

COUNTY OF MILWAUKEE
Inter-Office Communication

Date: October 27, 2022

To: Marcelia Nicholson, Chairwoman, Milwaukee County Board of Supervisors

From: George Christenson, Milwaukee County Clerk of Circuit Court

Subject: Report from the Milwaukee County Clerk of Circuit Court, requesting approval to abolish 2 FTE Cash Clerk positions at paygrade 03P and create 2 FTE Assistant Accounting positions at paygrade 14

File Type: Action Report

REQUEST

A report from the Milwaukee County Clerk, Clerk of Circuit Courts, requesting approval to abolish 2 FTE Clerk Cash positions at paygrade 03P and create 2 FTE Assistant Accounting positions at paygrade 14. The new Assistants Accounting positions will incorporate the responsibilities of the former Clerk Cash positions.

POLICY

The maximum number of positions and/or the maximum number of employee hours in a given classification are approved as part of the annual adopted budget. Changes to the authorized number of positions outside of the budget process require approval by the Milwaukee County Board of Supervisors.

Wisconsin State Statutes:	Wis Stats 59.17
Milwaukee County Ordinances:	MCGO 17.28
Specific Adopted Budget:	2022 Adopted Budget

BACKGROUND

The 2022 Adopted Budget includes three (3.0) FTE Clerk Cash positions. Currently one of the positions is filled and two of the positions have been vacant for several months. These positions are located in the Criminal Division, and Division administrators have had an extremely difficult time recruiting anyone for these vacancies given the low pay levels attached to the positions. Clerk Cash positions currently perform a number of cash-handling and basic customer service duties.

In order to recruit individuals needed to perform these critical Division functions, the COCC office proposes to abolish two of the Clerk Cash positions and create two Assistant Accounting positions. In addition to performing basic Clerk Cash duties, Assistant Accounting positions perform other duties such as receipting large volumes of cash, checks and/or credit card transactions, processing adjustments and bail refunds, and processing collection referrals owed to the county and/or state.

Regarding the one currently filled Clerk Cash position, the COCC office plans to submit a reclassification request that would require separate Board approval.

ALIGNMENT TO STRATEGIC PLAN

The request for this position action aligns with the county’s strategic plan to ensure that we can continue determining what, where, and how we deliver services to advance health equity (i.e., “Bridge the Gap”). To that end, appropriate staffing is needed to support the functions associated with this critical program.

POSITION INFORMATION:

Action	Title	Hourly Rate Range	Annual Salary Range
Abolish	Clerk Cash (03P)	\$15.46-\$19.84	\$32,281-\$41,424
Create	Assistant Accounting (14)	\$19.45-\$21.81	\$40,614-\$45,533

FISCAL EFFECT

A fiscal note is attached.

TERMS

The requested position action would be effective upon approval by the Milwaukee County Board of Supervisors.

VIRTUAL MEETING INVITES

George Christenson, Clerk of Circuit Court - George.Christenson@milwaukeecountywi.gov

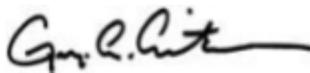
Jon Janowski, Senior Administrator - Jonathan.Janowski@milwaukeecountywi.gov

PREPARED BY:

Jon Janowski, Senior Administrator, Clerk of Circuit Court office

APPROVED BY:

George Christenson, Milwaukee County Clerk of Circuit Courts



George Christenson, Milwaukee County Clerk of Circuit Court

ATTACHMENTS:

None.

cc: Kelly Bablitch, Chief of Staff, Milwaukee County Board of Supervisors
Janelle M. Jensen, Legislative Services Division Manager, Office of the County Clerk