

Experience

Training

Other: \_\_\_\_\_

## PERSONAL INFORMATION

<b>POSITION TITLE:</b> RECORDS ADMINISTRATIVE SPECIALIST		<b>EXAM ID#:</b> 01429
<b>NAME:</b> (Last, First, Middle) Botelho-Lipham, Mariana		<b>SOCIAL SECURITY NUMBER:</b> N/A
<b>ADDRESS:</b> (Street, City, State, Zip Code)		<b>EMAIL ADDRESS:</b>
<b>HOME PHONE:</b>	<b>ALTERNATE PHONE:</b>	<b>NOTIFICATION PREFERENCE:</b> Email
<b>DRIVER'S LICENSE:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>DRIVER'S LICENSE:</b> State: GA Number: 056618350	<b>LEGAL RIGHT TO WORK IN THE UNITED STATES?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

## PREFERENCES

<b>WHAT TYPE OF JOB ARE YOU LOOKING FOR?</b> Regular
<b>TYPES OF WORK YOU WILL ACCEPT:</b> Full Time, Part Time
<b>SHIFTS YOU WILL ACCEPT:</b> Day
<b>OBJECTIVE:</b> Multilingual Office Manager and administrator with proven leadership experience. Proficient in cross functional support with efficient work habits. Career history of exceeding expectations with providing solutions to management while enhancing customer satisfaction, increasing profitability and delivering cost reduction strategies. A professional who is results oriented, deadline driven and focused on overcoming obstacles.

## EDUCATION

<b>DATES:</b> From: To:	<b>SCHOOL NAME:</b> Gwinnett Technical College	<b>DID YOU GRADUATE?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>DEGREE RECEIVED:</b> Professional
<b>LOCATION:(City, State)</b> Lawrenceville, Georgia			<b>UNITS COMPLETED:</b>
<b>MAJOR:</b> Business Management, Operations Management			
<b>DATES:</b> From: To:	<b>SCHOOL NAME:</b> Atlanta Technical College	<b>DID YOU GRADUATE?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>DEGREE RECEIVED:</b> Professional
<b>LOCATION:(City, State)</b> Atlanta, Georgia			<b>UNITS COMPLETED:</b>
<b>MAJOR:</b> Graphic Design			
<b>DATES:</b> From: To:	<b>SCHOOL NAME:</b> Fundacao Instituto Tecnologico de Osasco	<b>DID YOU GRADUATE?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>DEGREE RECEIVED:</b> High School Diploma
<b>LOCATION:(City, State)</b> Osasco, International			

## WORK EXPERIENCE

<b>DATES:</b> From: 7/2014 To: Present	<b>EMPLOYER:</b> SCM North America	<b>POSITION TITLE:</b> Administrator Coordinator
<b>ADDRESS:</b> (Street, City, State, Zip Code) Duluth, Georgia, 30096		<b>COMPANY URL:</b>
<b>PHONE NUMBER:</b>	<b>SUPERVISOR:</b> Luigi - Campanelli	<b>MAY WE CONTACT THIS EMPLOYER?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>HOURS PER WEEK:</b> 40	<b>SALARY:</b> \$0.00/month	<b># OF EMPLOYEES SUPERVISED:</b> 3

**DUTIES:**

- Answer incoming calls and emails (avg. 100/day). Handle challenging communications from customers and agents on a daily basis.
- Communicate daily in their native languages with coworkers, customers, and agents from all over the United States, Canada, Mexico, Italy, and Brazil.
- Develop and monitor weekly service schedule for 54 Technicians in US and Mexico. Schedule travel, audit and approve expense accounts weekly.
- Supervise, train and mentor a team of four Office Administrators in high volume service call center and A/R.
- Improve customer service quality results by studying, evaluating, and re-designing processes.

**REASON FOR LEAVING:**

I recently moved to Forsyth County and I am looking for a job opportunity close to my new home.

<b>DATES:</b> From: 10/2009 To: 1/2014	<b>EMPLOYER:</b> Living City Magazine	<b>POSITION TITLE:</b> Assistant Art Director and Web Master
<b>ADDRESS:</b> (Street, City, State, Zip Code) Hyde Park, New York		<b>COMPANY URL:</b>
<b>PHONE NUMBER:</b>	<b>SUPERVISOR:</b>	<b>MAY WE CONTACT THIS EMPLOYER?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>HOURS PER WEEK:</b> 20	<b>SALARY:</b> \$0.00/month	<b># OF EMPLOYEES SUPERVISED:</b>

**DUTIES:**

- Project lead for upgrading company website. Launched new website 4 months in advance of the plan.
- Improved efficiency of workflow in response to the website end user requests while providing a more scalable system to allow for future growth.
- Acquired 10% of the Organization's Social Media market. Leverage the use of Facebook, Twitter, and other review channels to boost positive reviews and increase customer fan base.
- Assisted in developing the design for the publication using InDesign, Photoshop, and Illustrator;
- Created ads and book covers for extra publications of the magazine;
- Reviewed and approved freelancer's portfolios;
- Maintained and developed the website.

