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CLARK COUNTY STAFF REPORT

DEPARTMENT: Clerk's Office

DATE: March 4, 2013

REQUEST: Add one full time Judicial Proceeding Specialist

CHECK ONE: X Consent CAO

BACKGROUND

We have been advised the third court commissioner position was approved by the Board of County Commissioners. With the approval of the 3rd commissioner there are related effects to this office. In 2008 as departments in the county were being asked to decrease their budgets, the Superior Court Administration did not fill a court commissioner position in 2009 and it has remained vacant to date. The Clerk's office in 2009 eliminated 3 vacant positions and in 2010 2 additional positions were eliminated when the Memorandum of Understanding between our office and the union regarding a reduced work week expired.

We are asking for salary and benefits of an FTE and not asking for any additional funding for office supplies or telephones.

Presently, the clerk's office has just enough Judicial Proceeding Specialists to attend court appearances held by the ten judges, two full-time commissioners and one half-time commissioner. Without the additional staff, the new court commissioner would not have a clerk in court to record minutes of the courts proceedings.

COMMUNITY OUTREACH

There were no community outreach efforts specific to this project.

BUDGET AND POLICY IMPLICATIONS

The addition of a Judicial Proceeding Specialist results in a biennial cost this year of \$110,411 and \$126,185 in the next biennium. The 2013/14 budget adjustment and the FTE adjustment will be presented at the next available supplement budget process.

FISCAL IMPACTS

▼ Yes (see attached form)

□ No

ACTION REQUESTED .

The Clerk's Office requests the approval of a full time Judicial Proceeding Specialist to attend the court hearings generated by this commissioner.



DISTRIBUTION

BOCC Bill Baron Jim Dickman Glenn Olson Human Resources

Baine Wilson Chief Deputy Clerk Approved:

CLARK COUNTY

BOARD OF COMMISSIONERS

march 26,2013

SR 052-13

FISCAL IMPACT ATTACHMENT

Part I: Narrative Explanation

I. A – Explanation of what the request does that has fiscal impact and the assumptions for developing revenue and costing information

There will be a fiscal impact to the budget as shown below. There are no new revenue streams that would cover this FTE.

Part II: Estimated Revenues

	Current	Biennium	Next B	iennium	Second Biennium			
Fund #/Title	GF	Total	GF	Total	GF	Total		
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Total	·	 		<u> </u>				

II. A – Describe the type of revenue (grant, fees, etc.)

There would be no new revenues involved.

Part III: Estimated Expenditures

III. A - Expenditures summed up

	FTE's	Current	Biennium	Next B	iennium	Second Biennium		
Fund #/Title		GF	Total	GF	Total	GF	Total	
110/210 salaries/benefits	1	\$110,411	\$110,411	\$126,185	\$126,185			
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77-4-1		6110 411	6110 411	\$106 105	6106 105			
Total		\$110,411	\$110,411	\$126,185	\$126,185	_		

III. B – Expenditure by object category

		Current	Biennium	Next B	iennium	Second Biennium		
Fund #/Title		GF	Total	GF	Total	GF	Total	
Salary/Benefits		\$110,411	\$110,411	\$126,185	\$126,185			
Contractual					1			
Supplies								
Travel								
Other controllables					:			
Capital Outlays								
Inter-fund Transfers								
Debt Service								
	Total	\$110,411	\$110,411	\$126,185	\$126,185			

CLARK COUNTY EMPLOYEE/POSITION ROSTER CHANGE FORM

Department:	Clerk's O	ffice		=			port Effe	26-Mar-13											
Employee	Fund/Dept	A/D/C ¹	Pos. No.	Pos. Type ²	Current Classification	To Classification	R G	S T	t* Mo. Salary	Pr R G	opose S T	Mo. Salary	Effective Date	Monthly Wage Change	Monthly Benefit Change	Total Change	Months Left in Biennium	Remaining Biennial Impact	Estimated Next Biennia Impact
		A				Clerk's Judicial Proceedings Spec				OW.505	1	2,907	3/26/2013	2,907		5,258		110,411	
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GRAND TOTAL																		110,411	126,18
A=Add; D=Dele Postion Type = Step 1 for hourty	Operating, Pr	oject, Rev	venue, Temp Top of Q2 for	orary, Parttime M1 & M2 positi	(less than 75%), Pe	rtime-Project (less th	an 75%) wai % char	nge).			<u></u> -								
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Prepared by: Department Appr	oval:	Laurie B	NUL U		_ Date _ Date	- G 3	<u>.</u>						System Upo Entered By						
Budget Approval:		77	<u> </u>		Date	= 3/20/0	3						Approved E	∃y:					
Human Resource	es Approval:	V	8/4	Min	Date	3/20/	13						Amount Cu	rrently E	ncumbere	d:			
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