

From the Director, Clerk of Circuit Courts, requesting approval to create 10.0 FTE Clerical Specialist positions, by recommending adoption of the following:

A RESOLUTION

WHEREAS, the 2024 Adopted Budget authorizes 72 FTE Clerical Specialist positions, and currently 0 of those positions are vacant; and

WHEREAS, Clerical Specialists are located throughout Combined Courts and are a critical part of the day-to-day operations. The Clerical Specialist position performs tactical level administrative duties including preparation and creation of CCAP case files, generating and processing documents, judgement creation, scheduling court dates, creating and clearing warrants, verifying accuracy of data, maintaining the Court substitution line and records, various customers service lines, coordinating daily court calendars and hearings to ensure that all parties are present virtually or in-person; and

WHEREAS, Combined Court Related Operations operated under a lean model in 2023 and intentionally held several positions open to streamline processes for more optimal efficiency; and

WHEREAS, Combined Court Related Operations assessed the current staff, provided training on process and procedures accordingly as operations were streamlined; and

WHEREAS, Combined Court Related Operations is now challenged with the volume that the public presents to our office as result of increased volume as the criminal backlog is addressed as well as the restructuring of the Civil Division to address the increased resources needed in the small claims area. As such, additional staffing is needed to ensure we continue to meet the increased demand and deliver high quality service to the public; as

BE IT RESOLVED, the Milwaukee County Board of Supervisors (County Board) hereby approves the recommendation for the position as outlined in the report hereto attached to this file and summarized below:

Recommended Title	Clerical Specialist
Agency (Department)	200 – Clerk of Circuit Court
Org. (Low Org)	2836, 2843, 2812, 2863, 2690
Number of Positions	10.0
Pay Grade	NR14
Pay Grade Range	\$16.37 to \$24.55

; and

BE IT FURTHER RESOLVED, the County Board hereby authorizes and approves the following position actions for the Clerk of Circuit Court effective June 23rd, 2024;

Action	Title	No. of Positions	Pay Grade
Create	Clerical Specialist	10.0	NR14