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3 **RESOLUTION: Amend the Table of**
4 **Organization for**
5 **Winnebago County**
6 **Clerk of Court's Office**
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8
9 **TO THE WINNEBAGO COUNTY BOARD OF SUPERVISORS:**

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11 **WHEREAS**, the current Table of Organization for the Winnebago County Clerk of
12 Court's Office identifies one (1) full-time Secretary II position, which is currently vacant;
13 and
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15 **WHEREAS**, the Clerk of Courts desires to re-classify one (1) full-time Secretary II
16 position [Hourly paid represented position, Courthouse Labor Agreement Pay Range 3A
17 (\$12.58 to \$18.35 per hour)] to be one (1) full-time Court Assistant [Hourly paid represented
18 position, Courthouse Labor Agreement Pay Range 4 (\$12.96 to \$20.71 per hour)] to better
19 serve the needs of the Clerk of Court's Office and the citizens of Winnebago County as well
20 as reduce overtime; and
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22 **NOW, THEREFORE, BE IT RESOLVED**, by the Winnebago County Board of
23 Supervisors, that the Table of Organization for the Winnebago County Clerk of Court's
24 Office is amended to change one (1) full-time Secretary II position to be one (1) full-time
25 Court Assistant position. The job descriptions for both positions are attached hereto and are
26 made a part of this resolution by reference.
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28 Submitted by,

29 **PERSONNEL AND FINANCE COMMITTEE**

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36 Committee Vote: **5-0**

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38 Vote requirement for
39 passage: **Two-thirds of membership**
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45 Fiscal Impact: **Dependent upon applicant chosen**, Savings of \$0 to \$954 in wages and
46 benefits per year.
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1 Approved by the Winnebago County Executive this ____ day of _____, 2010.

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Mark L. Harris