


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

Probate Division

I respectfully request that the position of Administrative Specialist - Courts, position number 0009, title code 00000075, pay range 7PM, in County Funded State Court Services - (Org. 2800 - 2690) be abolished and one position of Fiscal Assistant 2, position Title code 00004041, pay range 4P, be created. The Administrative Specialist is vacant due to promotion.

The Register in Probate became a part of the Clerk of Circuit Court in 2007. Standards for customer service and timely processing schedules for annual accounts and WATTS reviews have been established and implemented. Due to these changes, the Administrative Specialist position can be abolished and a Fiscal Assistant 2 position can be created to maintain the timely processing of annual accounts and provide direct customer service. The supervisory responsibilities of the Administrative Specialist will be absorbed by the Administrative Assistant III.

Jury Management

I respectfully request that the position of Administrative Assistant, position number 0007, title code 00000040, pay range 6PM, in County Funded State Court Services - (Org. 2800 - 2863) be abolished and one position of Clerical Assistant 2, position Title code 00000045, pay range 4P, be created.

The management/supervisory responsibilities of the Administrative Assistant will be absorbed by the Jury Services Coordinator.

Family Court Commissioner Office

I respectfully request that the position of Secretarial Assistant, position number 0005, title code 00000066, pay range 4P, in County Funded State Court Services - (Org. 2800 - 2422) be abolished and one position of Clerical Assistant 1, position Title code 00000042, pay range 3P, be created.

Due to workflow changes, the duties associated with the Secretarial Assistant position can now be handled by one Secretarial Assistant position and one Clerical Assistant 1.

Criminal Division

I respectfully request that the position of Office Support Assistant 2 (part-time), position number

0008, title code 00000007, pay range 2P, in County Funded State Court Services - (Org. 2800 - 2836) be abolished and one position of Accountant 1, position Title code 00004100, pay range 14, be created.

The financial duties, volume and level of responsibilities have increased in our Criminal division in regard to processing court costs and receipting the bond; including posting to case, refunding bail when appropriate, referring cases for tax intercept, handling all returned checks, issuance of failure to pay notices, issuing commitments for the arrest of the defendant for failure to pay, and reconciling invoices from collections, processing bankruptcy notices. These are all revenue-generating activities and the addition of an Accountant 1 will improve efficiency and productivity.

Additionally, I request two positions of Administrative Specialist - Courts, position number 0020 and 0018, title code 00000075, pay range 7PM, in County Funded State Court Services - (Org. 2800 - 2836) be abolished and two positions of Clerical Assistant 1, 00000042, pay range 3P, be created.

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, Department of Administrative Services
Sarah Gunn, Senior Administrator
Brenda Ottesen, Human Resources Manager (Courts)