

RESOLUTION

NO: 2018-03-048

LIVINGSTON COUNTY

DATE: March 19, 2018

Resolution Authorizing Reorganization of the County Clerk Legal Division – County Clerk

WHEREAS, the County Clerk desires to increase office efficiencies, improve customer service, and address succession planning within the County Clerk Legal Division; and

WHEREAS, Resolution Number 2018-02-087 PC approved the job evaluations for three positions within the County Clerk’s Legal Division; and

WHEREAS, the County Clerk is not seeking to increase personnel in the Legal Division but rather create the new positions of Deputy Court Clerk and Division Supervisors and reorganize as illustrated below:

Current				Proposed			
Position #	Description	Stat	# Emps	CY FTE	Position #	Description	CY FTE
21599101	CHIEF DEPUTY	A	1	1.000	21599101	CHIEF DEPUTY	1.000
21599102	JUDCL CT RETNTN CLK	A	1	0.500	21599102	Deputy Circuit Court Clerk	0.500
21599103	SR DEP CIRCT CLERK	A	0	1.000	21599103	Senior Deputy Circuit Ct Clk	1.000
21599104	DEP COURTROOM CLERK	A	1	1.000	21599104	Division Working Supervisor	1.000
21599105	DEP COURTROOM CLERK	A	1	1.000	21599105	Division Working Supervisor	1.000
21599106	DEP COURTROOM CLERK	A	1	1.000	21599106	Deputy Circuit Court Clerk	1.000
21599107	CIRCUIT CT JUDICIAL	A	1	1.000	21599107	Deputy Circuit Court Clerk	1.000
21599108	CIRCUIT CT JUDICIAL	A	1	1.000	21599108	Deputy Circuit Court Clerk	1.000
21599109	DEP CLERK COLLECTION	A	1	1.000	21599109	Division Working Supervisor	1.000
21599110	DEP CLERK CUST SVC	A	1	1.000	21599110	Deputy Circuit Court Clerk	1.000
21599111	JUDCL CT RETNTN CLK	A	1	0.730	21599111	Deputy Circuit Court Clerk	0.730
21599112	DEP CLERK CUST SVC	A	1	1.000	21599112	Deputy Circuit Court Clerk	1.000
21599113	DEP CLERK CUST SVC	A	1	0.600	21599113	Deputy Circuit Court Clerk	0.600
				11.830			11.830

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners authorizes the creation of the positions of Deputy Court Clerk and Division Supervisor as reflected above and the County Clerk is authorized to fill these positions with staff currently working within the County Clerk Legal Division.

BE IT FURTHER RESOLVED that the Livingston County Board of Commissioners authorizes the necessary budget amendment to effectuate the above.

#	#	#
MOVED:	Commissioner C. Griffith	
SECONDED:	Commissioner G. Childs	
CARRIED:	Roll Call Vote: (8): D. Parker, D. Dolan, W. Green, D. Domas, D. Helzerman, R. Bezotte, C. Griffith, and G. Childs; No (0); Absent: K. Lawrence	