

OPERATIONS COMMITTEE
MONROE COUNTY BOARD OF COMMISSIONERS
BOARD OF COMMISSIONERS CHAMBERS
THURSDAY, AUGUST 14, 2025 — 5:30 P.M.
125 EAST SECOND STREET — MONROE, MI 48161
(734) 240-7003

COMMITTEE MEMBERS:

J. Henry Lievens, Chairman

David Vensel, Greg Moore, Jr., David Swartout and Jay Heinzerling

I. CALL TO ORDER

II. ROLL CALL

III. PLEDGE OF ALLEGIANCE

IV. APPROVAL OF AGENDA

V. APPROVAL OF MINUTES (07/10/2025)

VI. COMMITTEE BUSINESS

1. Letter dated August 6, 2025 from Honorable Michael Brown, 1st District Court Chief Judge requesting the addition of a full-time attorney magistrate and an additional Recorder/Secretary position with an estimated General Fund allocation of \$30,300 for 2025 and \$187,950 annually.
2. Letter dated August 6, 2025 from Honorable Michael Brown, 1st District Court Chief Judge requesting combination of the part-time Monroe County Veterans Treatment Court (MCVTC) Coordinator, the full-time Monroe County Mental Health and Recovery Court (MCMHRS) Coordinator, and the Driving While Impaired Court (Sobriety Court starting in October 2025) Coordinator positions into one full-time Problem Solving Court Coordinator position, resulting in the reclassification of the grade 11 Monroe County Mental Health and Recovery Court Coordinator to a grade 12 Problem Solving Court Coordinator. This position does not require an additional appropriation from Monroe County.
3. Letter dated August 5, 2025 from Jason Berry, Community & Engagement Director requesting the addition of a new Commission on Aging Assistant position at an estimated cost of \$85,682 effective January 1, 2026.

VII. NEW BUSINESS

VIII. OLD BUSINESS

IX. CITIZENS TIME

X. INFORMATION

XI. COMMISSIONERS TIME

XII. ADJOURNMENT

The County of Monroe will provide necessary auxiliary aids and services, such as signers for the hearing impaired and audiotapes of printed materials at the meeting to individuals with disabilities upon one week's notice to the County of Monroe. Individuals with disabilities requiring auxiliary aids or services should contact the County of Monroe by writing or calling the following: Human Resources - 125 East Second Street, Monroe, MI 48161 or visit our website at www.co.monroe.mi.us.

MONROE COUNTY BOARD OF COMMISSIONERS
OPERATIONS COMMITTEE MEETING MINUTES
JULY 10, 2025 AT 5:30 P.M.

I. The Meeting of the Operations Committee of the Monroe County Board of Commissioners was held in the Board Chambers in the City of Monroe on Thursday, July 10, 2025. Chairman Lievens called the meeting to order at 5:30 p.m.

II. Roll call by Deputy Clerk, Grace Miles, as follows:
PRESENT: Jay Heinzerling, J. Henry Lievens, and David Vensel, and David Swartout

ABSENT: Greg Moore Jr.

A quorum being present, the Operations Committee was able to conduct business.

III. PLEDGE OF ALLEGIANCE— Chairman Lievens led the Pledge of Allegiance.

IV. APPROVAL OF AGENDA (07/10/2025)
Motion by Commissioner Swartout, supported by Commissioner Heinzerling to approve the July 10, 2025 Agenda as presented.

Voice vote taken. Motion carried.

V. APPROVAL OF MINUTES (05/20/2025)
Motion by Commissioner Heinzerling, supported by Commissioner Swartout to approve the May 20, 2025 minutes of the Operations Committee as presented and waive the reading thereof.

Voice vote taken. Motion carried.

VI. COMMITTEE BUSINESS

1. Letter dated July 2, 2025 from Honorable William Paul Nichols, 38th Judicial Circuit Court requesting approval to accept the additional State Court Administrative Office grant funding in the amount of \$17,000, and change the Adult Drug Treatment Court Program Coordinator position from a part-time position to a full-time position with all additional costs being covered by the grant with zero additional cost to the County.

Motion by Commissioner Swartout, supported by Commissioner Heinzerling to accept the communication, place it on file, and recommend to the full Board to approve the acceptance of the additional State Court Administrative Office grant funding in the amount of \$17,000, and approve changing the Adult Drug Treatment Court Program Coordinator position from a part-time position to a full-time position with all additional costs being covered by the grant with zero additional cost to the County.

2. Letter dated July 8, 2025 from Mr. Michael Woolford, Equalization Director, requesting approval to implement a new three-part plan for the Equalization Department with an estimated cost to the General Fund of \$22,020.00 for 2025.
 - I. Addition of an Appraiser/GIS Analyst position
 - II. Promotion of Trey Clements to Equalization Director once he achieves his Michigan Master Assessing Officer certification and back fill this position upon promotion.
 - III. Acceptance of Michael Woolford Retirement Notice and reemployment at less than 1,000 hours per year.

Michael Woolford, Equalization Director, elaborated on his succession plan and explained why he believed this was the best course of action.

Discussion commenced.

Motion by Commissioner Swartout, supported by Commissioner Heinzerling to accept the communication, place it on file, and recommend to the full Board to approve the addition of an Appraiser/GIS Analyst position, the promotion of Trey Clements to Equalization Director upon receiving his Michigan Master Assessing Officer certification, and acceptance of Michael Woolford's Retirement Notice and reemployment at less than 1,000 hours per year with an estimated cost to the General Fund of \$22,020.00 for 2025.

Roll call by Deputy Clerk as follows:

AYE		NAY	EXCUSED
J. Henry Lievens	Jay Heinzerling		Greg Moore Jr.
David Swartout			
David Vensel			

Motion carried.

- VI. NEW BUSINESS – None
- VII. OLD BUSINESS – None
- VIII. CITIZENS TIME – None
- IX. INFORMATION – None
- X. COMMISSIONERS TIME –
Commissioner Heinzerling – Passed.
Commissioner Moore – Excused.
Commissioner Swartout – Passed.

Commissioner Vensel – Passed.

Chairman Lievens – Passed.

