

RESOLUTION

NO: 2025-01-010

LIVINGSTON COUNTY

DATE: January 27, 2025

Resolution Authorizing the Increase in Hours for a Part-Time Deputy Court Clerk from .50 FTE to .70 FTE – District Court

- WHEREAS,** the District Court currently has a Deputy Court Clerk position that is part-time at 20 hours per week who assists both the probation and clerk's divisions; and
- WHEREAS,** the District Court is seeking approval to increase the part-time clerk's hours from 20 hours to 28 hours per week; and
- WHEREAS,** in December 2021 the District Court reduced the civil staff from 4 to 3 clerks due to the decrease in filings during the pandemic; and
- WHEREAS,** since the end of the pandemic, the civil division reported a 12% increase in new filings in 2023 and a 41% increase in new filings in 2024; returning to the pre- pandemic level.

THEREFORE, BE IT RESOLVED the Livingston County Board of Commissioners authorizes the increase in hours from 20 to 28 hours per week for the District Court part-time Deputy Court Clerk position.

CURRENT:

Position#	Description	Group	Grade	FTE	Status
13600226	DEPUTY COURT CLERK- DC	CTS	3	0.50	A

PROPOSED:

Position#	Description	Group	Grade	FTE	Status
13600226	DEPUTY COURT CLERK - DC	CTS	3	0.70	A

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

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MOVED:
SECONDED:
CARRIED: