

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36

(ITEM) From the District Attorney, requesting authorization to abolish one position of Clerical Specialist (title code 01291, pay range 05P) and to create one position of Paralegal (title code 86161, pay range 19L), by recommending adoption of the following:

A RESOLUTION

WHEREAS, the District Attorney’s Office participates in the Wisconsin High Intensity Drug Trafficking Area (HIDTA) program and provides administrative support in the form of a Clerical Specialist District Attorney (DA) for prosecutors participating in the program and the DA’s Violent Crimes Unit; and

WHEREAS, the Clerical Specialist DA position has been vacant since November 2013 due to resignation; and

WHEREAS, the Clerical Specialist DA position is 100% funded by the DA’s HIDTA grant, and the Wisconsin HIDTA director has authorized full HIDTA funding for a Paralegal position, effective July 16, 2013, for no tax levy impact; and

WHEREAS, HIDTA cases are often complex due to the focus on disrupting and dismantling medium-to-high-level drug trafficking and money laundering organizations; and

WHEREAS, the prosecutors assigned to HIDTA activities require the services of a Paralegal rather than a Clerical Specialist DA to perform various higher level duties such as legal research, drafting motions and briefs, assisting in trial preparation and evidence management, preparing exhibits for courts activities, locating/interviewing witnesses, and researching criminal records; and

WHEREAS, the Department of Administrative Services - Office of Performance, Strategy, and Budget recommends approval of the requested position actions; now, therefore,

BE IT RESOLVED, that the following position actions are approved for the Milwaukee County District Attorney’s Office:

37 **Org Unit 4500 – District Attorney**

38

39

40 Action

Title

No. of
Positions

Pay
Range

41

42 **Abolish**

Clerical Specialist DA

1

05P
(\$32,687 to \$41,916)

43

44

45 **Create**

Paralegal

1

19L
(\$38,862 to \$52,734)

46

47

48

49 jmj

50 06/17/14

51 H:\Shared\COMCLERK\Committees\2014\Jun\FPA\Resolutions\14-381.doc