Michael Bosanac – Explained Mr. Woolford has been an exceptional director. Explained he has always had a different approach and it has benefited both equalization and the appraisers. He congratulated Mr. Woolford and also commended him for his character. Stated he is going to miss Mr. Woolford.

- XI. ADJOURNMENT – With no further business, Chairman Lievens adjourned the meeting at 5:47 p.m.

Respectfully submitted by:

A handwritten signature in cursive script that reads "Grace Miles". The signature is written in dark ink on a light-colored background.

Grace Miles
Deputy Clerk/Administrative Assistant
Monroe County Board of Commissioners

HON. MICHAEL C. BROWN
CHIEF JUDGE & VETERANS COURT
HON. AMANDA L. EICHER
DISTRICT & MENTAL HEALTH JUDGE
HON. CHRISTIAN J. HORKEY
DISTRICT JUDGE



JESSICA D. CHAFFIN
COURT ADMINISTRATOR / MAGISTRATE
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STATE OF MICHIGAN
DISTRICT COURT • FIRST JUDICIAL DISTRICT
106 EAST FIRST STREET • MONROE, MICHIGAN 48161-2186
MONROE COUNTY

August 6, 2025

Chairman J. Henry Lievens
Monroe County Board of Commissioners – Operations Committee
125 E. Second Street
Monroe, Michigan 48161

RE: 1st District Court Attorney Magistrate Position

Dear Chairman Lievens:

The 1st District Court would appreciate the consideration of the Operations Committee in regards to our request for a full-time attorney magistrate and an additional Recorder/Secretary position to record for the attorney magistrate and assist with the additional workload in the District Court clerks' office.

The 1st District Court had previously met with the County Finance Department and Human Resources Department, requesting this position in December of 2023. In the fall of 2024, the Michigan State Court Administrative Office (SCAO) conducted a weighted caseload time study. The Court received the results of that study in June of 2025, stating the District Court has a judicial need of .78. The results of this study confirmed the Court's stance of needing additional judicial resources.

The need for additional judicial resources is due to numerous changes in court procedures and state mandates, court proceedings simply take longer than they did in previous years. An example is the Ability to Pay mandate which equates to additional court dates as judges take each individual's financial resources into consideration. A Court can no longer sentence a person to jail if they fail to comply with their financial obligations and instead have continuous hearings to monitor payments. Another example is the Michigan Indigent Defense which has resulted in each criminally charged defendant now being represented by an attorney at arraignment, which takes more time.

The Clean Slate initiative is another example as it has added additional restitution hearings to our judges' dockets as they balance granting second chances with making victims whole. The Michigan Supreme Court imposed major changes in the Michigan Court Rules for Landlord-Tenant cases that have had a major impact on the number of hearings and time spent on these

cases. These are just a handful of examples which have all had a significant impact on the amount of time the judges spend on cases.

The 1st District Court also has three Problem Solving Courts to assist those with the greatest need. The Monroe County Mental Health Court, The Monroe County Veterans' Treatment Court, and our newest Problem Solving Court, The Driving While Impaired Treatment Court which starts this October. Although these courts have proven to be a great success for our community it has increased the judges' workloads tremendously. These specialty dockets require additional meetings, court dates, administration, and follow up.

The Court feels the upgrade of the attorney magistrate position with the addition of a Recorder/Secretary position is the more economical option for Monroe County. Adding a Judge with staffing would cost an estimated \$79,957 more per year than a magistrate with staff. Also, there is not an empty courtroom and office suite to house an additional judge. The cost to renovate an area of the building would be significantly higher than the Court's current proposal. The full time attorney magistrate can use the current magistrate office which will be suitable for their hearings with a few technological improvements.

The Court does feel the upgrade of our current part time attorney magistrate to a full-time attorney magistrate and the addition of a full time Recorder/Secretary position will suffice in alleviating the heavy workload on our District Court judges. This proposal will also allow the Court to process cases in a quicker manner and avoids delays in hearing criminal and civil cases.

The new Recorder/Secretary position and the upgrade to the Attorney Magistrate position will require an additional appropriation to the 1st District Court budget. Please see the attached financial analysis.

Sincerely,



Hon. Michael Brown, Chief Judge
1st District Court-Monroe County

HIRING REVIEW FORM

Department: District Court

Vacancy Job Title: Full Time Attorney Magistrate

Brief Job Description:

Serves in a quasi-judicial capacity as prescribed by statute and local administrative order including, issuance of misdemeanor and felony arrest warrants, search warrants, conducting arraignments, setting bonds, accepting guilty pleas, sentencing misdemeanors, holding small claims and informal hearings, and adjudicating civil infraction and misdemeanor pretrials.

Budgeted Position:

☐ YES

If YES, are Funds Available?

☐ YES

* Must be verified by Finance/HR

☐ NO

*Must provide Funding Plan, verified by

☒ NO

If NO, please provide the following:

Job Description (Must have with New Position, Reclassification)

Point Factoring (Must have with New Position, Reclassification)

Reorganization Plan (When applicable)

Funding Plan Required, Verified by Finance (Include Finance Worksheet)

Department Summary: (Importance of filling vacancy, risks, timing, etc.)

Please see the attached letter to Operations outlining the need for additional judicial resources.

Completed By: Jessica Chaffin DATE: 08/05/2025

Human Resources/ Finance Use:

Conclusion:

Finance: The addition of this position will require an estimated additional General Fund allocation of \$11,545 for 2025 and \$114,131 annually.

Human Resources: The position is classified as a grade 15. The request is in compliance with County policies.

Finance Reviewer: Sue Maier DATE: 8/5/2025

HR Reviewer: Jeff McBee DATE: 8/5/2025

APPROVED BY THE OPERATIONS COMMITTEE

APPROVED BY THE FULL BOARD

ATTORNEY MAGISTRATE-DISTRICT COURT

Department: 1st District Court

Wage Grade: 15

FLSA Status: Exempt

Affiliation: Non-Union

GENERAL SUMMARY:

Upon appointment by the 1st District Court Chief Judge, and under the direction of the 1st District Court Administrator, serves in a quasi-judicial capacity as prescribed by statute and local administrative order; including, issuance of misdemeanor and felony arrest warrants, search warrants, conducting misdemeanor and felony arraignments, setting and collecting bonds, accepting guilty pleas and sentencing misdemeanors as enumerated by statute. Will conduct small claims hearings, informal hearings and adjudicating civil infraction and misdemeanor pre-trials as directed by the Chief Judge.

