

**IONIA COUNTY BOARD OF COMMISSIONERS
REQUEST FOR DISCUSSION/ACTION**

Fill Court Administrator/Magistrate Position
October 24, 2017

CONTACT:

Hon. Raymond P. Voet, 64A District Court
Cheryl Pinnow, Court Administrator

DESCRIPTION:

Request approval to fill Court Administrator/Magistrate Position as current Court Administrator will be retiring in February of 2018. Request to fill this position effective December 1, 2017, to allow time to train with the current Court Administrator.

We are considering a current County employee for this position, so we are requesting to start the person at a Grade 13, and at the Step which would place them on the scale just above what they currently earn (per the County's Personnel Policy).

OTHER DEPARTMENTS/AGENCIES AFFECTED:

SCAO, Finance, Law Enforcement Agencies, IT, JIS,

FINANCIAL ANALYSIS:

The County will realize a savings as the current Administrator/Magistrate is at a Step 6 on the Wage & Salary scale, and also receives Longevity.

LEGAL REVIEW:

None

DEADLINE:

December 1, 2017

SPECIFIC ACTION REQUESTED (PROPOSED BOARD MOTION):

That the Board of Commissioners authorize the District Court Judge to hire a Court Administrator/Magistrate at a pay Grade 13, with the Step to be determined per County policy, effective December 1, 2017.

ADMINISTRATOR'S RECOMMENDATION:

County Administrator recommends approval of this request.