

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

Date: May 29, 2018 Legistar File No. 18-456  
To: Theodore Lipscomb, Sr., Chairman, County Board of Supervisors  
From: District Attorney's Office  
Subject: Creation of Three New Positions of Paralegal in the District Attorney's Office

We are requesting, pursuant to section 17.05 of the county general ordinances (CGO), the creation of three new positions of paralegal in the district attorney's office, as follows:

3.0 FTE, Paralegal, Job Code 00086162, Pay Range 19Z2

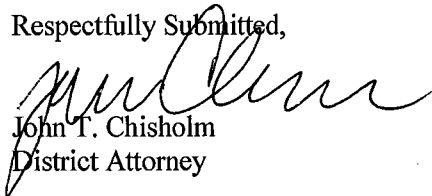
Currently, there are 22 authorized positions of paralegal in the district attorney's budget, all of which are assigned to job code 00086162 and pay range 19Z2, the same job code and pay range that we are requesting for these three new paralegal positions. We are requesting Human Resources, by separate memo, to conduct a position study to determine the appropriate classification and pay range for the new positions.

The courts, through the MacArthur Foundation Safety and Justice Challenge Phase II Implementation grant, are providing funding of \$315,000, over an 18-month period from approximately July 2018 to December 2019, for the salaries and fringe benefits of three new positions of paralegal in the district attorney's early intervention and domestic violence units. The courts, through the MacArthur Foundation grant, also are funding the \$3,900 cost, at approximately \$1,300 each, of desktop computers and software for the three new paralegals.

Two of the new paralegals will be assigned to the early intervention unit and the third paralegal will be assigned to the domestic violence unit to bolster the capacity of the district attorney's early intervention programs, which have the goal of reducing unnecessary incarceration and identifying early in the criminal justice process offenders whose criminal risk could be safely managed through community-based programming.

The paralegals will assume some victim notification, information gathering, and case monitoring responsibilities from attorneys, which will allow attorneys to review more cases and identify more offenders suitable for early intervention; support case management and monitoring of offenders on diversion agreements and deferred prosecution agreements (DPAs); and assist attorneys by identifying offenders eligible for pre-or-post-booking stabilization services or early intervention services, and by drafting diversion agreements, DPAs and other legal documents, and managing case files in PROTECT, the district attorney case management system.

Respectfully Submitted,

  
John T. Chisholm  
District Attorney