ESSENTIAL FUNCTIONS: *(An employee in this position may be called upon to do any of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily).*

- Presides over informal hearings for all types of civil infractions. Explains the law and procedures to parties, swears in witnesses, hears and takes testimony, examines witnesses, makes findings of fact, makes conclusion of law and adjudicates the case.
- Presides over small claim hearings. Explains the law and procedures to parties, hears testimony, swears in witnesses, hears and takes testimony, examines witnesses, makes findings of fact, makes conclusion of law and adjudicates the case.
- Presides over criminal arraignments in both misdemeanor and felony cases, advises defendants of charges and legal rights, determines and sets appropriate bonds based on the seriousness of the offense and other relevant factors, determines eligibility and appoints attorney where appropriate, schedules next court date, accepts waiver of preliminary exam where appropriate.
- Presides over criminal misdemeanor guilty pleas as authorized by statute, advises defendants of charges and legal rights, accepts pleas, determines and imposes sentence as authorized by law.
- Presides over probable cause hearings for the issuance of misdemeanor and felony arrest warrants, advises defendants of rights and consequences of a plea, takes testimony under oath, reviews documents, makes determination regarding authorization and schedules future court action.

- Presides over requests from law enforcement under oath for the issuance of search warrants. Examines the completeness of affidavits for search and makes a determination regarding authorization. Search warrants are issued after probable cause is determined.
- Provides advice and assistance to court staff regarding matters related to traffic and other violations, small claims and other judicial matters. Adheres to the collection practices set forth by the Chief Judge and in MCR 1.110.
- Reviews and responds to civil infraction and misdemeanor citations where violator pleads guilty with an explanation and accepts admission of responsibility.
- Performs civil ceremony weddings at the 1st District Court locations. May perform marriages away from the Court upon the approval of the Chief Judge.
- Perform civil mediations as directed by the District Court Judges.
- As part of the judicial availability plan with the 1st District Judges, may serve as needed in on call after court hours, weekends and holidays for issuance of search warrants, arrest warrants and arraignments.

EMPLOYMENT QUALIFICATIONS:

Education: Graduation from an accredited law school.

Experience: Minimum of three years of experience in a general practice including criminal law experience.

Other Requirements:

Must be a registered voter in Monroe County and must be licensed as an Attorney in the State of Michigan

Member of the State Bar of Michigan

Will take an oath of office.

Complete an approved 40-hour general civil mediation training program within one year of hiring

Must sign a Monroe County Court Employee model code of conduct.

Must take the L.E.I.N. certification test and be fingerprinted.

Must complete the required Michigan Judicial Institute New Magistrate training.

Must possess a valid driver's license.

Knowledge of:

- Applicable laws, court rules, and adopted SCAO standards.
- The State of Michigan Manual for District Court Magistrates.
- The structure and content of the English language, along with data analysis and report preparation techniques.
- The Judicial Information System (JIS).
- The Law Enforcement Information Network (LEIN) and the Secretary of State (SOS) system.
- Relevant equipment, court/county policies, procedures and strategies to promote effective local operations for the protection of people, data, property and institutions.

Skill in:

- Accurate data collection and active listening with court users, law enforcement or others.
- Communicating the order of the Court and conveying the importance of compliance to statutes, ordinances and court rules.

Ability to:

- Recognize the needs and concerns of the Court when dealing with court users, law enforcement or others.
- Communicate effectively both orally and in writing.
- Attend work regularly and work under stressful conditions.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements: *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

Ability to enter and access information from a computer.

Ability to access all areas of the court.

Ability to access office files.

Hearing and speech sufficient to communicate in person or over the telephone.

May need to drive a County or personal vehicle in the course of the work.

Working Conditions:

Works in office setting and have the ability to take evening/weekend calls from law enforcement.

May be in regular contact with persons charged and/or convicted of criminal offenses.

May have occupational exposure to persons with various communicable diseases.

Will be required to train annually and certify in the MIOSHA Bloodborne Pathogens provided by the County of Monroe.

HIRING REVIEW FORM

Department: District Court

Vacancy Job Title: Full Time Recorder/Secretary to Attorney Magistrate

Brief Job Description:

Records court proceedings and prepares transcripts, performs clerical and support services to the Attorney Magistrate and District Court Clerks Office. Performs the duties of the attorney magistrate secretary and court recorder, schedules and maintains the attorney magistrate's docket, organizes files, prepares notices, produces correspondence, opinions, and performs other clerical tasks.

Budgeted Position:

☐ YES

If YES, are Funds Available?

☐ YES

* Must be verified by Finance/HR

☐ NO

*Must provide Funding Plan, verified by

☒ NO

If NO, please provide the following:

Job Description (Must have with New Position, Reclassification)

Point Factoring (Must have with New Position, Reclassification)

Reorganization Plan (When applicable)

Funding Plan Required, Verified by Finance (Include Finance Worksheet)

Department Summary: (Importance of filling vacancy, risks, timing, etc.)

Please see the attached letter to Operations outlining the need for additional judicial resources.

Completed By: Jessica Chaffin DATE: 08/05/2025

Human Resources/ Finance Use:

Conclusion:

Finance: The addition of this position will require an estimated additional General Fund allocation of \$18,756 for 2025 and \$73,819 annually.

Human Resources: The position has been point factored as a grade 8. The request is in compliance with County policies.

Finance Reviewer: Sue Maier

DATE: 8/5/2025

HR Reviewer: Jeff McBee

DATE: 8/5/2025

APPROVED BY THE OPERATIONS COMMITTEE

APPROVED BY THE FULL BOARD

COURT RECORDER & SECRETARY TO DISTRICT COURT ATTORNEY-MAGISTRATE'S OFFICE

Department: 1st District Court

Wage Grade: Rye-8

FLSA Status: Non-Exempt

Affiliation: Non-Union

General Summary:

Under the supervision of a 1st District Court Administrator (DCA) records court proceedings and prepares transcripts as required performs clerical and support services to the Attorney magistrate and District Court Clerks offices. Performs the duties of the attorney magistrate secretary and court recorder, schedules and maintains the attorney magistrate's docket, organizes files for court and ensures all parties have been properly noticed. Produces correspondence, opinions, speeches, answers daily telephone calls and manages personal files for the magistrate. Serves as back-up Judicial Secretary/Court Recorder to District Court Judges.

