



CITY OF MILWAUKEE MUNICIPAL COURT

Derek C. Mosley, Presiding Judge
Branch 2

Valarie A. Hill, Judge
Branch 1

Phillip M. Chavez, Judge
Branch 3

Sheldyn M. Himle
Chief Court Administrator

Jane E.T. Isio
Assistant Court Administrator

November 8, 2018

Mr. James Owczarski, City Clerk
Finance & Personnel Committee
City Hall, Room 205
200 E. Wells St.
Milwaukee, WI 53202

RE: Communication File with Request to Change the 2018 Positions Ordinance

Dear Mr. Owczarski:

The Municipal Court is submitting this communication for introduction at the November 21, 2018, meeting of the Finance & Personnel Committee. This file reflects the elimination of a position that has not been funded or filled since March, 2010. For some time after the position became vacant, the Court used temporary staffing services to cover the position's essential functions; in 2016, the duties were re-assigned to our Administrative Assistant III.

Therefore, the Court requests the 2018 Positions Ordinance be amended as follows:

- Modify the **Management and Administration** section by removing one (1) Legal Office Assistant IV position:

<u>Position Title</u>	<u>Number</u>
Chief Court Administrator	1
Assistant Court Administrator	1
IT Support Services Supervisor	1
Court Business Manager	1
Court Services Supervisor	1
Administrative Assistant III	1

As a result, the Municipal Court would be listed in the 2018 Positions Ordinance as follows:

MUNICIPAL COURT

Courtroom Proceedings

Municipal Judge	3
Municipal Court Commissioner	5
Municipal Court Clerk II	1
Municipal Court Clerk I	8

Management and Administration

Chief Court Administrator	1
Assistant Court Administrator	1
IT Support Services Supervisor	1



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Court Business Manager	1
Court Services Supervisor	1
Administrative Assistant III	1

Cash Control and Accounting

Accounting Assistant III	1
Accounting Assistant II	4

Court Services

Court Services Assistant IV	1
Customer Service Representative III	1
Court Services Assistant III	6

Information Technology

IT Support Specialist – Sr.	2
Programmer Analyst	1

Please do not hesitate to contact me or Jane Islo, Assistant Court Administrator, should you have any questions or concerns.

Sincerely,



Sheldyn M. Himle
Chief Court Administrator

- c Eric Pearson, Budget Office
- Derek C. Mosley, Presiding Judge
- Jane E.T. Islo

