

COUNTY OF MILWAUKEE
INTEROFFICE COMMUNICATION

DATE : June 15, 2018

TO : Theodore Lipscomb, Sr. Chairman, County Board of Supervisors

FROM : Joseph Lamers, Budget Director, Department of Administrative Services

SUBJECT : Abolishment of five (5) Sr. Clerical Assistant and two (2) Court Coordinator positions and creation of five (5) Deputy Court Clerk and one (1) Administrative Assistant positions in Combined Court Related Operations.

REQUEST

Combined Court Related Operations is requesting to abolish five (5) Sr. Clerical Assistant and two (2) Court Coordinator positions and create five (5) Deputy Court Clerk and one (1) Administrative Assistant positions in its Civil Division.

BACKGROUND/ANALYSIS

In 2016, the Wisconsin Supreme Court approved Rule Petition 14-03 to begin the transition to mandatory electronic filing by attorneys in the circuit courts. The new rule was enacted as Wis. Stat. s. 801.18. Pursuant to the rollout schedule set by the Wisconsin Supreme Court and the Director of State Courts, e-filing became mandatory for attorneys in Milwaukee County.

The Office of the Family Court Commissioner consists of 10 judicial officers. These commissioners hold 35,000 hearings per year. All cases filed by an attorney must be e-filed to comply with the new statute. When a case is e-filed for a hearing in the Family Court Commissioner's Office, case management by a Deputy Court Clerk is necessary to process the action before, during, and after the hearing. The new statute has created additional need for Deputy Court Clerks for the Civil Division. These five positions will be assigned to the Family Court Commissioner's Office to staff the remaining courtrooms. The addition of these five Deputy Court Clerk positions will allow the department to cover time away (vacations, sick time, etc.) and handle overflow. They will also staff and provide coverage in hearing rooms that have previously been unstaffed.

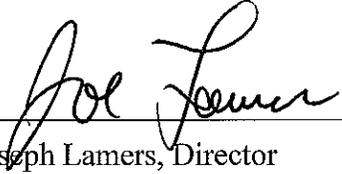
A shift in responsibilities and efficiencies has allowed for the abolishment of the five (5) Sr. Clerical positions. This shift has also lead to the creation of the Administrative Assistant position. This position will provide administrative and support functions to the Deputy Division Administrator, maintaining confidential documents, and assisting in the processing of e-file conversions. All positions set to be abolished are currently vacant.

FISCAL IMPACT

The position changes being requested will result in a decrease in expenditures for the remainder of 2018 in the amount of \$12,280. A reduction of \$26,606 in salary and benefit expenditures is expected.

RECOMMENDATION

The Department of Administrative Services-Performance, Strategy and Budget recommends that the request to abolish 5.0 FTE Sr. Clerical Assistant and 2.0 FTE Court Coordinator positions and creation of 5.0 FTE Deputy Court Clerk and 1.0 FTE Administrative Assistant positions be approved.



Joseph Lamers, Director
Office of Performance, Strategy and Budget
Department of Administrative Services