


COUNTY OF MILWAUKEE INTER-OFFICE MEMORANDUM

DATE: June 7, 2012

TO: Marina Dimitrijevic, Chairwoman
Milwaukee County Board of Supervisors

FROM: John Barrett, Clerk of Circuit Court 

SUBJECT: Abolish/Create

I respectfully request that the positions of Deputy Court Clerk/Judicial Assistant (Part-time), position number 0080, title code 00008780, pay range 19Z, and Deputy Court Clerk/Judicial Assistant (Part-time), position number 0081, title code 00008780, pay range 19Z in County Funded State Court Services (Org. 2800) be abolished upon vacancy and one position of Deputy Court Clerk/Judicial Assistant, position Title code 00008780, pay range 19Z, be created.

These positions ensure the smooth and efficient operation of the courts. The Deputy Court Clerk records the minutes of court proceedings; enters the findings, orders and decisions of the court; maintains the court's calendar; and provides information concerning court proceedings, rules, practices and procedures. A large volume of orders are processed and case filings continue to increase.

Both of these positions will be vacant by August 6, 2012. The incumbents in the part-time positions have accepted fulltime positions. The part-time positions have been used to staff weekend court. Given the cost of benefits, it is now more cost effective to work a flexible schedule and utilize overtime when necessary.

Since both positions are budgeted at 20 hours with benefits, we anticipate a savings of approximately \$30,718 in the creation of the one full time position.

We would appreciate your processing this request for the July 2012 Finance & Audit meeting.

Your consideration and agreement with this request will be greatly appreciated. Any questions should be directed to Brenda Ottesen, Human Resources Manager (Courts).

JS/blo

cc: James Smith, Chief Deputy Clerk of Circuit Court
Kerry Mitchell, Executive Director of Human Resources
Willie Johnson, Jr., Chair, Finance and Audit Committee
David Cullen, Chair, Personnel Committee
Steve Cady, Research Analyst, Finance and Personnel Committee
Josh Fudge, Fiscal Management Analyst, Depart of Administrative Services
Sarah Gunn, Senior Administrator
Brenda Ottesen, Human Resources Manager (Courts)