

AGENDA ITEM FOR ADMINISTRATIVE MEETING

() Discussion only
(X) Action

FROM (DEPT/ DIVISION): County Counsel

SUBJECT: Legal Secretary Position

<p>Background: Approval is sought to immediately fill a position added in the 2019-20 budget. To fulfil the state requirements to record grand jury proceedings, the Board approved a new legal secretary position for the District Attorney’s office. The position will likely be filled by transfer internally, and due to retirement, create two vacant positions in the office. Recruitment for the one vacant position has been completed, and two viable candidates are available. The request is to fill the new position effective May 1, rather than waiting until July 1. This will allow for training of both new employees at the same time, and also allow for cross training of the two positions. There are funds within the personnel services line item that will cover the cost for accelerating the initiation of the new legal secretary position.</p>	<p>Requested Action: Approve employment of legal secretary position effective May 1, 2019</p>
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ATTACHMENTS:

*****For Internal Use Only*****

Checkoffs:

- () Dept. Head (copy)
- () Human Resources (copy)
- () Fiscal
- (X) Legal (copy)
- () (Other - List:)

To be notified of Meeting:
Jennifer Blake

Needed at Meeting:

Scheduled for meeting on: April 17, 2019

Action taken:
