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From the Director of Total Rewards, Department of Human Resources, requesting approval of the classification of a Clerical Specialist (title code 00012861, pay grade 05P) position in the Office of the Clerk of Circuit Court/Register in Probate, by recommending adoption of the following:

A RESOLUTION

WHEREAS, the Clerk of Circuit Court/Register in Probate, is requesting the creation of one Clerical Specialist position; and

WHEREAS, the request to create the positions is being reviewed separately by the Committee on Finance and Audit; and

WHEREAS, the Department of Human Resources is responsible for assessing the duties associated with the position and providing a job title and compensation recommendation to the Committee on Personnel; and

WHEREAS, the Committee on Personnel, at its meeting of July 17, 2017, recommended adoption of File No. 17-526 (vote 5-0); now, therefore,

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

Recommended Title	Clerical Specialist
Department	Clerk of Circuit Court/Register in Probate
Org. Unit	2000
Title Code	00012861
Number of Positions	1
Pay Grade	05P
Bottom Step \$(Annual)	\$33,509.23
Top Step \$(Annual)	\$42,970.18

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