Essential Functions: *(An employee in this position may be called upon to do any of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily).*

- Tests digital recording equipment daily and video conferencing equipment, as needed, to ensure the system is working properly.
- Monitors and electronically records all court proceedings, including trials, preliminary examinations, sentencings, arraignments, hearings, motions, opinions, rulings and decisions, etc.
- Monitors speaking levels and actions of witnesses, litigants, attorneys and other parties and advises them, as needed, to speak up or verbally respond to a question so that a clear, audible record is made.
- Maintains a daily log of recorded court proceedings. Assists in current court technology such as video proceedings utilizing Polycom and similar applications.
- Marks physical items introduced into evidence with exhibit stickers. Prepares and distributes legal documents, correspondence, reports, notices and other forms as needed; provides other assistance to the Magistrate in the courtroom.
- Types requested transcripts from court records (standard and appellate) and follows established court rules for proper preparation format and filing procedures as set forth by the State Court Administrative Office (SCAO) standards.
- Maintains files, transcripts, electronic back-up discs of court proceedings and log notes in compliance with SCAO Trial Court Services procedures, best practices and Michigan Court Rules.
- Answers and screen calls and visitors for the Magistrate and the Magistrate office, responds to inquiries regarding court procedures, scheduling and specific case information and determines whether the attention of the Magistrate is needed. Checks in all parties before court begins.

- Prepares and manages the court docket and schedules hearings via electronic calendaring and the Judicial Information System (JIS), the court's case management system. Receives and evaluates requests for adjournment, makes recommendations to the Magistrate and calendars trial dates.
- Reviews files to ensure readiness of cases to be called in court. Contacts attorneys and/or prosecutors, if not present, and assigns next court action date when necessary.
- Processes incoming mail. Responds to inquiries at the direction of the Magistrate or re-routes mail to appropriate offices as needed. Produces correspondence, opinions, judgments and orders to pleadings as required by the-Magistrate.
- Secures the Magistrate's signature on all orders and documents. Maintains office files and performs other secretarial/clerical functions for the Magistrate as needed.
- Monitors the progress of Magistrate's cases for compliance of time guidelines and performance measures as set forth by the State Court Administrative Office (SCAO).
- Performs other clerical duties as assigned by the DCA.
- Serves as a back-up Judicial Secretary/Court Recorder to District Court Judges as directed by the Chief Judge

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.

Employment Qualifications:

Education: High school graduation or equivalent with some advanced college level coursework in legal secretarial training, including coursework in legal terminology preferred.

Experience: Two years of secretarial experience in a court or law office or related setting providing knowledge in the processing of district court cases with prior experience working with FTR Gold digital recording software preferred.

Other Requirements:

Must sign a Monroe County Court Employee model code of conduct.

Must attain State of Michigan certification as a Certified Electronic Recorder (CER) within the first (1) year of employment and recertify as applicable.

Knowledge of:

- Relevant equipment, court/county policies, procedures and strategies to promote effective local operations for the protection of people, data, property and institutions.
- District court case processing including the updating and maintenance of physical and electronic case files.
- The Judicial Information System (JIS) case management system and the appropriate civil, criminal or traffic modules.

- The structure and content of the English language including the meaning and spelling of words, rules of composition and grammar.
- Administrative procedures and systems such as word processing, use of computers and computer software (MS Word/MS Excel), managing files and records.

Skill in:

- Using logic and reasoning to identify the solutions, conclusion or approaches to problems.
- Complex Problem Solving-Identifying complex problems and reviewing related information from LEIN, SOS, MSP or SCAO.
- Communicating effectively in a clear manner to attorneys, parties, litigants and the public.
- Using technology appropriate to the position held.
- Using sound, independent judgment within established policy and procedural guidelines.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate and not interrupting at inappropriate times.

Ability to:

- Carry out court and county procedures within the court location.
- Work well under pressure, prioritizing critical needs to routine ones.
- Recognize issues that interfere with the ability to meet and maintain performance expectations and address them.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements: *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

Ability to enter and access information from a computer.

Ability to access court files.

Ability to lift and carry files to work area.

Vision to read printed materials and a computer screen.

Hearing and speech sufficient to communicate in person or over the telephone.

Working Conditions:

Works in office conditions.

Exposure to persons charged with and/or convicted of criminal offenses

Possible exposure to persons with various communicable diseases.

Point Factor Analysis

New Grade Structure	Job Title Description	Education and Experience	Ed/ Ex #	Judgment and Independence	Internal and External Relations	Supervision	Sup #	Job Complexity	Responsibility for the Rights of Others	Technology	Impact on Programs, Services and Operations	Document Concentration	Work Environment	Total Points	Grade Point Parameters
8	Magistrate Recorder/ Secretary	243	b3	280	220	-	-	280	70	90	250	60	5	1498	1451-1600

[illegible]

HON. MICHAEL C. BROWN
CHIEF JUDGE & VETERANS COURT
HON. AMANDA L. EICHER
DISTRICT & MENTAL HEALTH JUDGE
HON. CHRISTIAN J. HORKEY
DISTRICT JUDGE



JESSICA D. CHAFFIN
COURT ADMINISTRATOR / MAGISTRATE
TELEPHONE (734) 240-7075
FAX (734) 240-7098

STATE OF MICHIGAN
DISTRICT COURT • FIRST JUDICIAL DISTRICT
106 EAST FIRST STREET • MONROE, MICHIGAN 48161-2186
MONROE COUNTY

August 6, 2025

Chairman J. Henry Lievens
Monroe County Board of Commissioners – Operations Committee
125 E. Second Street
Monroe, Michigan 48161

RE: 1st District Court Problem Solving Court Coordinator

Dear Chairman Lievens:

The 1st District Court would appreciate the consideration of the Operations Committee in regards to our request for staffing updates for our Problem Solving Courts. The Court proposes to combine the part time Monroe County Veterans' Treatment Court (MCVTC) Coordinator and the full time Monroe County Mental Health and Recovery Court (MCMHRC) Coordinator positions into one full time position. This position would also have additional duties of overseeing the new Driving While Impaired Court (Sobriety Court), which begins in October of 2025, that would otherwise need its own coordinator.

