



## CONTACT INFORMATION

Requester: Deborah ShawTitle of Requester: Juvenile & Probate Court AdministratorDept. Phone Number/Extension: 7739Date Requested: 01/27/2025

## POSITION INFORMATION

Position Title: Court Clerk - Part TimeSupervisor: Erin Ostwald1. Is the purpose of this request to fill a position as a result of a **vacancy**?Yes ☐ No ☒

If so, name of person last holding this position: \_\_\_\_\_

2. Is the purpose of this request to **reclassify** a current position?Yes ☐ No ☒3. Is the purpose of this request to change the scheduled hours of an existing position? Yes ☐ No ☒ From: \_\_\_\_\_ To: \_\_\_\_\_

If so, name of current incumbent: \_\_\_\_\_

4. Is the purpose of this request to transfer a current position?

Yes ☐ No ☒

If so, Current Department: \_\_\_\_\_ Proposed Department: \_\_\_\_\_

Position Type: Regular ☒ Term/Grant ☐ Temp. ☐ Unpaid ☐ Special ☐Position Status: Full Time (30+) ☐ Part-Time (21-29) ☐ Part-Time (20 or Less) ☒ Number of hours per week: 19 or fewerJustification of request / change of position **(REQUIRED)**: Eliminate position

## FUNDING INFORMATION

20,944.25/yr.

Base Annual Salary: \$20,549.7/hr This position is funded in whole or in part by a grant: Yes ☐ No ☒ % Funded: \_\_\_\_\_Allocation **(Required)**: Current: Org. 10128400 % 100 Proposed (If changing): Org. N/A % \_\_\_\_\_Position will be funded by: General Fund ☒ Enterprise Fund ☐ Special Revenue Fund ☐ Internal Service Fund ☐

## REQUIRED APPROVALS

Supervisor (if applicable) \_\_\_\_\_ Date \_\_\_\_\_

Department Head Deborah Shaw Date 1/23/2025

## HR OFFICE ONLY

Job Class: 1045 Job Title: Court Clerk Grade/Step: CT3 / 1FTE: 0.49 Employee Group: CTS HR Reviewed: Amy Hill Date: 01.23.2025

## BUDGET OFFICE ONLY

Position Control # 14900209 Org. 10128400Funds Available: Yes ☐ No ☐ Object Code: 704000 ☐ 706000 ☐ 706001 ☒Comments: Elimination requires BOC approval

Budget Reviewed: \_\_\_\_\_ Date: \_\_\_\_\_

Resolution #: \_\_\_\_\_ Board Authorized on Date: \_\_\_\_\_