Richland County Committee

Agenda Item Cover

Agenda Item Name: Jury Bailiff Casual Positions, Hired by the Clerk of Court

Department	Circuit Court	**Presented By:**	Administrator and Clerk of Court
Date of Meeting:	March 2, 2021	**Action Needed:**	Vote
Disclosure:	Open Session	**Authority:**	Committee Structure Q
Date submitted:	February 24, 2021	**Referred by:**	

Recommendation and/or action language:

Motion to … recommend resolution by the county Board to establish 8 casual/call-in Jury Bailiff positions under the Clerk of Court's authority to allow the Clerk of Court to recruit and fill these positions in preparation for the return of in person jury trials.

Background: *(preferred one page or less with focus on options and decision points)*

The Circuit Court has a need for call-in jury bailiffs. To the Clerk of Court's knowledge, no formal procedure has ever been set as for the hiring and selection of persons who can serve as call-in jury bailiffs on a casual basis. In person jury trials are set to resume in March 2021. The Finance and Personnel Committee previously accepted an Authorization Table (Report) indicating the 8 positions. The requested action would recommend the County Board exercise authority granted under Wisconsin State Statue 59.22(1)(2)(c)1b — "Except as provided in subd. 2. and par. (d), the board may do any of the following:… b. Establish the number of employees in any department or office including deputies to elective officers."

Attachments and References:

Jury bailiff job description	

Financial Review:
(please check one)

x	In adopted budget	Fund Number	
	Apportionment needed	Requested Fund Number	
	Other funding Source		
	No financial impact		

(summary of current and future impacts)
Touches many budgets.

Jury bailiffs are paid through the Jury Trial line item in the Clerk of Court's budget.

Approval:

Stacy S. Kleist, Clerk of Court

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Department Head

Review:

Clinton Langreck

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Administrator, or Elected Office (if applicable)