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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

Fund #/Title	Current Biennium		Next Biennium		Second Biennium	
	GF	Total	GF	Total	GF	Total
Total						

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

Fund #/Title	FTE's	Current Biennium		Next Biennium		Second Biennium	
		GF	Total	GF	Total	GF	Total
110/210 salaries/benefits	1	\$110,411	\$110,411	\$126,185	\$126,185		
Total		\$110,411	\$110,411	\$126,185	\$126,185		

III. B – Expenditure by object category

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