**REASON FOR LEAVING:**

I started to work at SCM North America

**CERTIFICATES AND LICENSES**

Nothing Entered For This Section

**Skills****OFFICE SKILLS:**

Typing:40  
Data Entry:10000

**OTHER SKILLS:**

Microsoft Office 365 Full Version - Expert - 15 years and 0 months  
Adobe Design Premium - Intermediate - 5 years and 0 months  
Oracle - Intermediate - 4 years and 0 months  
Google Platforms - Expert - 7 years and 0 months

**LANGUAGE(S):**

Italian -  Speak  Read  Write  
Portuguese -  Speak  Read  Write  
Spanish -  Speak  Read  Write  
English -  Speak  Read  Write

**ADDITIONAL INFORMATION****Honors & Awards**

Member of the National Technical Honor Society

**REFERENCES**

<b>REFERENCE TYPE:</b> Professional	<b>NAME:</b>	<b>POSITION:</b>
<b>ADDRESS:</b> (Street, City, State, Zip Code)		
<b>EMAIL ADDRESS:</b>		<b>PHONE NUMBER:</b>
<b>REFERENCE TYPE:</b> Professional	<b>NAME:</b>	<b>POSITION:</b>
<b>ADDRESS:</b> (Street, City, State, Zip Code)		
<b>EMAIL ADDRESS:</b>		<b>PHONE NUMBER:</b>
<b>REFERENCE TYPE:</b> Professional	<b>NAME:</b> Tadesse Haileyesus	<b>POSITION:</b> Mathematical Statistician - CDC
<b>ADDRESS:</b> (Street, City, State, Zip Code) 2618 Sherman Oaks Dr., Georgia 30039		
<b>EMAIL ADDRESS:</b>		<b>PHONE NUMBER:</b>

<b>REFERENCE TYPE:</b> Professional	<b>NAME:</b> Glenda Smart	<b>POSITION:</b>
<b>ADDRESS:</b> (Street, City, State, Zip Code) 1275 Peachtree St. NE, Atlanta, Georgia 30309		
<b>EMAIL ADDRESS:</b>		<b>PHONE NUMBER:</b>

**Agency-Wide Questions**

1. **Are you at least 18 years of age?**  
Yes
2. **Are you willing to accept the posted starting salary of this position?**  
Yes
3. **Are you willing to work shift work (nights, holidays, weekends, etc.)?**  
No
4. **Are you directly or indirectly related to anyone currently employed by Forsyth County Government? This does not include anyone employed by the Forsyth County Board of Education.**  
No
5. **If so, please list name of relative and relationship to you: Please answer this question completely.**
6. **Are you currently authorized to work for Forsyth County without our sponsoring you under US Immigration Law?**  
Yes
7. **Have you ever been convicted of or pleaded guilty or nolo to a felony or misdemeanor, including DUI?**  
No
8. **If you answered yes to the above please list all convictions/charges below. If you answered no please type "NA" below. Conviction of a crime will not necessarily disqualify you from employment, but incomplete disclosure will result in any tentative offers being rescinded.**  
NO
9. **Have you incurred any traffic charges within the last seven years? If so, please list dates and types of charges.**  
NO
10. **Has your driver's license ever been suspended or revoked? if yes please give reason:**  
NO
11. **Active Military Service (list date, serial or service number for all active service)**
12. **Have you ever been employed by Forsyth County Government before? If yes, give job title, supervisor, and dates of employment. If previous service is not indicated upon rehire, time will not be bridged. For employment dates prior to 1999 employee must provide corroborating documentation if rehired.**  
NO
13. **How did you learn of this employment opportunity?**  
County website
14. **I confirm that I have included the following information on this employment application: o Complete education history o Work history o Professional references (no less than 3) I also understand that if any of the above information is missing from my employment application it will be considered incomplete and will be rejected.**  
Confirm
15. **Are you currently employed by the Forsyth County Board of Commissioners?**  
No



**Job Specific Supplemental Questions**

Failure to accept the acknowledgement statement below will result in your employment application being rejected. Your application for this employment opportunity will not be considered if you do not abide by the statements below.

1. **COMPLETED APPLICATION ACKNOWLEDGEMENT:** I acknowledge that I must complete all sections of the employment application. I understand that failure to enter all relevant work experience in the work history section of the application will result in rejection of my employment application. I also understand that I **must include three professional references to whom I am not related.**

Furthermore, I understand that Forsyth County does not accept resumes in lieu of completed applications.

