

COUNTY OF MILWAUKEE
District Attorney's Office
Inter-Office Communication

Date: April 21, 2014

To: Marina Dimitrijevic, Chair, County Board of Supervisors

From: District Attorney's Office

Subject: Abolishment of Position of Clerical Specialist and Creation of Position of Paralegal

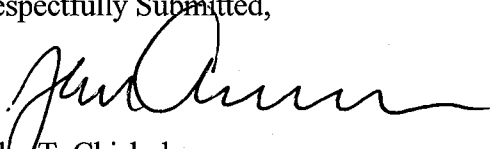
We are requesting, pursuant to section 17.05(1) of the county general ordinances, the abolishment of one position of clerical specialist, job code 01291, pay range 05P, position number 00001291000015, and the creation of a new position of paralegal, job code 86161, pay range 19L, effective at the start of pay period 16 on July 6, 2014.

The clerical specialist position, which has been vacant since a resignation on November 6, 2013, is assigned to the Wisconsin High Intensity Drug Trafficking Area (HIDTA) and provides administrative support for prosecutors located at the Wisconsin HIDTA on Michigan Avenue in Milwaukee and at the district attorney's violent crimes unit in the Safety Building.

The clerical specialist position is 100 percent funded by the district attorney's HIDTA grant. The director of the Wisconsin HIDTA has authorized full HIDTA funding for the paralegal position, effective at the start of pay period 16 on July 6, 2014. Therefore, the abolishment of the clerical specialist position and the creation of the new paralegal position will have no tax levy effect.

The Wisconsin HIDTA focuses on disrupting and dismantling medium-to-high-level drug trafficking and money laundering organizations. HIDTA cases are complex, and the prosecutors assigned to HIDTA investigations and prosecutions require the services of a paralegal rather than a clerical specialist to perform such duties as legal research; drafting motions and briefs; listening to and transcribing monitored and recorded telephone calls, conversations, and interviews; and assisting in trial preparation by managing discovery, preparing courtroom exhibits, interviewing and locating witnesses, and researching criminal records.

Respectfully Submitted,


John T. Chisholm
District Attorney