



CONTACT INFORMATION

Requester: Deborah Shaw Title of Requester: Juvenile & Probate Court Administrator
Dept. Phone Number/Extension: 7739 Date Requested: 04/06/2026

POSITION INFORMATION

Position Title: Court Security Officer Supervisor: Steve Harvey

1. Is the purpose of this request to fill a position as a result of a vacancy? Yes [] No [X]

If so, name of person last holding this position: _____

2. Is the purpose of this request to reclassify a current position? Yes [] No [X]

3. Is the purpose of this request to change the scheduled hours of an existing position? Yes [] No [X] From: ___ To: ___

If so, name of current incumbent: _____

4. Is the purpose of this request to transfer a current position? Yes [] No [X]

If so, Current Department: _____ Proposed Department: _____

Position Type: Regular [X] Term/Grant [] Temp. [] Unpaid [] Special []

Position Status: Full Time (30+) [X] Part-Time (21-29) [] Part-Time (20 or Less) [] Number of hours per week: _____

Justification of request / change of position (REQUIRED): _____

The demand for security at the Judicial Center, Law Center and Brighton Court continues to escalate.

Increased staffing is necessary to meet the critical safety needs of the judiciary, employees and the public.

FUNDING INFORMATION

Base Annual Salary: \$50,877/yr./24.46 hr. This position is funded in whole or in part by a grant: Yes [] No [X] % Funded: _____

Allocation (Required): Current: Org. 10128100.70400 % 100 Proposed (If changing): Org. _____ % _____

Position will be funded by: General Fund [X] Enterprise Fund [] Special Revenue Fund [] Internal Service Fund []

REQUIRED APPROVALS

Supervisor (if applicable) _____ Date _____ Department Head: Deborah Shaw Date: 4/6/2026

HR OFFICE ONLY

Job Class: 4006 Job Title: Court Security Officer Grade/Step: NU5 / 1

FTE: 1.0 Employee Group: NU HR Reviewed: Amy Hill Date: 04.07.2026

BUDGET OFFICE ONLY

Position Control # _____ Org. 10128100

Funds Available: Yes [] No [] Object Code: 704000 [X] 706000 [] 706001 []

Comments: Requires BOC approval to add FTE

Will be using vacancy savings, but may request GF Contingency.

Budget Reviewed: _____ Date: _____

Resolution #: _____ Board Authorized on Date: _____