

Funding Org
10128600

Proposed @ 2025 Annual
2025

Proposed @ 2025 Annual
2025

DEPUTY DC COURT CLERK
CTS - Grade 3 - 0.50 FTE

DEPUTY DC COURT CLERK
CTS - Grade 3 - 0.70 FTE

Elizabeth Nolf

Elizabeth Nolf

Annual Costs

Annual Cost

Annual Cost

Salary	\$	22,013	\$	30,818	
FICA	\$	1,684	\$	2,358	
Pension	\$	-	\$	12,425	
Health	\$	-	\$	-	
Workers Comp	\$	62	\$	86	
Longevity					
Life	\$	53	\$	74	
LTD					
STD					
RHC - Savings					
Total Annual Costs	\$	23,812	\$	45,761	\$ 21,950

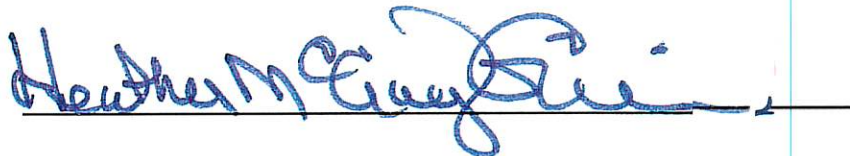
Annual Difference
+ / (-)

Department Director



Date 12/18/24

Court Financial Officer



Date 12/18/2024

Fiscal Services



Date 12/18/2024



CONTACT INFORMATION

Requester: Marisa Lutz Title of Requester: District Court Administrator
Dept. Phone Number/Extension: 7637 Date Requested: December 10, 2024

POSITION INFORMATION

Position Title: Deputy Court Clerk Supervisor: Dorian Harrow

1. 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: 20 To: 28

If so, name of current incumbent: Elizabeth Nolf

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 ☐ **2024 current**

Position Status: Full Time (30+) ☐ Part-Time (21-29) ☐ Part-Time (20 or Less) ☒ Number of hours per week: 20

Justification of request / change of position (**REQUIRED**): Increasing Elizabeth's hours from 20 to 28 hours per week due to the increase in civil filings and MiFILE implementation.

FUNDING INFORMATION

21.79/hr. - 31,726.24 yr. 41,498.29 yr./19.95 hr. Base Annual Salary: _____ This position is funded in whole or in part by a grant: Yes ☐ No ☒ % Funded: _____

Allocation (**Required**): Current: Org. 10113600 % 100 Proposed (If changing): Org. _____ % _____

Position will be funded by: General Fund ☒ Enterprise Fund ☐ Special Revenue Fund ☐ Internal Service Fund ☐

REQUIRED APPROVALS

Supervisor (if applicable) _____ Date _____ Department Head Marisa Lutz Date 12/10/2024

HR OFFICE ONLY

Job Class: 1046 Job Title: Deputy DC Court Clerk Grade/Step: CT3 / 3

FTE: 0.70 Employee Group: CTS HR Reviewed: Amy Hill Date: 12.10.2024

BUDGET OFFICE ONLY

Position Control # 13600226 Org. 10128600

Funds Available: Yes ☐ No ☐ Object Code: 704000 ☐ 706000 ☒ 706001 ☐

Comments: Requires BOC approval

Budget Reviewed: _____ Date: _____

Resolution #: _____ Board Authorized on Date: _____



LIVINGSTON COUNTY, MICHIGAN
TRIAL COURTS

204 S. Highlander Way, Howell, MI 48843
Phone 517.540.7637 Fax 517.548.9445
Email mlutz@livgov.com

MEMORANDUM

To: Livingston County Board of Commissioners

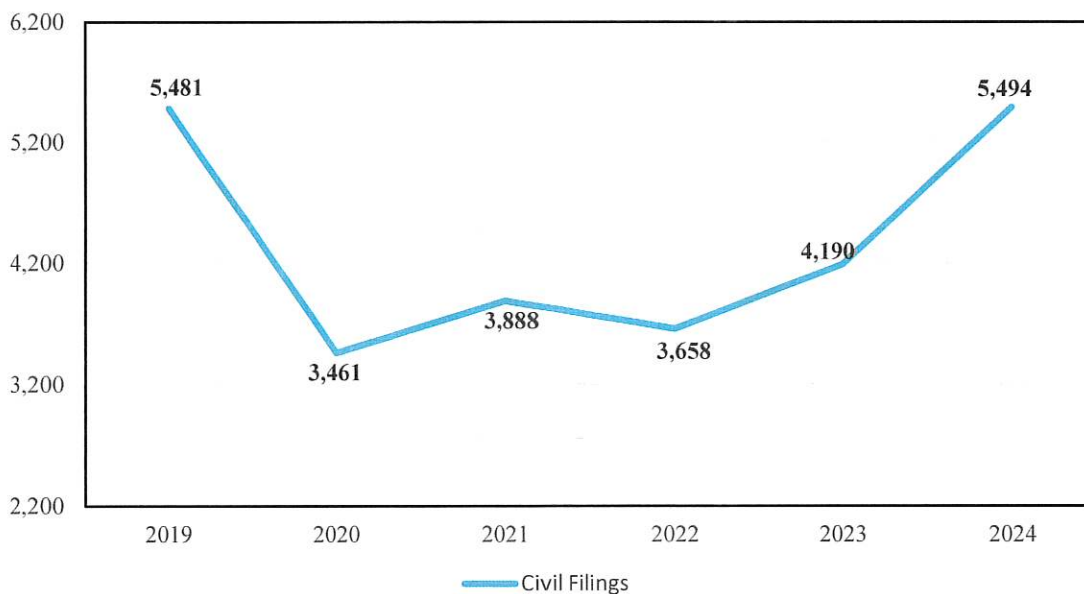
From: Marisa Lutz, District Court Administrator

Date: January 10, 2025

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

The District Court is seeking approval to increase the number of hours of a current part-time Deputy Court Clerk from 20 to 28 hours per week due to a significant increase in filings since December 2023.

Due to the decline in filings as a result of the pandemic, the District Court reduced the number of civil staff by 1 full-time Deputy Court Clerk (from 4 to 3 clerks) as of December 16, 2021. The civil caseload reflects pre-pandemic filings leading to a need for additional clerical hours.



Thank you for your consideration of this matter.