



**LIVINGSTON COUNTY, MICHIGAN**  
**LIVINGSTON COUNTY CIRCUIT COURT**

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## Memorandum

**To: Livingston County Board of Commissioners**  
**From: John Evans, Circuit/Probate Administrator**  
**Date: 1/10/2017**  
**Re: Reclassification of a Court Security Officer Position**

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Attached for your review and consideration is a resolution to approve the reclassification of a Court Security Officer position.

Originally, the Court requested 5 full-time Court Security Officers and one full-time Lead Court Security Officer. The Court Security division is responsible for judicial security, courtroom security, building security, and ancillary support security functions. As employees of the Courts, the Court Security Officers perform security and bailiff duties for all judges and attorney referees, as directed. It is essential to the security of all County Court buildings that all of these positions are filled.

After reviewing applications and holding multiple interviews, the Court was unable to hire a final full-time Court Security Officer. However, the Court received interest from two qualified individuals in accepting the positions should the positions be classified as part-time.

This resolution authorizes the reclassification of the remaining vacant full-time Court Security Officer position into two part-time positions. The wages and benefits that would have been paid toward this full-time position would instead be used to fund the two part-time positions.

Should both part-time positions be unable to be filled, the Court would like to reserve the right to hire this position as full-time.

Please feel free to contact me if you have any questions.