

MARIPOSA COUNTY  
BOARD OF SUPERVISORS

AGENDA  
ACTION FORM

44-00  
3-21-00  
DATE: March 14, 2000 *County*  
AGENDA ITEM NO.: *164*

DEPARTMENT: Personnel By: Jeffrey G. Green PHONE: 209/966-3222

RECOMMENDED ACTION AND JUSTIFICATION: Policy Item: Yes ( ) No (X)

Resolution revising the classification of Administrative Court Clerk/Jury Commissioner at Salary Range 193 to Administrative Court/Assistant Jury Commissioner at Salary Range 140. Based upon the lower level of responsibility of the position as a result of hiring a Court Executive Officer, the class specification is being revised to appropriately reflect the functions of the position. The salary is proportionate to that of a Court Clerk III (Range 140), however, the incumbent will be re-classed with a Y-rate salary until such time she leaves County employment.

Further, recommend that the position remain in the Mariposa County Managerial/Confidential Organization (MCMCO) while the incumbent maintains the position. Subsequent to her departure from County employment, it will be recommended that the appropriate unit assignment be reviewed.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

On January 5, 1999, the Board approved a new classification of Court Executive Officer to comply with State requirements to appoint a single Executive Officer as a result of the consolidated trial courts. This requirement made it necessary to revise the position of Administrative Court Clerk/Jury Commissioner.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

- Approve the recommended action as proposed.
- Revise the recommended action as the Board desires and approve.

**COSTS:** (X) Not Applicable

A. Budgeted current FY \$ \_\_\_\_\_

B. Total anticipated costs \$ \_\_\_\_\_

C. Required additional funding \$ \_\_\_\_\_

D. Internal transfers \$ \_\_\_\_\_

**SOURCE:** ( ) 4/5ths Vote Required

A. Unanticipated revenues \$ \_\_\_\_\_

B. Reserve for contingencies \$ \_\_\_\_\_

C. Source description: \_\_\_\_\_

Balance in Reserve for Contingencies, if approved: \$ \_\_\_\_\_

**SPECIAL INSTRUCTIONS:**  
List the attachments and number the pages consecutively:  
  
Revised class spec.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CLERK'S USE ONLY:**  
Res. No.: 00-114 Ord. No. \_\_\_\_\_  
Vote - Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_  
Absent: \_\_\_\_\_ Abstained: \_\_\_\_\_  
3/21 ( ) Approved 4/4 ( ) Denied  
( ) Minute Order Attached 4/4 ( ) No Action Necessary

**ADMINISTRATIVE OFFICER'S RECOMMENDATION:**  
This item on agenda as:  
 Recommended  
 Not Recommended  
 For Policy Determination  
 Submitted with Comment  
 Returned for Further Action

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

Date: \_\_\_\_\_  
ATTEST: MARGIE WILLIAMS, Clerk of the Board  
County of Mariposa, State of California  
By: \_\_\_\_\_  
Deputy

Comment: \_\_\_\_\_  
A.O. Initials: *JG*



# COUNTY of MARIPOSA

P.O. Box 784, Mariposa, CA 95338 (209) 966-3222

GARRY R. PARKER, CHAIRMAN  
DOUG BALMAIN, VICE-CHAIRMAN  
PATTI A. REILLY  
ROBERT C. STEWART  
BOB PICKARD

DISTRICT IV  
DISTRICT II  
DISTRICT I  
DISTRICT III  
DISTRICT V



## MARIPOSA COUNTY BOARD OF SUPERVISORS

### MINUTE ORDER

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TO: JEFF GREEN, County Counsel  
FROM: MARGIE WILLIAMS, Clerk of the Board *MW*  
SUBJECT: Revision of Classification of Administrative Court Clerk/Jury Commissioner at Salary Range 199 to Administrative Court Clerk/Assistant Jury Commissioner at Salary Range 140; Res. 00-114

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THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA,  
ADOPTED THIS Order on April 4, 2000

#### ACTION AND VOTE:

Jeff Green, Personnel Director;

Approve Resolution Revising the Classification of Administrative Court Clerk/Jury Commissioner at Salary Range 199 to Administrative Court Clerk/Assistant Jury Commissioner at Salary Range 140

(Continued from 3/21/00)

**BOARD ACTION:** Motion by Balmain to approve this item was held abeyance. Jeff Green requested that the matter be held until the Union representative is present. He noted that his office received a phone call from Kristy Waskiewicz, Union representative, advising that she was running late. Matter was continued to later this date.

Discussion was held relative to Resolution revising the classification of Administrative Court Clerk/Jury Commissioner. Jeff Green advised of the Union's request for assurances that when the State takes over the court employees that the salary for this position will not be reduced. He advised that both Judges have given their assurance that they do not want to see the salary reduced for the incumbent employee when the State takes over the employees. He feels that this covers this issue to the extent possible. Kristy Waskiewicz, AFSCME, stated she agrees with the revised job description and appreciates what has been done to give assurances. However, she stated she still feels the proposed salary range of 140 is too low – she stated it is thirty percent below the existing salary and she does not feel that thirty percent of the complex job duties have been removed. (M)Balmain, (S)Pickard, Res. 00-114 adopted approving the revised classification for Administrative Court Clerk/Assistant Jury Commissioner at salary range 140, with assurances given, to the degree possible, that the incumbent employee be re-classed with a Y-rate salary until such time as she leaves County employment/Ayes: Unanimous.