Yes, I acknowledge this statement

2. **Do you have a high school diploma or a G.E.D?**

Yes

3. **Do you have a valid driver's license?**

Yes

4. **If you have not listed three professional references please do so prior to submitting your application. Changes cannot be made to an application after it has been submitted. If your application is submitted without three professional references it will be rejected for being incomplete. Do you understand this requirement?**

Yes

---

The following terms were accepted by the applicant upon submitting the online application:

By clicking on the 'Accept' button, I hereby certify that every statement I have made in this application is true and complete to the best of my knowledge. I understand that any false or incomplete answer may be grounds for not employing me or for dismissing me after I begin work. I understand that I will have to produce documentation verifying identity and employment eligibility in the U.S. I understand that I may be required to verify any and all information given on this application. I understand that this completed application is the property of Forsyth County and will not be returned. I understand that Forsyth County may contact prior employers and other references. I understand that I must notify the Human Resources Division of any changes in my name, address, or phone number.

This application was submitted by Mariana Botelho-Lipham on 9/24/18 9:59 PM



**FORM#1 SUBSTANCE ABUSE TESTING NOTICE**  
**AUTHORIZATION AND RELEASE FOR FORSYTH COUNTY EMPLOYMENT APPLICANTS**

**\*THIS DOCUMENT MUST BE SIGNED IN THE PRESENCE OF A WITNESS. THE WITNESS CAN BE ANYONE INCLUDING FAMILY MEMBERS AND FRIENDS.**

I hereby acknowledge that I have applied for employment with Forsyth County, Georgia, and I have been informed that a substance abuse test is required for this employment.

I agree to provide all necessary samples of body fluid and to otherwise cooperate in all respects with the collection and testing procedures.

I authorize the county physician or other responsible entities performing or assisting in the testing procedure to release the results of any substance abuse test to the Forsyth County Sheriff's Office and to Forsyth County.

I authorize the Forsyth County Sheriff's Office and Forsyth County to receive and review the results of any substance abuse test.

I realize that failure to appear at the designated time or failure to take the test or cooperate with the testing or collection procedure will disqualify me from further consideration for employment with the Forsyth County Sheriff's Office.

**I HAVE CAREFULLY READ THIS DOCUMENT AND I UNDERSTAND THIS DOCUMENT,**

Mariana Botelho Lipham  
Signature of Applicant (Sign in the presence of a witness)

10/01/2018  
Date

Mariana-Botelho-Lipham  
Printed name of Applicant

\_\_\_\_\_  
Social Security Number

Y Q  
Witness Signature



**FORM#2 FORSYTH COUNTY SHERIFF'S OFFICE**  
**AFFIDAVIT OF APPLICATION**

As the applicant, I state that I understand and/or certify the following:

1. That if I do not wish to answer a question in the application process, I may do so; however, my application will not be processed.
2. Exclusive of the aforementioned statement, all information that is recorded in the application process will be used in relation to consideration or qualification of the applicant for employment only, and no other purpose.
3. That I have read and understand all questions and instructions in this application and that my answers during the application process are true and complete to the best of my knowledge and belief.
4. That truthful and complete responses in the application process are required.
5. That discovery of intentional omissions or incorrect answers may be the basis for the termination of the application process and may result in criminal prosecution for the offense of False Statements under Georgia Code Section 16-10-20, a felony punishable by a maximum fine of \$1,000.00 or imprisonment of not less than one (1) or more than five (5) years, or both; or for the offense of False Swearing under Georgia Code Section 16-10-7, a felony punishable by a maximum fine of \$1,000.00 or imprisonment of not less than one (1) or more than five (5) years, or both.
6. That falsification during the application process by an individual hired may result in termination of employment with this agency.
7. That the Forsyth County Sheriff's Office operates within the scope of a Standard Operating Procedure (SOP) and if an offer of employment is made and accepted, the applicant agrees to work in accordance with these policies and procedures.
8. That all information provided will be verified either by interview, testing, psychological testing, medical examination, drug screening, polygraph examination, and/or computer verification of driver's/criminal history and driver's license status.
9. I understand that if offered employment, my probation period will be one year as stated in the Forsyth County Civil Service Manual. In the event I achieve agency work performance standards within the probationary period, I will be classified as a regular employee. I also understand as a regular employee, should my work performance fall below agency standards, that I may be disciplined, up to and including termination. I further understand that if I am terminated, I must return all property issued to me by the Forsyth County Sheriff's Office, or make suitable restitution for same.
10. That I may be terminated for any good and sufficient cause, to include, but not limited to, criminal activity or violation of Sheriff's Office policies and procedures. I understand that I may have appeal rights as provided for in the Forsyth County Sheriff's Standard Operating Procedures Manual and the Forsyth County Civil Service Manual.