The 1st District Court feels the combination of these three positions to one full time position is the best use of our staffing resources. The Problem Solving Court Coordinator will be intimately familiar with all three Problem Solving Courts, which all use the same grant software, with similar reporting requirements. The Court believes a dedicated, full time employee, will best be able to serve the Court's needs as well as best assist the participants in these programs.

Although the 1st District Courts Problem Solving Courts all address different portions of the population, the Court feels a combined Problem Solving Court Coordinator will be able to handle all three courts' participants. A single coordinator, will be able to better access and share resources between the three programs, such as our weekend drug testing program, substance abuse treatment, counseling, and electronic monitoring. The coordinator will also have improved insight and ideas on different ways to assist the participants as they become familiar with a wider variety of community agencies and partners.

The Court is requesting one new full time position, the Problem Solving Court Coordinator (Grade 12), and discontinuing the full time Monroe County Mental Health and Recovery Court Coordinator and the part time Monroe County Veterans' Treatment Court Coordinator positions. With the approval of this position the Court will not be requesting additional staffing resources for a part time or full time Driving While Impaired Court Coordinator at this time.

The Court believes a single coordinator will not only save financial resources but will be able to better assist the community as a whole. This position will not require an additional appropriation from Monroe County for employment purposes. Please see the attached financial analysis.

Sincerely,

A handwritten signature in blue ink, appearing to read "Michael Brown", written in a cursive style.

Hon. Michael Brown, Chief Judge
1st District Court-Monroe County

HIRING REVIEW FORM

Department: District Court

Vacancy Job Title: Problem Solving Court (PSC) Coordinator

Brief Job Description:

Interacts extensively with treatment providers, county agencies, and other courts. Provides administrative and overall coordination of interdisciplinary action for PSC's. Formulates and administers policies, procedures, and programs for the PSC's. Responsible for extensive data requirements.

Budgeted Position:

☐ YES

If YES, are Funds Available?

☐ YES

* Must be verified by Finance/HR

☐ NO

*Must provide Funding Plan, verified by

☒ NO

If NO, please provide the following:

Job Description (Must have with New Position, Reclassification)

Point Factoring (Must have with New Position, Reclassification)

Reorganization Plan (When applicable)

Funding Plan Required, Verified by Finance (Include Finance Worksheet)

Department Summary: (Importance of filling vacancy, risks, timing, etc.)

Please see the attached letter to Operations outlining the benefit of combining three grant coordinator positions into one.

Completed By: Jessica Chaffin

DATE: 08/05/2025

Human Resources/ Finance Use:

Conclusion:

Finance: No budget adjustment necessary as the cost is included in the total grant allocation, assuming the grant will approve this change.

Human Resources: As a result of the reorganization, the current grade 11 Mental Health and Recovery Court Coordinator will be reclassified as a grade 12 Problem Solving Court Coordinator.

Finance Reviewer: Sue Maier

DATE: 8/5/2025

HR Reviewer: Jeff McBee

DATE: 8/5/2025

APPROVED BY THE OPERATIONS COMMITTEE

APPROVED BY THE FULL BOARD

1st DISTRICT COURT- MONROE COUNTY

1st District Court Problem Solving Court Coordinator

Department: 1st District Court

Wage Grade:

FLSA Status: Non-Exempt

Affiliation: Non-Union

Overview:

Under the administration and direction of the Chief Judge and under the immediate supervision of the Presiding Judges of the 1st District Court Problem Solving Courts, will interact extensively with all treatment providers, county agencies, non-profit agencies, and other courts. Provides administration and overall coordination of interdisciplinary action for the District Court Problem Solving Courts, specifically the Monroe County Mental Health Recovery Court (MCMHRC), Monroe County Veterans Treatment Court (MCVTC), and the Monroe County Sobriety Court (MCSC). Requires independent judgment and decision-making. Acts independently in the formulation and administration of policies, procedure, and programs for the treatment courts and will be responsible for extensive data collection in compliance with the Court and all SCAO minimum data requirements and entry of the same into the Drug Court Case Management Information System (DCCMIS).

Essential Functions: *[An employee in this position may be called upon to do any of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily]*

- Facilitate and coordinate efficient and effective court operations and case processing in District Court Problem Solving Courts cases
- For the Monroe County Mental Health Recovery Court serves as primary point of contact for all participants and treatment team members comprised of the presiding judge, a District Court Probation Officer, representatives from the Monroe Community Mental Health Authority (MCMHA), Monroe County Jail Administrator, an Assistant Prosecutor from the Monroe County Prosecutor's Office, and a defense attorney.
- For the Monroe County Veterans Treatment Court serves as primary point of contact for all participants and treatment team members comprised of the presiding judge, a District Court Probation Officer, a Veterans Justice Outreach Specialist from the Department of Veterans Affairs, Monroe County Veterans Bureau Coordinator, Attorney from Legal Services of South Central Michigan, a representative from Monroe County Sheriff's Office, Veterans Court Mentors, an Assistant Prosecutor from the Monroe County Prosecutor's Office, and a defense attorney.

