


COUNTY OF MILWAUKEE
Inter-Office Communication

Date: May 14th, 2025

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

From: Anna Hodges, Clerk of Circuit Court 

Subject: Combined Court Related Operations requests to abolish 1.0 FTE Clerical Specialist (paygrade NR14) and create 1.0 FTE Jury Services Supervisor (paygrade NR20)

File Type: Action Report

REQUEST

The Clerk of Circuit Court is requesting authorization to abolish 1.0 FTE Clerical Specialist position and to create 1.0 FTE Jury Services Supervisor. The requested position is needed to assist the Jury Services Manager in the administration of the Jury Management Division in Agency 200 – Combined Court Related Operations, including programmatic and personnel management, records processing and retention, and payment of jury stipends. This division welcomes 18,000 jurors annually and is often the only contact the public has with the courts. This department can be the foundation of public opinion of the courts and Milwaukee County government as a whole.

POLICY

Wisconsin State Statutes:	Wis Stats 59.17
Milwaukee County Code of General Ordinances:	MCGO 17.05(1)
Specific Adopted Budget:	2025 Adopted Budget

BACKGROUND

Historically, Jury Management has been staffed with a single manager in a leadership role and 4.0 FTE Clerical Specialists in administrative positions. Thus, all high level supervision, training, coordination, and oversight falls on the Jury Services Manager. When the Jury Services Manager is absent or when high profile cases go to trial, a Clerical Specialist shoulders the responsibilities of the Jury Services Manager. The abolish/create is needed to support the department leader, allow an appropriately titled and compensated staff member to have increased responsibilities, and address succession planning for this vital area.

The duties of the Jury Services Supervisor include supporting the Jury Services Manager in their functions, training staff, overseeing the process of summoning jurors,

responding to juror questions and requests for adjournments or waivers, tracking juror attendance and assignment to courtrooms, responding to requests for data and records, ensuring staff follow Wisconsin statutes regarding record retention, reviewing weekly juror payment processing, and other activities as assigned to ensure smooth operations of the department.

This position was not included in the 2025 Adopted Budget for Combined Court Related Operations because it only became clear over the course of the last year that this position was needed. With an influx of new staff members in this area and unexpected leave, one of the longest-serving Clerical Specialists was shouldering these duties without appropriate compensation or recognition. This highlighted the need for long-term planning to meet the needs of the community and courts at the high level expected from this department.

ALIGNMENT TO STRATEGIC PLAN

Describe how the item aligns to the objectives in the strategic plan:

1A: Reflect the full diversity of the County at every level of County government

1B: Create and nurture an inclusive culture across County government

2C: Apply a racial equity lens to all decisions

3C: Dismantle barriers to diverse and inclusive communities

This creation of 1.0 FTE Jury Services Supervisor allows for appropriate compensation and recognition for duties above and beyond the role of Clerical Specialist, improving pay equity for the work performed. It also supports a welcoming and efficient Jury Management Office allowing thousands of Milwaukee County residents to have a positive experience serving jury duty.

FISCAL EFFECT

The anticipated date of hire would be July 6th, 2025 (pay period 14). Any additional fiscal impact of this position change would be absorbed within the Agency's personnel services budget.

POSITION INFORMATION

<u>Action</u>	<u>Title</u>	<u>Pay Range</u>	<u>Annual Salary Range – 2088 Hours</u>
Abolish	Clerical Specialist	NR14	\$16.70 - \$25.05
Create	Jury Services Supervisor	NR20	\$23.68 - \$35.52

VIRTUAL/HYBRID MEETING INVITES

Anna Hodges, Clerk of Circuit Court (anna.hodges@wicourts.gov)

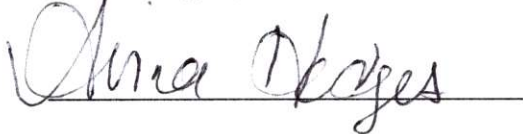
Mary L. Ferwerda, Chief Deputy Clerk of Circuit Court (mary.ferwerda@wicourts.gov)

PREPARED BY:

Mary L. Ferwerda, Chief Deputy Clerk of Circuit Court, Combined Court Related Operations

APPROVED BY:

Anna Hodges, Clerk of Circuit Court

A handwritten signature in black ink, appearing to read "Anna Hodges", is written over a horizontal line.

[Insert Department Head name here, signature above]

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