



## CONTACT INFORMATION

Requester: Kayla Grant Title of Requester: Circuit Court Administrator  
Dept. Phone Number/Extension: 7814 Date Requested: 5/22/2025

## POSITION INFORMATION

Position Title: Chief Account Clerk Supervisor: Court Financial Officer

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: \_\_\_\_\_ 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: \_\_\_\_\_

Justification of request / change of position **(REQUIRED)**: Union Appeal. Grade and title change.  
Dawn Ducett is currently in this position.

## FUNDING INFORMATION

31.1574 hr./64,807.39 yr.  
Base Annual Salary: \_\_\_\_\_ This position is funded in whole or in part by a grant: Yes ☐ No ☒ % Funded: \_\_\_\_\_

Allocation **(Required)**: Current: Org. 10128100 ~~000281~~ % 100 Proposed (If changing): Org. 000281 % \_\_\_\_\_

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

## REQUIRED APPROVALS

Supervisor (if applicable) \_\_\_\_\_ Date \_\_\_\_\_ Department Head Kayla Grant Date 5/22/25

## HR OFFICE ONLY

Job Class: 1053 Job Title: Central Services Financial Coordinator Grade/Step: CT7 / 7

FTE: 1.0 Employee Group: CTS HR Reviewed: Amy Hill Date: 05.22.2025

## BUDGET OFFICE ONLY

Position Control # 16800119 Org. 10128100

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

Comments: requires Personnel Committee approval  
reducing operating expenses to cover increased cost

Budget Reviewed: 1502 Date: 5/22/25

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