

COUNTY OF MILWAUKEE
Inter-Office Communication

Date: June 6, 2024

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

From: Anna Hodges, Milwaukee County Clerk of Circuit Court *AH*

Subject: Report from the Milwaukee County Clerk of Circuit Court, requesting approval to abolish 2.0 FTE Sr. Assistant Clerical positions at paygrade NR14 and create 2.0 FTE Clerical Specialist positions at paygrade NR14.

File Type: Action Report

REQUEST

A report from the Milwaukee County Clerk of Circuit Court, requesting approval to abolish 2.0 FTE Sr. Assistant Clerical positions at paygrade NR14, and create 2.0 FTE Clerical Specialist positions at paygrade NR14.

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:	2024 Adopted Budget

BACKGROUND

The 2024 Adopted Budget authorizes 2.0 FTE Sr. Assistant Clerical positions. Due to recent retirements, these positions are currently vacant. The Clerical Specialist positions are vital positions to the department's operations in servicing the needs of the public. The creation of these two positions will meet the departmental needs associated with the performance of senior level clerical work, including: Preparation of CCAP case files, generating and processing documents, scheduling court dates, creating and clearing warrants, verifying accuracy of data, maintaining the Court substitution line and records, and coordinating daily court calendar and hearings to ensure that all parties are present virtually or in-person. Additionally, it will allow the department more flexibility in assigning day-to-day clerical duties which require an advanced skillset.

ALIGNMENT TO STRATEGIC PLAN

Describe how the item aligns to the objectives in the [strategic plan](#):

- 2A: Determine what, where, and how we deliver services to advance health equity.
- 2B: Break down silos across County government to maximize access to and quality of services offered.
- 2C: Apply a racial equity lens to all decisions.
- 3A: Invest “upstream” to address root causes of health disparities.

FISCAL EFFECT

A fiscal note is attached.

POSITION INFORMATION:

Action	Title	Hourly Rate Range	Annual Salary Range
Abolish	Sr Assistant Clerical (NR14)	\$16.37-\$24.55	\$34,049-\$51,064
Create	Specialist Clerical Cts (NR14)	\$16.37-\$24.55	\$34,049-\$51,064

VIRTUAL MEETING INVITES

- Anna Hodges
- Mary Ferwerda
- Samotria Matthews
- Kellee Wilbourn

TERMS

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

PREPARED BY:

Anna Hodges, Milwaukee County Clerk of Circuit Court

APPROVED BY:

Anna Hodges, Milwaukee County Clerk of Circuit Court

Anna Hodges, Milwaukee County Clerk of Circuit Court

ATTACHMENTS:

None.

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