cc: Ken Hawkins, Auditor  
Judge LaRoche, Superior Court  
File

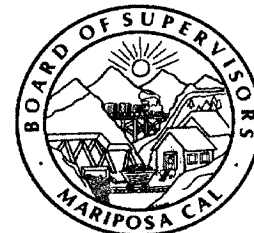


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## MARIPOSA COUNTY BOARD OF SUPERVISORS

### MINUTE ORDER

---

TO: JEFF GREEN, Personnel Director  
FROM: MARGIE WILLIAMS, Clerk of the Board *MW*  
SUBJECT: Revising Classification of Administrative Court Clerk/Jury Commissioner at Salary Range 199 to Administrative Court Clerk/Assistant Jury Commissioner at Salary Range 140

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THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA,

ADOPTED THIS Order on March 21, 2000

#### ACTION AND VOTE:

Jeff Green; Personnel Director;

Resolution Revising the Classification of Administrative Court Clerk/Jury Commissioner at Salary Range 193 to Administrative Court Clerk/Assistant Jury Commissioner at Salary Range 140

**BOARD ACTION:** Discussion was held. Kristy Waskiewicz, Union Representative for American Federation of State, County and Municipal Employees (AFSCME) agreed in general with the changes; however, she brought up issues of supervision and salary. She also expressed concern with the procedures used for changing this classification. She stated she does not feel the salary should be equal to that of the Court Clerk III position since she feels it involves a higher level of skill and should be at a higher range. It was noted that the current range is actually 199, instead of 193. Kristy stated they want to make sure the employee is not financially harmed by this action. Jeff Green and Janet Hogan, County Administrative Officer, responded to the concerns, reviewed the process, and staff's recommendations. Motion by Pickard to approve the request as recommended, failed for lack of a second. Item was continued to April 4, 2000, by request of Supervisor Reilly to allow for more time to review the salary issue. Mickie Romeike, Administrative Court Clerk, thanked the Board for its efforts to give her protection; and she stated she feels this protection may vanish if the State takes total control of the courts.

cc: Ken Hawkins, Auditor  
Judge LaRoche, Superior Court  
File

MARIPOSA COUNTY

**JOB TITLE:** Administrative Court Clerk/Assistant 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 regarding jury processes, maintenance of automated on-line case management systems, and special projects related to court operations. This job class compiles and processes master jury lists and jury pool, summons jurors for Superior Court, and submits claims for regular and grand jury service. Employees in this classification work independently and exercise a high degree of independent judgment in the performance of assigned duties.

**SUPERVISOR:** Court Executive Officer

**TYPICAL DUTIES:**

- Conducts studies and prepares reports
- Drafts and recommends for adoption court policies, procedures and rules
- Consults with Court Executive Officer on court policy and legality and efficiency of procedures
- May assist with budget preparation
- Makes selection of prospective jurors and Grand Jurors from master lists and processes mail-outs
- Pulls venires for Superior Court jury trials; prepares summons for Sheriff's Office; processes documents and records; and prepares claims for payments
- Maintains an accurate record of Grand Jury panel and files and prepares claims monthly for meetings
- Ensures jury processing computer programs and relationships with contractors who do jury summonses are running smoothly

MARIPOSA: Administrative Court Clerk/Assistant Jury Commissioner

TYPICAL DUTIES: (cont'd)

- Ensures that equipment, supplies, and workers needed for the operation of grand juries and regular juries are always available
- Works with existing jury process office clerks on issues as needed
- Develops and recommends work methods to suit changing needs and to simplify and establish uniform procedures
- Maintains liaison with other agencies and departments on budgetary, data processing, procedural and other needs and issues
- Prepares reports and correspondence
- Inputs, accesses, and analyzes data using a computer
- Assists others in the office with clerical and courtroom functions as required
- Handles changes and fixes to cases and tables in the JALAN system
- Serves as liaison with servicer of JALAN as well as the Mariposa County Data Processing Department
- Handles troubleshooting, training, and answering JALAN user questions
- Creates, updates, and revises JALAN training materials such as manuals, explanatory diagrams, and "cheat sheets"
- Works with office clerks familiar with JALAN on above issues as needed
- Informs Court Executive Officer in a prompt and accurate manner as to any problems encountered that cannot be resolved by the individual in this position
- Performs other related duties similar to the above in scope and function as required

MARIPOSA: Administrative Court Clerk/Assistant Jury Commissioner

**EMPLOYMENT STANDARDS:**

**Knowledge of:**

- current principles of organization management
- Civil Procedure, Penal Code, and other statutes relating to the court
- jury selection processes and procedures
- objectives, functions, services and operation of court offices
- interrelationships among the court office and other County departments

**Ability to:**

- establish and maintain effective working relationships with Judges, governmental officials, departmental staff, and others contacted in course of work
- coordinate court activities with other departments and offices
- understand, interpret, explain and apply laws, policies, programs, procedures, and rules applicable to jury selections
- prepare and present clear, concise and logical oral and written reports
- operate a personal computer and applications software such as word processing and spreadsheets
- learn the operations of the JALAN system

MARIPOSA: Administrative Court Clerk/Assistant Jury Commissioner

**MINIMUM QUALIFICATIONS:**

- High school graduation or GED and four years of increasingly responsible legal clerical/secretarial experience. Up to two years (60 semester units) of college can be substituted on a year-for-year basis for the experience. A paralegal certificate can substitute for up to two years of experience.

Creation Date: 1/93

Revision Dates: 9/93; 8/94 (B/S 94-320); 4/00 (B/S 00-114)