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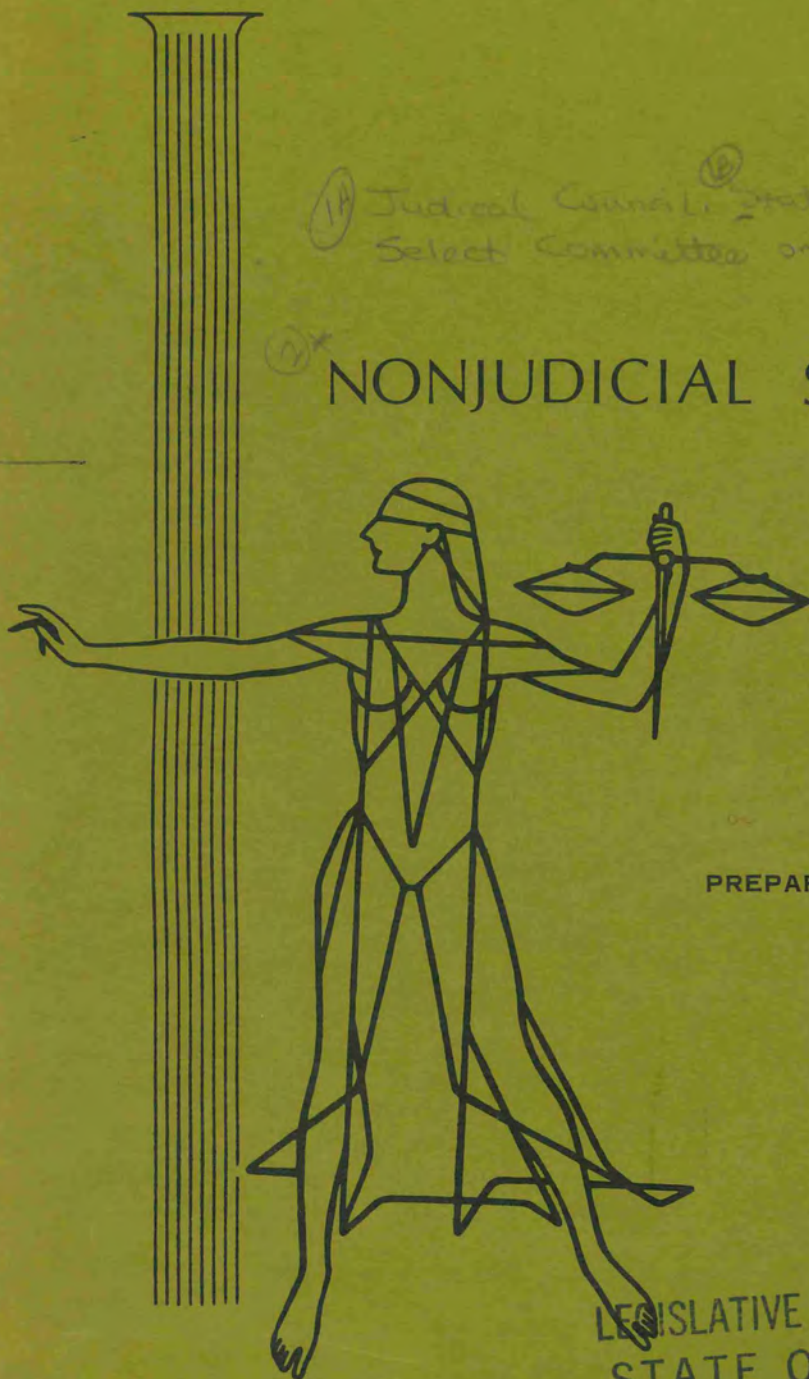
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① Judicial Council, State Judicial System.
Select Committee on the

NONJUDICIAL STAFFING STUDY



PREPARED FOR THE SELECT COMMITTEE
ON THE
MINNESOTA JUDICIAL SYSTEM

③ JUNE, 1975

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METHODOLOGY FOR DETERMINING
NONJUDICIAL STAFFING REQUIREMENTS
OF MINNESOTA'S
COUNTY AND DISTRICT COURTS

OBJECTIVES

The overall goal of this portion of the study was to develop a valid methodology for determining nonjudicial staffing requirements of Minnesota's County and Districts Courts. Specifically, the objectives of this study were to:

- . Develop case load values describing, by appropriate category, the average amount of nonjudicial support time required to process cases through the courts.
- . Determine the average clerk-year values describing the amount of time normally available to process the cases.
- . Determine the means of application of the case load and clerk-year values on an annual basis for estimating nonjudicial manpower requirements.

METHODOLOGY

Our approach to this study was organized into the following major tasks:

Study Initiation

The major objective and overall methodology to be employed, along with an appropriate timetable for completion, were established.

