RECOMMENDED ACTION AND JUSTIFICATION:

(Policy Item: Yes___ No___)

Resolution amending the allocation list by reclassifying the position of Assistant County Clerk (Range 177-193) to Administrative Court Clerk/Jury Commissioner (Range 164-180) Effective January 12, 1993 and adopting the attached job description.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

A reclassification study was conducted by the Administrative Officer for the position of Administrative Court Clerk/Jury Commissioner from Assistant County Clerk due to the reorganization of the courts and the need for an administrative court clerk in the combined courts function. The position of Assistant County Clerk was no longer the effective classification for that position, since the courts had reorganized and the County Clerk became an autonomous function from its previous proximity to the Superior Court.

The reclassification recommends a range of 164-180, based upon the salary ranges of the Clerk of the Board of Supervisors (166-182) and the Administrative Assistant in the D.A.'s office (173-189), reduced somewhat due to the limited supervision responsibilities of the position.

This recommended range results in a decreased range from the employee's previous classification. The attached agreement between the Administrative Officer and the reclassified employee, Marlene Romeike, establishes no change in the present salary range of the employee until the maximum of the new range exceeds the salary of the employee, as provided in the M.O.U. governing management employees. It is recommended that the reclassified employee remain in the management and confidential employees association.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

1. Adopt this resolution;
2. Do not adopt the resolution; the Assistant County Clerk may be working out of class;
3. Develop changes in the recommended classification and/or salary and adopt with changes.

SPECIAL INSTRUCTIONS:

List the attachments and number the pages consecutively:
Memorandum of Agreement dated 12/18/92
Job Description

ADMINISTRATIVE OFFICER'S RECOMMENDATION:

This item on agenda as:

Recommended
Not Recommended
For Policy Determination
Submitted with Comment
Returned for Further Action

Comment:

A.O. Initials:

MARIPOSA COUNTY
BOARD OF SUPERVISORS
AGENDA ACTION FORM
DATE: Jan 12, 1993
DEPARTMENT: Personnel
BY: Jeffrey G. Green
PHONE: 966-3625
Personnel Officer

COSTS: (x) Not Applicable
A. Budgeted current FY $________
B. Total anticipated costs $________
C. Required additional funding $________
D. Internal transfers $________

SOURCE:
A. Unanticipated revenues $________
B. Reserve for contingencies $________
C. Source description: Balance in Reserve for Contingencies, if approved: $________

CLERK'S USE ONLY:
Res. No.: 92-32
Ord. No.
Vote - Ayes: ______
Noes: ______
Absent: ______
Approved: ______
Denied: ______
Abstained: ______
Minute Order Attached: ______
No Action Necessary: ______

The foregoing instrument is a correct copy of the original on file in this office.
Date: __________

MARGIE WILLIAMS, Clerk of the Board
County of Mariposa, State of California

By: Deputy

A.O. Initials: __________
December 18, 1992

To: Mickie Romeike, Assistant County Clerk

From: John W. McCamman, Administrative Officer

Subject: Reclassification
Assistant County Clerk to Administrative Court Clerk/Jury Commissioner

I have performed a reclassification study of your position based upon the recent reorganization of the courts operations. Based upon that class study, I have determined to recommend to the Board of Supervisors the adoption of the attached job specification and to recommend the salary range of 164-180. This range results from a comparison to other significantly responsible key support positions, including the Clerk of the Board of Supervisors (166-182) and the Administrative Assistant in the D.A.'s office (173-189), reduced somewhat due to the limited supervision responsibilities of the position.

This salary range reflects a significant reduction from your current range of 177-193. Under provision of the M.O.U. governing management employees, Article 2, Section 2.8, 'Y-rate' and Article 6, Section 6.2.6.03, "the salary for your position shall not change during continuous regular service, until the maximum of the new range exceeds the salary of the employee."

We have verbally agreed to this conclusion and have further agreed that this reclass will become effective following your scheduled step increase on January 1, 1993. Your signature on this document will constitute your agreement to these provisions, dependent upon concurrence of the Board of Supervisors. I will recommend this action on the January 5, 1992 agenda.

Recommended:

[Signature]
John W. McCamman, Administrative Officer

Concurred:

[Signature]
Marlene Roman
Employee

Date: 1-4-93

cc: Jeffrey G. Green, County Counsel
Gene Stamm, AFSCME
Judge Richard McMechan
MARIPOSA COUNTY

JOB TITLE: Administrative Court Clerk/Jury Commissioner

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

This position, with limited supervision and within a broad framework of policies and procedures, performs difficult and complex work assisting court judges with their administrative duties. Employees in this classification work independently and exercise a high degree of independent judgment in the performance of assigned duties. This is not a supervisory position.

SUPERVISOR: Superior Court Judge

TYPICAL DUTIES:

- Coordinates and prepares work of the court offices
- Conducts studies and prepares reports
- Drafts and recommends for adoption court policies, procedures and rules
- Consults with Judges on court policy and legality and efficiency of procedures
- Formulates, prepares and presents the court budgets to the judges
- Oversees the maintenance of departmental records and budgetary controls
- Develops and recommends work methods to suit changing needs and to simplify and establish uniform procedures
- May represent the courts in working with other agencies and departments on matters affecting office operations
- Maintains liaison with other departments on budgetary, data processing, procedural and other needs and issues
- Prepares reports and correspondence
- Inputs, accesses and analyzes data using a computer
- Accurately maintains and verifies inventory lists for courts
MARIPOSA: Administrative Court Clerk/Jury Commissioner

**TYPICAL DUTIES:** (Cont'd)

- Purchases fixed assets

- Serves as collection point for court-appointed counsel and other court-related fees, fines and forfeitures

- Microfilms/stores and destructs court records

- Prepares and updates fee schedules

- Maintains fee schedule for court and updates as required by code

- Performs other related duties similar to the above in scope and function as required

**EMPLOYMENT STANDARDS:**

**Knowledge of:**

- principles and effective practice of administration and organization

- Civil Procedure, Penal Code and other statues relating to the court

- governmental finance and budget development, forecast and control

- objectives, functions, services and operation of court offices

- interrelationships among the court office and other departments

**Ability to:**

- plan, organize, coordinate and direct the activities of the court offices and related services

- establish and maintain effective working relationships with Judges, governmental officials, departmental staff and others contacted in course of work
MARIPOSA: Administrative Court Clerk/Jury Commissioner

**Ability to:** Cont'd)

- coordinate court activities with other departments and offices
- understand, interpret, explain and apply policies, programs, procedures and rules
- prepare and present clear, concise and logical oral and written reports

A typical way to gain the knowledge, skill, and ability outlined above is:

- High school graduation or equivalent and four years of broad and extensive professional administrative or management experience, or six years of progressively responsible supervisory administrative experience in a Justice or Superior Court.