

RESOLUTION NO. 5-598
RESOLUTION TO MODIFY POSITION IN
IOWA COUNTY DISTRICT ATTORNEY'S OFFICE

WHEREAS, the Iowa County District Attorney's Office is currently staffed with a Legal Secretary and a Secretary/Clerk/Typist who each perform, in part, clerical functions for the District Attorney, Assistant District Attorney and Corporation Counsel; and

WHEREAS, the Legal Secretary position is responsible for typing and transcription of legal correspondence, preparing legal documents, organizing legal files and reviewing and possessing confidential records and information in the course of performing his/her duties; and

WHEREAS, the current Secretary/Clerk/Typist position also is responsible for typing and transcription of legal correspondence, preparing legal documents, organizing legal files and reviewing and possessing confidential records and information in the course of performing his/her duties; and

WHEREAS, the Committee on Courts, Justice and Law Enforcement has on April 1, 1998 discussed the reclassification of the Secretary/Clerk/Typist position in the Iowa County District Attorney's Office, this position being in Range 7 of the Salary Schedule outlined in the Collective Bargaining Agreement, to that of Legal Secretary, this position being in Range 3 of the Salary Schedule outlined in the Collective Bargaining Agreement, and no opposition being recorded; and

WHEREAS, the Committee on Salary & Personnel on April 15, 1998 unanimously voted to reclassify the Secretary/Clerk/Typist to Legal Secretary condition upon the reclassification being in compliance with the terms and conditions of the Collective Bargaining Agreement and upon formal approval by the Committee on Courts, Justice and Law Enforcement; and

WHEREAS, it is the intent of the Committee on Salary & Personnel that this resolution be presented for adoption to the Iowa County Board of Supervisors on May 19, 1998; and

NOW, THEREFORE, BE IT RESOLVED BY THE IOWA COUNTY BOARD OF SUPERVISORS, that the Secretary/Clerk/Typist position in the Iowa County District Attorney's Office, this position being in Range 7 of the Salary Schedule outlined in the Collective Bargaining Agreement, be reclassified to that of Legal Secretary, this position being in Range 3 of the Salary Schedule outlined in the Collective Bargaining Agreement, effective June 1, 1998.