Robert Latham  
 Applicant's Signature (*Sign in the presence of the Notary*)

10/01/2018  
 Date

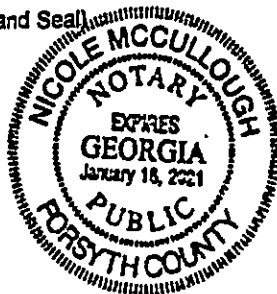
Before me personally appeared the above said person who says that he/she executed the above Affidavit of his/her own accord, with full knowledge of the purpose therefore.

Sworn to and subscribed before me this 1 day of October, 2018

Nicole McCullough

Notary Public's Signature

(Place Commission Information and Seal)



FORM#5 FCRA Disclosure and Authorization

- Under the FCRA (Fair Credit Reporting Act), before the Company can obtain a consumer report or investigative consumer report about you for employment purposes, we must have your written authorization.
- I am aware I have the right to make a written request to Professional Screening & Information, Inc., Post Office Box 644, Rome, Georgia 30162; call them collect at 1-877-235-7574, or contact them via the internet at [www.psibackgroundcheck.com](http://www.psibackgroundcheck.com) to obtain a free copy of my background investigation, within a reasonable period of time, if an employment decision has been influenced by information contained in a background investigation report.
- In addition, a summary of your rights will be made available to you under the Fair Credit Reporting Act.
- California, Oklahoma, and Minnesota residents are entitled to a free copy of their consumer report upon request and will be provided with a separate Notification and Acknowledgement form to complete.

By signing below I certify that I have carefully read and understand this Disclosure and Authorization.

Applicant Signature: Shulskipham

Date: 10/01/2018

FOR PERSONNEL USE ONLY

FORM#5



FORM#6

**SOCIAL REFERENCES**

Mariana Botelho-Lipham  
Applicant's Name

**You must list five (5) people** whom you know well and who live in the United States. They should be a good friend, peer, colleague or college roommate, whose combined association with you covers as much as possible of the last 10 years. **DO NOT** list your spouse, former spouse, or other relatives. **DO NOT** list anyone who is listed elsewhere in this application.

Incomplete information will result in a delay of your application process.

1. Complete Name (Last, Middle, First): <u>Glenda Smart</u>	Home Address: <u>315 Windsor Dr.</u>
Years Acquainted and Relationship: <u>9 years / friend</u>	(City, State, Zip Code): <u>Fayetteville, GA 30215</u>
DOB or Approximate Age: <u>50</u>	Cell Phone (Including Area Code): _____
Occupation: <u>Executive Assistant</u>	Alternate Phone (Including Area Code): _____
	Work Phone (Including Area Code): _____

2. Complete Name (Last, Middle, First): <u>Frank Devereux</u>	Home Address: <u>3370 Meadowview Ln SW</u>
Years Acquainted and Relationship: <u>8 years / friend</u>	(City, State, Zip Code): <u>Marietta, GA 30008</u>
DOB or Approximate Age: <u>60</u>	Cell Phone (Including Area Code): _____
Occupation: <u>Surveyor / company owner</u>	Alternate Phone (Including Area Code): _____
	Work Phone (Including Area Code): _____

3. Complete Name (Last, Middle, First): <u>Miriam Awachie</u>	Home Address: <u>205 Fairfield Circle</u>
Years Acquainted and Relationship: <u>9 years / friend</u>	(City, State, Zip Code): <u>Fayetteville, GA 30214</u>
DOB or Approximate Age: <u>52</u>	Cell Phone (Including Area Code): _____
Occupation: <u>Middle School English Teacher</u>	Alternate Phone (Including Area Code): _____
	Work Phone (Including Area Code): _____

4. Complete Name (Last, Middle, First): <u>Sheilah Padayhag</u>	Home Address: <u>1973 Canfield Glen</u>
Years Acquainted and Relationship: <u>3 years / friend</u>	(City, State, Zip Code): <u>Lawrenceville, GA 30044</u>
DOB or Approximate Age: <u>45</u>	Cell Phone (Including Area Code): _____
Occupation: <u>Nurse Practitioner</u>	Alternate Phone (Including Area Code): _____
	Work Phone (Including Area Code): _____

5. Complete Name (Last, Middle, First): <u>Tadesse Haileyesus</u>	Home Address: <u>2618 Sherman Oaks Dr.</u>
Years Acquainted and Relationship: <u>9 years / friend</u>	(City, State, Zip Code): <u>Snellville, GA 30039</u>
DOB or Approximate Age: <u>48</u>	Cell Phone (Including Area Code): _____
Occupation: <u>Mathematical Statistician</u>	Alternate Phone (Including Area Code): _____
	Work Phone (Including Area Code): _____

- CDC