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Report from the Milwaukee County Clerk of Circuit Court (Agency 200) requesting approval to abolish 2.0 FTE Sr. Assistant Clerical positions (paygrade NR14), and create 2.0 FTE Clerical Specialist positions (paygrade NR 14), by recommending adoption of the following:

**A RESOLUTION**

WHEREAS, the Office of the Clerk of Circuit Court (the Clerk of Circuit Court), Combined Court Related Operations, seeks to abolish 2.0 Full Time Equivalent (FTE) Senior (Sr.) Assistant Clerical positions and create 2.0 FTE Clerical Specialist positions; and

WHEREAS, the 2024 Adopted Budget authorizes 2.0 FTE Sr. Assistant Clerical positions, which are currently vacant due to recent retirements; and

WHEREAS, the Clerical Specialist positions are vital to the operations of the Clerk of Circuit Court, Combined Court Related Operations, in servicing the needs of the public; and

WHEREAS, the creation of these two positions will meet the Clerk of Circuit Court's needs associated with the performance of senior level clerical work, including:

- Preparation of Consolidated Court Automation Programs case files
- Generating and processing documents
- Scheduling court dates
- Creating and clearing warrants
- Verifying accuracy of data
- Maintaining the court substitution line and records
- Coordinating daily court calendars and hearings, to ensure that all parties are present virtually or in person

; and

WHEREAS, additionally, it will allow the Clerk of Circuit Court more flexibility in assigning day-to-day clerical duties, which require an advanced skillset; and

WHEREAS, the Committee on Personnel, at its meeting of September 3, 2024, recommended adoption of File No. 24-588 (vote 5-0); now, therefore,

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

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Recommended Title	Clerical Specialist
Agency (Department)	Agency 200 – Office of the Clerk of Circuit Court (the Clerk of Circuit Court)
Organization (Low Org.)	2863
Number of Positions	2.0
Pay Grade	NR14
Pay Grade Range	\$16.37 to \$24.55

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; and

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BE IT FURTHER RESOLVED, the County Board hereby authorizes and approves the following position actions for the Clerk of Circuit Court, Combined Court Related Operations, effective July 1, 2024:

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Action	Title	Number of Positions	Pay Grade
Abolish	Senior Assistant Clerical	2	NR14
Create	Clerical Specialist	2	NR14

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