- For the Monroe County Sobriety Court serves as primary point of contact for all participants and treatment team members comprised of the presiding judge, a District Court Probation Officer, Sobriety Peer Recovery Coaches, a representative from Monroe County Sheriff's Office, an Assistant Prosecutor from the Monroe County Prosecutor's Office, and a defense attorney.
- Manages the Veterans Court Mentors and the Sobriety Peer Recovery Coaches. Establishes and maintains Veterans Mentor Program and the Sobriety Peer Recovery Coaches Program.
- Acts as the liaison between District Court Problem Solving Courts, the other Monroe County courts, and Monroe County treatment agencies.
- Acts as the liaison between the Problem Solving Courts and State Court Administrator's Office (SCAO).
- Coordinates the transfers of participants between the District Court Problem Solving Courts and Problem Solving Courts in other jurisdictions.
- Serve as the initial point of contact for all new referrals to the Problem Solving Courts. Including coordinating the completion of the application process for prospective participants including executing: the District Court Problem Solving Courts' referral forms, the participation agreements, criminal justice consent to release information forms, District Court Problem Solving Courts overview forms, and confidentiality forms. Also screens and interviews the prospective participants.
- Required to go to Monroe County Jail to interview participants and prospective participants.
- Meet with new referrals face-to-face on a weekly basis to monitor compliance with pretrial release conditions.
- Assists participants in all phases of the programs.
- Ensures maintenance of accurate court records and timely preparation of court cases including notices of hearings, transport orders, docket entries, and conditions of release, interpreters, and accommodations for physically challenged participants, and addressing other needs as they arise. Secures and maintains confidential records.
- Identify participants that are eligible for the Ignition Interlock Program and submit necessary forms to Secretary of State.
- Monitor and report on participant compliance with the Drug Testing Notification Line.

- Develop and maintain policy and procedure handbooks for both participants and team members in compliance with any statewide guidelines, generally accepted best practices, and the special needs and resource of the local jurisdiction.
- Act as the administrator for the Drug Court Case Management Information System (DCCMIS).
- Collect and submit data in compliance with SCAO tracking requirements, including the Drug Court Case Management Information System (DCCMIS).
- Ensure the accreditation of the Problem Solving Courts including the comprehensive overview of the certification process and compliance with SCAO site visits. Meet with State officials as necessary.
- Develop statistical reports using the Drug Court Analysis System (DCAS) and submit mid-year progress reports with SCAO.
- Monitors, coordinates, and evaluates the effectiveness of the treatment court programs through process and outcome studies to determine requirements for program modification and personnel training.
- Facilitate understanding and resolution of conflicts that may arise in operations of the Problem Solving Courts.
- Organize and attend all treatment court team meetings and necessary court review sessions.
- Develop agendas, prepare materials, takes minutes, and facilitates staff review meetings and improvement meetings.
- Compile information on participant compliance with conditions of the Problem Solving Court participation and ensure it is accurately communicated to and considered in the treatment team meetings, including preparation of case compliance and progress summaries for the treatment court hearings.
- Execute decisions within limits of standard policy and procedures.
- Researches, identifies, drafts, applies for, and maintains all grant applications. Prepares regular reports in the management of the grant system (WebGrants) and providing accurate record keeping.
- Works as the Project Director in the budget preparation for the District Court Problem Solving Courts, including all contracts with treatment providers and vendors. Consults with the local finding unit as needed. Maintains the annual grant budget, including quarterly reimbursements requests.

- Responsible for understanding and operating the County's financial system (FASBE), to maintain requisitions, pay invoices, and maintain budgets.
- Budget Oversight: Oversee event budgets, vendor negotiations, and sponsorship agreements to ensure financially successful events.
- Prepares, administers and monitors contracts for services relating to the Problem Solving Courts.
- Handle billing and invoicing, processing payments, maintaining financial records, and work with the Monroe County Finance Department.
- Maintain and purchase supplies for the operation of the Problem Solving Courts, including, supplies, incentives, and bus passes.
- Periodically market the programs by organizing meetings of community stakeholders and to identify new resources for the participants.
- Work closely with the Problem Solving Courts probation officer to ensure participant compliance and progress.
- Acts as a liaison and engage in outreach with Veterans Service Organizations including the Veterans of Foreign Wars, American Legion, Vietnam Veterans of America, and Disabled Veterans of America.
- Directs participants in the MCVTC to resources for housing, employment, and disability compensation within the Department of Veterans Affairs, Monroe County Veterans Bureau and Veteran Service Organizations.
- Build and maintain relationships with community resources and organizations to help participants access necessary services and support. Maintain regular contact with service providers to ensure access is being provided.
- Probationer compliance and report updates to the court.
- Organize graduation ceremony for participants that have successfully completed the treatment court program including preparing certificates, cards, or gifts.
- Promote the Problem Solving Courts by educating public officials, relevant professional organizations, the media and the community at large.
- Coordinating meetings and events, including making reservations, room preparation, sending out invitations, catering, and preparing materials as needed.
- Attend MATCP annual conference and other relevant trainings.

- Identify training resources and educational events for all members of the Problem Solving Courts' teams. Assists team members in registering for trainings.
- Ensure compliance with all Federal confidentiality policies and procedures (e.g. HIPAA).
- Responsible for all duties defined and other duties as assigned such as training other employees.
- Provides support and backup to other employees as needed or requested.
- May be required to assist with court docketing.
- All other duties as directed by the Presiding Problem Solving Courts' Judges or by the Chief Judge.

EMPLOYMENT QUALIFICATIONS: *[The qualifications listed below are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.]*

Education & Experience:

A minimum requirement of a bachelor's degree in criminal justice, social work, psychology, public administration or related human services field with four (4) years of relevant experience. Alternatively, an associate's degree in criminal justice, social work, psychology, public administration or related human services field with ten (10) years of relevant experience.

Other Requirements:

- Must sign a Monroe County Court Employee model code of conduct.
- Must possess a valid driver's license
- Certified in grant writing or obtain certification within two years of hiring.
- Must attend regular trainings provided by State Court Administrative Office (SCAO), other continuing education opportunities and/or maintain the specific standards and best practices for treatment courts.
- Must take the L.E.I.N certification test & be fingerprinted
- Must become a member of the Michigan Association of Treatment Court Professionals and maintain membership.
- Complete SCAO training in Drug Court Case Management Information System (DCCMIS) within 1 year of hiring.

