



Oconee County Connections Employee Newsletter

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April 2024



Community Shred Day Scheduled for April 19

Back by popular demand, the next Drive-Thru Community Shred Day is scheduled for Friday, April 19, from 11 a.m. to 1 p.m. at Oconee Veterans Park.

Community Shred Day will take place rain or shine. All shredded paper from this event, sponsored by the Keep Oconee County Beautiful Commission, Oconee County Parks & Recreation, and the North Oconee Rotary Club, will be recycled. Each participant may drop off up to four boxes of papers.

Employment Anniversaries

Congratulations to everyone on our team celebrating another year of service to the residents of Oconee County! Thank you for making our organization an outstanding place to work and for your dedication to our community! We appreciate all that you do!

Animal Services

Evelyn King 04/25/2022

Property Appraisal

Kristofor Robinson 04/12/2022

GIS

Matt Beal 04/20/2020

Public Safety

Heath Paul 04/06/2020

Jail

Kyle Davis 04/09/2017
Jon Holden 04/13/2015
Noah Webb 04/03/2023

Public Works

Lee Hicks 04/04/2005
Caleb Howe 04/07/2023
Mark Barber 04/17/2023

Law Enforcement

Charity Bell 04/21/2003
Sam Smith 04/27/2015
Patrick Holl 04/26/2021

Senior Center

Pam Morris 04/04/2022

Parks & Recreation

Joan Postero 04/10/2017

Tax Commissioner

Brittany Uankum 04/11/2022

Planning & Code Enforcement

Guy Herring 04/26/2018

Water Resources

John Jackson 04/24/2017
Kevin Hart 04/13/2018



Customer Service Superstar



Congratulations to Jennifer Stone, Assistant Director of Elections! She is the latest recipient of the Customer Service Excellence Award.

Jennifer was recognized for her outstanding citizen service during the last election.

Thank you, Jennifer, for all you do for Oconee County!

Welcome!

We want to extend a warm welcome to our newest colleagues - we are so glad you have joined us!

Parks & Rec
Kelsey McDonough

Public Works
Eric Cain

Sheriff
Kaylee Nold

Tax Commissioner
Jane Owen

Notes From IT

Making the Most of Our Software

This month, we're taking a brief detour from our usual cybersecurity tips and tricks. Instead, we're diving into a topic that impacts our daily work lives and productivity: The Magic of Efficient Software Use.

Embracing the Tools We Have

In our pursuit of excellence, it's easy to overlook the power of the software at our fingertips. From word processors and spreadsheets to specialized project management tools, learning to use these tools more efficiently can transform our workday, boosting productivity and reducing stress.

Tips for Software Mastery

1. **Shortcut Savvy:** Learning keyboard shortcuts for the software you use daily can save you a surprising amount of time. For instance, mastering shortcuts in Microsoft Word or Excel can make document editing and data manipulation much faster.
2. **Template Triumphs:** Many programs offer templates that can give you a head start on your projects. Whether you're drafting a report, designing a presentation, or setting up a new project plan, templates can save hours of setup time.
3. **Software Training Sessions:** Participate in training sessions, webinars, or workshops. Even an hour spent learning new features or best practices can lead to significant gains in how effectively you can use a tool.
4. **Customize Your Workspace:** Most software allows for some level of customization. Tailoring the layout, toolbars, and settings to suit your workflow can make everything feel more intuitive and accessible.

Looking Ahead

While we all have our preferred tools and routines, staying curious and open to learning can lead to discoveries that make our work not just easier, but also more enjoyable. This month, I challenge each of you to pick one piece of software you use daily and find one new feature or shortcut to integrate into your routine. Share your discoveries with your colleagues; you might just have the exact tip that someone else needs.

Feedback and Suggestions

As always, we're here to support your IT needs and help optimize your digital work environment. If there are specific tools or topics you'd like us to cover in future editions, please let us know. Stay productive, stay curious, and let's make the most of the tools that help us do what we do best!

Employee Birthdays

Happy Birthday to everyone in the Oconee County Government Family celebrating a birthday this month! You have our best wishes for a wonderful day, and we hope it's the start of a fantastic year!

Marissa Rice	04/02	Lex Ogan	04/20
Lisa Jackson	04/13	Clint Kitchens	04/22
Kaitlyn Rainey	04/14	Justin Milligan	04/22
Gloria Batson	04/15	Justin Saint-Xandre	04/24
Kenji Dorsey	04/17	Jamie Howe	04/25
Blake Bryant	04/19	Kelsey McDonough	04/25
Carrie Hayes	04/19	William Shields	04/27
Douglas Mattocks Jr.	04/20	David Sweat	04/28
Walker McNiff	04/20	Zachary Anglin	04/30



Oconee Connections Employee Newsletter is published monthly by the Office of Communications. We want to hear from you! Please e-mail us with your department news, as well as employee announcements of births, engagements, weddings, and retirements. Please submit news items to dbaggett@oconee.ga.us by the 15th of the month prior to publication for inclusion in the newsletter. The Office of Communications reserves the right to edit all submissions for clarity and length.