

Agency 200 - Combined Court Related Operations requests to create 10.0 FTE Clerical Specialist, Pay Grade NR14, by recommending adoption of the following:

**A RESOLUTION**

WHEREAS, the 2024 Adopted Budget authorizes 72.0 Full Time Equivalent (FTE) Clerical Specialist positions, and currently zero of those positions are vacant; and

WHEREAS, Clerical Specialists are located throughout Combined Court Related Operations (Combined Courts) and are a critical part of the day-to-day operations, performing tactical-level administrative duties, including preparation and creation of Consolidated Court Automation Program case files, generating and processing documents, judgement creation, scheduling court dates, creating and clearing warrants, verifying accuracy of data, maintaining the Combined Courts substitution line and records, various customer service lines, and coordinating daily Combined Courts calendars and hearings to ensure that all parties are present virtually or in-person; and

WHEREAS, Combined Courts operated under a lean model in 2023 and intentionally held several positions open to streamline processes for more optimal efficiency; and

WHEREAS, Combined Courts assessed the current staff, and provided training on processes and procedures accordingly as operations were streamlined; and

WHEREAS, Combined Courts is now challenged with increased volume as the criminal case backlog is addressed, as well as the restructuring of the Civil Division, Combined Courts, to address the increased resources needed in the small claims area, and as such, additional staffing is needed to ensure we continue to meet the increased demand and deliver high-quality services to the public; and

WHEREAS, the Committee on Personnel, at its meeting of June 4, 2024, recommended adoption of File No. 24-493 (vote 5-0); now, therefore,

BE IT RESOLVED, the Milwaukee County Board of Supervisors (County Board) hereby approves the 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)	2836, 2843, 2812, 2863, 2690
Number of Positions	10.0
Pay Grade	NR14
Pay Grade Range (Hourly)	\$16.37 to \$24.55

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43 BE IT FURTHER RESOLVED, the County Board hereby authorizes and  
44 approves the following position actions for the Clerk of Circuit Court, Combined Court  
45 Related Operations, effective June 23, 2024:

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Action	Title	Number of Positions	Pay Grade
Create	Clerical Specialist	10.0	NR14

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