Knowledge of:

- Structure of the Michigan Trial Court System and criminal justice system
- Michigan Court Rules and local, state and federal laws
- Best practices in Problem Solving Courts

- Monroe County resources available and necessary to the specific needs or persons in a Problem Solving Court
- Human behavior and performance, individual differences in ability, personality and interests; learning and motivation abilities, basic assessment of behavioral and affective disorders
- Relevant equipment, court/county policies, procedures and strategies to promote effective local operations for the protection of people, data, property and institutions
- The structure and content of the English language including the meaning and spelling of words, rules of composition and grammar
- Accounting and financial systems, grant management, and modern automated systems

Preference for knowledge of:

- Judicial Information System (JIS)
- Drug Court Case Management System (DCCMIS)
- State grant coordination and management (WebGrants)
- Drug Court Analysis System (DCAS)
- Internet Criminal History Access Tool (ICHAT)
- ONECOURT or MiCOURT
- County of Monroe financial solutions (FASBE)

Skill in:

- Accurate data collection and active listening with court users and/or employees.
- Communicating the order of the Court and conveying the importance of compliance to established procedures.
- Attention to detail and persistence in follow-up matters with court users and/or employees.
- Establishing and maintaining effective working-relations with those contacted in the course of the position
- Training others in established workflows.

Ability to:

- Apply and combine pieces of information to form general rules or conclusions to produce answers that makes sense.
- Maintain sensitive or confidential information
- Work well under pressure, meeting multiple and sometimes conflicting deadlines.
- Ability to organize, direct and coordinate meetings, trainings, and public forums in an effective manner
- Recognize issues that interfere with the ability to meet and maintain performance expectations and address them.
- Recognize the needs and concerns of the Court when dealing with court users, employees or others.
- Communicate information and recommendations effectively both orally and in writing.
- Work independently and set priorities to meet deadlines and to also work well in a team environment
- Understand and follow oral and written instructions

Physical Requirements: *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

- Ability to access departmental files.
- Ability to enter and retrieve information from a computer.
- Ability to access all areas of the Courthouse.
- Vision to read printed materials and a computer screen.
- Hearing and speech sufficient to communicate in person or over the telephone.
- Ability to climb, bend, stoop, lift 20 lbs., carry, push a cart, work in a normal office setting, and use standard office equipment including a computer.
- Ability to operate a motor vehicle.

Working Conditions:

- Works in office conditions.
- May be in regular contact with persons charged and/or convicted of criminal offenses.
- May have occupational exposure to persons with various communicable diseases during the performance of job duties.
- May have regular visits to MCSO jail facilities and/or off-site locations, including area treatment agencies.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards but as a general guideline that should be considered along with other job-related selections or promotional criteria

Apply online at <http://www.co.monroe.mi.us> Monroe County Human Resources Dept.

New Grade Structure	Job Title Description	Education and Experience	Ed/ Ex #	Judgment and Independence	Internal and External Relations	Supervision	Sup #	Job Complexity	Responsibility for the Rights of Others	Technology	Impact on Programs, Services and Operations	Document Concentration	Work Environment	Total Points	Grade Point Parameters
12	Problem Solving Court Coordinator	360	d3	400	320	-	-	400	100	80	350	40	10	2060	2051-2200

ITEM	DATE	Department	Union	Grade	Classification	WAGES	FRINGES	TOTAL
ANNUAL BUDGET	2025	13660	union_00	RYE11	MENTAL HEALTH COURT COORDINATOR	\$66,690	\$ 57,398	\$124,088
GRANT BUDGET	10/1-12/31 GRANT	10/1/25-12/31/25		RYE11	PART TIME VETERAN COURT COORDINATOR	\$ 4,011	\$ 379	\$ 4,390
					TOTAL BUDGET	\$70,701	\$ 57,777	\$128,478
ACTUAL COST	THROUGH 9/30/25	13660	union_00	RYE11	MENTAL HEALTH COURT COORDINATOR	\$51,066	\$ 44,301	\$ 95,367
					TOTAL ACTUAL	\$51,066	\$ 44,301	\$ 95,367
					AVAILABLE BUDGET	\$19,635	\$ 13,476	\$ 33,111
PROPOSED	PROMO EFFECTIVE 10/1/25	13660	union_00	RYE12	PROBLEM SOLVING COURT COORDINATOR	\$17,455	\$ 14,882	\$ 32,337
					TOTAL PROPOSED	\$17,455	\$ 14,882	\$ 32,337
					TOTAL COST/(SAVINGS)	\$ (2,181)	\$ 1,407	\$ (774)
FINANCE CONCLUSION:								
NO BUDGET ADJUSTMENT IS NECESSARY; COST OF PROMOTION IS INCLUDED IN TOTAL GRANT ALLOCATION. ASSUMES GRANT WILL APPROVE THIS CHANGE.								
ANNUAL PROPOSED	2025	13660	union_00	RYE12	PROBLEM SOLVING COURT COORDINATOR	\$70,602	\$ 60,300	\$130,902



Monroe County Community Planning & Engagement Department

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www.co.monroe.mi.us/planning

August 5, 2025

Mr. J. Henry Lievens
Chairman, Operations Committee
Monroe County Board of Commissioners
125 E. Second Street
Monroe, MI 48161

Re: Request for Commission on Aging Assistant

Dear Chairman Lievens and Committee Members,

The Community Planning & Engagement Department requests the addition of a new Commission on Aging Assistant position. Reporting to the Community Planning & Engagement Director, this role would be crucial in providing additional support for programs and activities funded by the senior millage.

Over the past two years, the need for this support has grown significantly. The senior millage-funded programs saw an 8% increase in expenditures in both 2023 and 2024, a notable jump from the previous average of 2% annual growth. The number of seniors served has also increased dramatically, with an 8% rise in 2023 and a 9% rise in 2024. This growth is mirrored in the workload: the number of service claims reviewed and managed by the Commission on Aging staff grew from 968,000 in 2022 to 1.24 million in 2024. We anticipate these trends will continue, with projected expenditure increases in 2025 and the number of service providers and programs expanding in 2026. Given the current staffing levels, accurately and precisely managing these public funds is becoming increasingly challenging.

The proposed assistant would play a vital role in managing the financial and administrative aspects of these programs. Key responsibilities would include gathering and reviewing budget information, managing payment vouchers, and creating financial reports. The position would also focus on ensuring all financial transactions, accounting systems, and database management for the Commission on Aging comply with relevant laws and regulations. Additionally, the assistant would research senior issues and provide technical support to the director. The total cost for wages and benefits for this new position is estimated to be \$85,682.

