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Memorandum

To: Livingston County Board of Commissioners
From: Karen Groenhout, Livingston County Public Defender
Date: August 14, 2023
**Re: Resolution Authorizing the Addition of an Administrative Aide
– Public Defender**

The Livingston County Public Defender's Office is requesting approval to hire an Administrative Aide. As you are aware, the Public Defender's Office is expanding in October 2023. As the time for expansion approaches, job duties are being adjusted among the current Administrative Specialists. It has become clear that the office needs additional administrative staff to handle the volume of work anticipated with the expansion of the office. Therefore, at this time, we will not be proceeding with our previous request for a Paralegal assistant as we believe it is crucial for our office to have adequate administrative support for our operations. Currently, there are several duties that have been covered by Administrative Specialists that are consistent with the lower grade position of Administrative Aide. As the Administrative Specialists take on more attorneys and greater job duties, it is imperative that we relieve them of some of their current tasks. For example, input and data entry, preparing copies, answering the telephones, opening the office, printing daily dockets, fulfilling client requests for copies of police reports, opening police cruiser DVD's to make sure they work, downloading DVD's from evidence.com, labeling storage boxes, closing files, processing incoming and outgoing mail, filing, greeting clients, etc. The position is 100% funded by the MIDC grant.

Please feel free to reach out with any questions or concerns.

Thank you for your time and consideration,

Karen E. Groenhout, Esq.
Livingston County Chief Public Defender
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