

Report from the Milwaukee County Clerk of Circuit Court, requesting approval to abolish 2 FTE Cash Clerk positions at paygrade 03P and create 2 FTE Assistant Accounting positions at paygrade 14, by recommending adoption of the following:

### A RESOLUTION

WHEREAS, the 2022 Adopted Budget authorizes three Clerk Cash positions in Combined Court Related Operations (the Department), and based on information provided by the Department of Human Resources (DHR), currently two of those positions are vacant, and one of those positions is filled; and

WHEREAS, Accounting Assistants perform standard and non-standard fiscal work such as receipting large volumes of cash, checks and/or credit card transactions, processing adjustments and bail refunds, and processing collection referrals owed to Milwaukee County and/or the State of Wisconsin (the State); and

WHEREAS, creation of the two Accounting Assistant positions would be a recruitment tool for the Department, and enable it to fill positions that generally collect and receive payment for court-ordered financial obligations; and

WHEREAS, DHR has reviewed this position change request, and has determined the appropriate classification (Assistant Accounting) and pay grade (14), 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. 22-1069 (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 position as outlined in the report hereto attached to this file and summarized below:

Recommended Title	Assistant Accounting
Agency (Department)	200 – Clerk of Circuit Court
Org. (Low Org)	2836 - Criminal
Number of Positions	2
Pay Grade	14
Step 01 (Annual)	\$40,614.36
Step 02 (Annual)	\$41,839.38
Step 03 (Annual)	\$43,034.82
Step 04 (Annual)	\$44,163.96
Step 05 (Annual)	\$45,532.80

; 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	Clerk Cash	2	03P
Create	Assistant Accounting	2	14

srb  
11/16/2022  
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