

EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

Sonya Brodhecker

DEPARTMENT

Admin-Deputy Clerk

MONTH

February 2025

TASKS COMPLETED

- *Billing
- * Load Meters
- * Process payments
- *Close Batches
- *Meadows Valley Round up reports
- *Late notices -Red Door notices
- *document on spreadsheets
- *Issue Dog Licenses
- *Scanning & filing all claims

PROJECTS IN PROGRESS

Currently learning all duties as Deputy Clerk

CHALLENGES / ISSUES**COMMUNITY INPUT & COMMENTS**