

1 **70-82012**

2 **RESOLUTION: Amend the Table of Organization for Winnebago County Clerk of Courts**
3 **Office**

4
5 **TO THE WINNEBAGO COUNTY BOARD OF SUPERVISORS:**

6 **WHEREAS**, the current Table of Organization for the Winnebago County Clerk of Court's Office identifies
7 that one (1) full-time Small Claims Clerk position (Pay Range 3A) is currently vacant due to a transfer to a different
8 position, and one (1) full-time Legal Secretary position (Pay Range 3A) is currently vacant due to a resignation; and

9 **WHEREAS**, the Winnebago County Clerk of Courts desires to reclassify one (1) full-time Small Claims Clerk
10 position (Pay Range 3A) to a Clerk/Typist II (Pay Range 2) and one (1) full-time Legal Secretary position (Pay Range
11 3A) to a Court Assistant (Pay Range 4), to better serve the needs of the Clerk of Court's Office and the citizens of
12 Winnebago County, and to create operating efficiency.

13 **NOW, THEREFORE, BE IT RESOLVED** by the Winnebago County Board of Supervisors that it hereby
14 amends the Table of Organization for the Winnebago County Clerk of Courts Office to change one (1) full-time Small
15 Claims Clerk position (Pay Range 3a) to a Clerk/Typist II position (Pay Range 2) and one (1) full-time Legal
16 Secretary position (Pay Range 3A) to a Court Assistant position (Pay Range 4). The job descriptions for all four of
17 these positions are attached to this Resolution.

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19 **Fiscal Note:** The impact is cost neutral. One position moves to a higher pay range, and the other position moves to
20 a lower pay range. As a result, the estimated net effect is \$0.

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22 Respectfully submitted by:
23 **PERSONNEL AND FINANCE COMMITTEE**

24 Committee Vote: **3-0**
25 Vote Required for Passage: **Two-Thirds of Membership**

26
27
28 Approved by the Winnebago County Executive this ____ day of _____, 2012.

29
30 _____
31 Mark L Harris
32 Winnebago County Executive