

WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) REQUEST FORM

Date: 6/01/2023 Weekly Agenda Date: 6/06/2023

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: James Loomis

WORDING FOR AGENDA ITEM:

Create new Clerk II position for County Attorney Fine Collection Department

ACTION REQUIRED:

- Approve Ordinance Approve Resolution Approve Motion
Public Hearing Other: Informational Attachments

EXECUTIVE SUMMARY:

Criminal attorney's and staff moving to new Judicial Center when completed. This will leave the fine collection 1 legal secretary, 1 half time attorney and 1 civil attorney in Courthouse.

BACKGROUND:

Criminal attorney's and staff moving to new Judicial Center which will leave fine collections and our civil attorney in the Courthouse. Need to add a new Clerical II position to interact with the public both in person and/or on the phone, perform routine clerical tasks, filing, processing mail, inputting data, making copies etc.

FINANCIAL IMPACT:

Budget Amount - Gross \$38006.92; Deductions \$21,865.81; Taxes \$2,760.66; Net Pay \$62,633.39

IF THERE IS A CONTRACT INVOLVED IN THE AGENDA ITEM, HAS THE CONTRACT BEEN SUBMITTED AT LEAST ONE WEEK PRIOR AND ANSWERED WITH A REVIEW BY THE COUNTY ATTORNEY'S OFFICE?

Yes No

RECOMMENDATION:

We are asking that a new Clerk II position be added to our Fine Collection Division.

ACTION REQUIRED / PROPOSED MOTION:

Approve Clerk II position in the County Attorney Fine Collection Division.