

LEWIS COUNTY DISTRICT COURT

Law and Justice Center
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Wade S. Samuelson, Presiding Judge
Department 1

R.W. Buzzard, Judge
Department 2

Brittini Rogers
Court Administrator

MEMORANDUM

To: BOCC & Erik Martin, County Manager

From: Judge Wade S. Samuelson and Brittini Rogers, Court Administrator

Date: October 17, 2022

Re: New Position – Deputy Court Administrator

District Court has identified a need to create a new position of Deputy Court Administrator to support the Court Administrator with staff training needs, work flow management, creation and upkeep of policies, procedures and court forms in conjunction with legislation and other administrative functions of the court.

With an increasing turnover rate due to higher paying job opportunities and the constant mandates handed down through legislation, District Court is struggling to keep up with the demand of constant training and ever-changing processes and procedures. A restructure of this office is necessary to meet the workload, workforce training and operational demands and provide meaningful service to the public.

To illustrate our recent turnover, this year alone, District Court has had 5 clerks resign after obtaining higher level employment opportunities. In 2021, we had three clerks resign and in 2020, four clerks resigned. The result of these resignations is our office has two front counter staff with a combined experience of 3.5 months with one vacancy and three courtroom clerks with a combined experience of 8 months in that position. It takes upwards of a year to fully train a clerk in the many duties required of them in a single position.

Further, cross-training must happen to ensure smooth continuation of operations in the event of unforeseen absences, vacations and resignations. A Deputy Administrator is imperative to assist with these training needs and to perform duties in any position as the need arises.

Additionally, requirements of the Court have changed significantly over the last three years. For example, video appearances must now be utilized for various court proceedings, court forms constantly require updating due to legislative changes, and additional civil protection orders can now be started in District Court, with those case filings almost doubling and continuing to increase since July. This is only a small portion of current and expected changes to come. Additional leadership for the clerks is needed to ensure the Court continues to operate in accordance with laws and regulations.

District Court would like this position to be created immediately. If this position is approved, it is the intent to promote from within and freeze one of the Clerk I positions to help offset the financial impact to the county. The financial impact summary and proposed org chart are attached.

Please let us know if you need any further information prior to meeting to discuss this request. We appreciate your time and consideration and look forward to discussing this in more detail with the Board.

FINANCIAL IMPACT

Freezing a Deputy Clerk I position (116) and creating a Deputy Administrator position (122)

Given majority of our clerk staff are a step 3 or under, the financial impact is expected to be on the low end of the grid.

SEPT 2022 PAY GRID

	Low End	High End
Grade 116	44666	60051
Grade 122	57996	77992
*Difference	\$ 13,330	\$ 17,941

* 2022 will only have 1-2 months remaining, if approved.
Impact will be \$2,200-\$3000 for the remainder of the year.

2023 PAY GRID

	Low End	High End
Grade 116	46453	62453
Grade 122	60316	81111
Difference	\$ 13,863	\$ 18,658

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