



# ELIZABETH HUNDLEY LIVINGSTON COUNTY CLERK

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**COUNTY CLERK**  
200 East Grand River  
Howell, Michigan 48843-2399  
517-546-0500

**CIRCUIT COURT CLERK**  
204 S. Highlander Way, Suite 4  
Howell, Michigan 48843-1953  
517-546-9816

E-mail: [ehundley@livgov.com](mailto:ehundley@livgov.com)

## MEMORANDUM

**TO: LIVINGSTON COUNTY BOARD OF COMMISSIONERS**

**FROM: BETSY HUNDLEY – COUNTY CLERK**

**RE: COUNTY CLERK LEGAL DIVISION REORGANIZATION**

**DATE: FEBRUARY 22, 2018**

The County Clerk's Legal Division currently operates with little or no formal organizational structure. Our 53<sup>rd</sup> District Court and many other Circuit Courts are set up with a formal division structure. My goal is a long-term vision to increase efficiencies, improve customer service, and address succession planning by creating divisions within the County Clerk's Legal Division.

I am requesting the reorganization of the County Clerk Legal Division by:

- Creating Civil, Criminal, Customer Service, and Domestic Divisions within the County Clerk's Legal Division.
- Creating Working Supervisor positions to lead each division.
  - Each Working Supervisor will serve as a courtroom clerk.
- Selecting one of the Division Working Supervisors as a Senior Deputy Circuit Court Clerk.
  - This Senior Deputy Circuit Court Clerk will serve as the Legal Division supervisor in the absence of the Chief Deputy County Clerk and provide guidance to other Working Supervisors.
- Remaining positions within the County Clerk's Legal Division will be retitled as Deputy Court Clerks.

I am **not** seeking to increase our FTE's. This entire reorganization will take place within our existing FTE's.

**COUNTY CLERK CIRCUIT COURT DIVISION**

Current Positions		Requested Positions	
Position Title	Full - Time #	Position Title	Full - Time #
Chief Deputy County Clerk	1	Chief Deputy County Clerk	1
Senior Deputy Circuit Court Clerk	1	Senior Deputy Circuit Court Clerk	1
Deputy Courtroom Clerks	3	Division Working Supervisors	3
Deputy Circuit Court Clerk – Customer Service	4	Deputy Circuit Court Clerk	5
Deputy Circuit Court Clerk - Collections	1	Deputy Circuit Court Clerk PT-29	.73
Judicial Court & Retention Clerk	.73	Deputy Circuit Court Clerk PT-24	.60
Judicial Court & Retention Clerk	.60	Deputy Circuit Court Clerk PT-20	.50
Judicial Court & Retention Clerk	.50		
<b>Totals:</b>	<b>11.83</b>	<b>Totals:</b>	<b>11.83</b>

There are many advantages to this recommendation:

- Will allow for the addition of a third circuit court judge. Senate Bill 0525 (2017) was signed by Governor Snyder on January 30, 2018. This legislation reorganizes the court structure within Livingston County with the addition of a circuit court judge and the elimination of a district court judge at 12 Noon on January 1, 2019.
- Better equips staff to increase the use of OnBase, our electronic imaging system. The Domestic docket is currently the only division utilizing OnBase. Our goal is to bring the Civil division on in the near future with Criminal following. The working supervisor of each division will develop and maintain the catalog that is critical to the success of OnBase.
- Allows flexibility with staff to react more effectively to natural fluctuations in case filings.
- Allows for cross-training to prevent gaps in necessary skills.

Resolution 2018-02-087 PC, approved by the Livingston County Personnel Committee on February 21, 2018, approved the job evaluations for three positions within the County Clerk's Legal Division. The Personnel Committee concurred the Deputy Court Clerk position be classified at Grade 3, the Division Supervisor be classified at a Grade 5, and the Senior Deputy Clerk be classified at a Grade 6.

If you have any questions, please feel free to contact me. I am always available to answer any questions.