

Report from the Milwaukee County Clerk of Circuit Court, requesting approval to abolish 24 FTE Sr. Assistant Clerical positions at paygrade 04P and create 22 FTE Clerical Specialist positions at paygrade 05P, by recommending adoption of the following:

### A RESOLUTION

WHEREAS, the 2022 Adopted Budget authorizes 37 Senior Assistant Clerical positions in Combined Court Related Operations (the Department), and based on information provided by the Department of Human Resources (DHR) on October 11, 2022, currently 24 of those positions are vacant; and

WHEREAS, Clerical Specialists perform senior level clerical work, including preparation of Consolidated Court Automation Program (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 the daily court calendar and hearings to ensure that all parties are present virtually or in-person; and

WHEREAS, the creation of the Clerical Specialist positions would be a recruitment tool for the Department, and enable it to fill positions that are capable of working within the CCAP system to eliminate the existing backlog of cases; and

WHEREAS, DHR has reviewed this position change request, and has determined the appropriate classification (Clerical Specialist) and pay grade (05P), and has submitted a report included in this file; and

WHEREAS, the Office of Strategy, Budget, and Performance has reviewed this request with respect to need, appropriateness, and funding availability as required per Section 59.60(10), Wisconsin State Statutes, and has submitted a report included in this file; and

WHEREAS, the Committee on Personnel, at its special meeting of November 16, 2022, recommended adoption of File No. 22-1067 (vote 4-0); now, therefore,

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

|                     |                              |
|---------------------|------------------------------|
| Recommended Title   | Clerical Specialist          |
| Agency (Department) | 200 – Clerk of Circuit Court |
| Org. (Low Org)      | 2000 – Various               |
| Number of Positions | 22                           |
| Pay Grade           | 05P                          |
| Step 01 (Annual)    | \$37,164.72                  |
| Step 02 (Annual)    | \$38,484.60                  |
| Step 03 (Annual)    | \$39,775.92                  |
| Step 04 (Annual)    | \$41,100.90                  |
| Step 05 (Annual)    | \$42,424.86                  |
| Step 06 (Annual)    | \$43,724.34                  |
| Step 07 (Annual)    | \$45,044.22                  |
| Step 08 (Annual)    | \$46,336.56                  |
| Step 09 (Annual)    | \$47,640.12                  |

; and

BE IT FURTHER RESOLVED, the County Board hereby authorizes and approves the following position actions for the Clerk of Circuit Court, effective Pay Period 23, beginning November 12, 2022:

| Action  | Title                     | Number of Positions | Pay Grade |
|---------|---------------------------|---------------------|-----------|
| Abolish | Senior Assistant Clerical | 24                  | 04P       |
| Create  | Clerical Specialist       | 22                  | 05P       |

srb  
11/16/2022  
\\Fi01wpchc\comclerk\$\Committees\2022\November\PER - Special November 16\Resolutions\22-1067 Clerk of Court  
Abolish 24 Create 22-Multiple Divisions.docx