

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

Date: March 20, 2015

To: Marina Dimitrijevic, Chair, County Board of Supervisors

From: District Attorney's Office

Subject: Extension of Darlene Fuller's Temporary Assignment to Higher Classification

We are requesting, pursuant to section 17.085 of the county general ordinances, the extension of Darlene Fuller's temporary assignment to the higher classification (TAHC) of senior executive assistant (NR) to May 30, 2015, or when the vacancy is filled by regular appointment, whichever occurs first.

The senior executive assistant (NR) position, which serves as the executive assistant for the district attorney and chief deputy district attorney, has been vacant since the death of Sheila Stanelle, the previous incumbent, on November 14, 2014. Ms. Stanelle went on medical leave in June 2014.

We made a TAHC appointment of Darlene Fuller, a clerical assistant 1 with more than 16 years of varied experience in the district attorney's office, to the senior executive assistant position on November 10, 2014, for eight weeks until January 3, 2015. The TAHC then was extended for another 90 days and expires on April 3.

We promptly filed a certification request with the department of human resources to fill the senior executive assistant position, but the initial recruitment was cancelled because the qualifications listed for the position were incorrect. Human resources has scheduled an examination for the position on March 19 and March 24, and should be able to send us a certification list no later than the end of March. Based on experience, we will need approximately 30 to 45 days to interview and evaluate the candidates and to conduct a background investigation. In the meantime, we must provide administrative support for the district attorney and chief deputy district attorney.

For these reasons, we are requesting the extension of Darlene Fuller's TAHC to May 30, 2015, or when the vacancy is filled by regular appointment, whichever occurs first.

Respectfully Submitted,

For John T. Chisholm  
District Attorney

*James J. Martin*

James J. Martin  
Deputy District Attorney