Thank you for your consideration. Enclosed for your review are a job description, a cost summary for the assistant position, and the hiring review form. Please feel free to contact me with any questions by phone at (734) 240-3288 or by email at jason_berry@monroemi.org.

Sincerely,

Jason Berry
Community Planning & Engagement Department Director

HIRING REVIEW FORM

Department: Community Planning and Engagement

Vacancy Job Title: Commission on Aging Assistant

Brief Job Description:

This assistant position supports the Commission on Aging by managing senior programs and millage records. Responsibilities include ensuring compliance and accountability through reviewing budgets, processing payments, preparing financial reports, and maintaining the Commission's database.

Budgeted Position:

☐ YES

If YES, are Funds Available?

☐ YES

* Must be verified by Finance/HR

☐ NO

*Must provide Funding Plan, verified by

☒ NO

If NO, please provide the following:

Job Description (Must have with New Position, Reclassification)

Point Factoring (Must have with New Position, Reclassification)

Reorganization Plan (When applicable)

Funding Plan Required, Verified by Finance (Include Finance Worksheet)

Department Summary: (Importance of filling vacancy, risks, timing, etc.)

To effectively manage the growing volume of claims and reports, the Commission on Aging needs a new position dedicated specifically to the oversight of senior millage public funds. This role will ensure accountability and proper use of public money by performing reviews of service claims, processing reimbursements, collecting financial data for strategic planning, and assisting service providers with their funding requests. This role is important for preventing the misuse or mismanagement of funds.

Completed By: Jason Berry DATE: 8/5/2025

Human Resources/ Finance Use:

Conclusion:

Finance: The estimated cost to fund this position for 2026 is \$85,682.00. The fund has sufficient fund balance to fund this position.

Human Resources: The request is in compliance with County policies.

Finance Reviewer: Sue Maier

DATE: 8/5/2025

HR Reviewer: Jeff McBee

DATE: 8/5/2025

APPROVED BY THE OPERATIONS COMMITTEE

APPROVED BY THE FULL BOARD

COMMISSION ON AGING ASSISTANT

Department: Commission on Aging

Wage Grade: Rye - 8

FLSA Status: Exempt

Affiliation: Non-Union

General Summary:

Under the direction of the Community Planning & Engagement Director, provides organizational support in overseeing the programs and activities available to senior citizens. Assists the Director in gathering and reviewing of budget data from service providers, inputs and tracks FASBE payment vouchers, calculates and prepares appropriate spreadsheets, records, files and reports. Researches senior citizen issues and concerns as needed. Provides program reviews and technical assistant to the Director and performs all duties of the office in his/her absence.

Essential Functions: *[An employee in this position may be called upon to do any of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily]*

- Reviews all monthly and year-end financial and programmatic agency reports to ensure completion, accuracy, and accountability. Reports to the Commission on Aging on need to exercise disciplinary policy.
- Provides organizational support to the Director and Commission, including preparation of Commission minutes, agendas, correspondence, financial reports and other documents. Compiles and maintains files, orders supplies, tracks purchase orders, maintains and purges records.
- Attends and records all Commission meetings; supplies information to the Commission regarding office business in the absence of the Director.
- Maintains confidential client financials and prescription records for eligibility, enrollment, and claims payments.
- Maintains department files including service provider records, payment vouchers, and audits.
- Receives office visitors, provides telephone information and referral to senior citizens and the general public, furnishes requested information on available senior resources and Commission on Aging programs, and refers inquiries to the correct person or agency.
- Creates and promulgates publications on behalf of the Commission using desktop publishing; designs and develops materials based on community and Commission need, and provides regular information updates to the County Webmaster for public use.
- Inputs and processes data and prepares reports using word processing and database programs. Prepares, organizes and writes informational data.

- Assists the Director in all aspects of the budget process including the maintenance of all provider-reporting, expenditures of funds records.
- Prepares and inputs reports and forms related to the provider services, provides counsel and technical assistance to the Director.
- Attends key meetings on behalf of the Director and/or Commission within the County, attending all meetings in the absence of the Director.
- Provides information and counseling on senior issues to members of the public.
- Integral part of the provider agency programmatic review and assessment team.
- Acts as backup in the absence of the Director, performing all duties of the office and the Commission.

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.

Employment Qualifications: [The qualifications listed below are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria]

Education: High School graduate or equivalent. College coursework preferred in any of the following: Business, Counseling, Gerontology, Social Work, Communications, or related field of study.

Experience: Minimum of four (4) years experience working directly with the senior population or non-profit agency dealing with client services required. Two (2) years experience in Microsoft Office, Publisher, PDF is required.

Licenses and Certifications: Valid Driver's License required.

Other Requirements:

Knowledge of:

- Administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology.
- The structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Electronic equipment and computer software, including all applications and programs associated with the position.

- Business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

Skills in:

- Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Understanding written sentences and paragraphs in work related documents.
- Talking to others to convey information effectively.
- Actively looking for ways to help people.
- Communicating effectively in writing as appropriate for the needs of the audience.

Ability to:

- Read and understand information and ideas presented in writing.
- Listen to and understand information and ideas presented through spoken words and sentences.
- Communicate information and ideas in speaking so other will understand.
- Identify and understand the speech of another person.
- Communicate information and ideas in writing so other will understand.

Physical Requirements: *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

- Ability to enter and retrieve documents from office filing systems as well as computers.
- Ability to bend, kneel, stoop and crouch to file and retrieve items from file cabinets and shelves.
- Ability to sit for extended periods of time and look at a computer screen.

Working Conditions:

- Typically works in office conditions
- Occasional travel to make site visits, attend meetings, and perform other job functions.

ITEM	DATE	Department	Union	Grade	Classification	WAGES	FRINGES	TOTAL
ANNUAL PROPOSED	2026	67200	union_00	RYE_08	COA ASSISTANT	\$57,328	\$ 28,354	\$85,682
					TOTAL COST/(SAVINGS)	\$57,328	\$ 28,354	\$85,682
FINANCE CONCLUSION:								
POSITION IS FULLY REIMBURSABLE BY SENIOR MILLAGE FUNDING.								
FUND HAS SUFFICIENT FUND BALANCE TO ABSORB ANTICIPATED COST.								