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From the Clerk of Circuit Court, requesting authorization to abolish 2.5 Full Time Equivalent (FTE) Senior Clerical Assistant (title code 00000800, pay range 5P) positions, and 1.0 FTE Court Services Clerk (title code 00004048, pay grade 12) position; and create 2.0 FTE Deputy Court Clerk (title code 00008780, pay range 19Z) positions in the Office of Family Court Commissioners, and 1.0 FTE Deputy Division Administrator (title code 00010821, pay range 28M) position in the Civil Division, Combined Court Related Operations, by recommending adoption of the following:

A RESOLUTION

WHEREAS, the Clerk of Circuit Court requests the following position actions; and

WHEREAS, the Deputy Court Clerk positions would be responsible for processing cases filed by the Department of Child Support Services and would be 67 percent funded by outside revenue; and

WHEREAS, the Deputy Division Administrator would help manage multiple functions in the Civil Division; and

WHEREAS, all positions requested to be abolished are vacant and do not represent critical needs at this time; and

WHEREAS, the request would result in a net cost decrease; and

WHEREAS, the Department of Administrative Services approves the requested position actions; and

WHEREAS, the Committee on Finance and Audit, at its meeting of October 31, 2016, recommended adoption of the Clerk of Circuit Court’s request (vote 7-0); now, therefore,

BE IT RESOLVED, that the following position actions are approved for Combined Courts Related Operations, effective November 4, 2016:

<u>Action</u>	<u>Title</u>	<u>No. of Positions</u>	<u>Pay Range</u>
Abolish	Court Services Clerk	1	12
Abolish	Senior Clerical Assistant	3	05P
		(Full Time Equivalent)	
Create	Deputy Division Administrator	1	28M
Create	Deputy Clerk Court	2	25K