Selection of Participating Courts

To ensure a proper cross section of all courts within the State, a sample of courts was selected for participation in the detailed study based upon the following criteria:

- . A sample size of approximately 20% would be used.
- . All geographical areas of the State should be represented.
- . Specific courts were selected to obtain an appropriate balance between urban or rural environment, county population, county courts serving a single county vs. a group of counties, and county courts served by a single judge vs. those served by more than one judge.

The following courts were selected to participate in the study:

- . Carlton
- . Clay
- . Cook
- . Dodge
- . Douglas
- . Hennepin*
- . Kanabec
- . Koochiching
- . Marshall
- . Nobles
- . Olmsted
- . Pipestone
- . Renville
- . St. Louis**
- . Scott
- . Stevens
- . Washington

*Hennepin Juvenile and Probate Courts only. Hennepin District Court had initiated its own study. Hennepin Municipal Court was involved in a physical relocation and thus was unable to participate.

**Included Hibbing, Virginia and Duluth locations.

Definition of Nonjudicial Staff Activities

To effectively gather data with regard to how much nonjudicial staff time is required to process cases, a standard set of activities against which all time would be recorded was developed. These activities are listed on the time reporting form presented as Exhibit 1. The list of activities was pilot tested by obtaining the assistance of Ruth S. Eppeland and A. Milton Johnson, District Court Administrators of Districts 5 and 8, respectively, who circulated the activity lists to all courts within their districts for comments and suggestions.

Development of Time Reporting Forms and Procedures

Subsequent to the determination of a final list of non-judicial staff activities, time reporting forms and procedures were developed.

Exhibit 1 represents a copy of the actual time reporting form used. The standard activity list is preprinted on each form.

Introduction of the Study to the Courts

The study was introduced in a presentation to the attendees of the state wide Clerk of Courts meeting held in St. Paul on February 12, 1975. A letter from the Select Committee was sent to the clerk of each court selected to participate in the detailed study. Subsequent discussions were held with the clerk of each participating court to make appropriate arrangements for the study. The month of March, 1975 was selected as the period in which the nonjudicial staff of each participating court would complete the daily time and activity reports.

Conduct of Orientation Sessions

Recognizing the complexity of the detailed time and activity reporting requirements, written procedures were developed for use by the participating courts. Orientation sessions, to prepare the clerical staff for the data collection activities and to answer questions regarding the specific procedure for completion of the forms, were held at the site of each participating court during the weeks of February 17 through 21 and February 24 through 28, and, in the instance of Hennepin County Juvenile and Probate Courts, on March 12, 1975. Printed copies of the data collection forms and procedures were issued to each participating court during the orientation sessions.

Data Collection and Recording

Daily time and activity reports completed by each non-judicial staff member during the month of March, 1975 were mailed to the Select Committee staff on a weekly basis. As the reports were received, they were reviewed and logged to a summary sheet by the Select Committee staff. During this process, a manual edit of each form was done to ensure that all time had been properly recorded and that all expected forms had been received. At the completion of the data collection period, each summary form was totaled by individual nonjudicial employee, by participating court, and for all participating courts so that average processing times could be determined.

Data Analysis

The objective of this task was the development of appropriate average case load time values and clerk-year values which could be used to estimate nonjudicial staff-

ing requirements. The results of this effort and the methodology employed are discussed in the following section of this report.

Review of Findings and Recommendations

Upon completion of the data analysis, the results of this study were reviewed with the Select Committee Project Director and staff to determine the appropriate method of presentation.

NONJUDICIAL TIME AND CLERK-YEAR VALUES

The basic elements used to estimate nonjudicial staffing requirements are the average case load value and the clerk-year value as described in the remainder of this section.

Calculation of Average Case Load Values

Separate average case load values were calculated for each of the major types of filings handled by county and district courts. These case types coincide with the reporting categories as presently planned for inclusion in the State Judicial Information System currently under development.

The average case load values represent the nonjudicial staff time in minutes required to process the average matter through the courts. The values are "weighted" to associate case related activities with initial filings since this is the point at which nonjudicial processing time begins. For example, a traffic filing may be disposed of by an immediate payment of a fine at one extreme or after several court appearances on the other extreme. Since in each instance the filing will require significantly different processing time, a weighted average of all processing time per initial filing is employed.

The following table presents the average case load values as calculated for the state's county and district courts:

<u>Case Type</u>	<u>Average Case Load Value*</u>
Traffic	4.4
Criminal	283.6
Civil	466.8
Conciliation	256.3
Juvenile	169.6
Family	134.7
Probate	599.6
Appeals	1,141.9

*Minutes of case related time per initial filing

Exhibit 2 of this report contains the detail calculation of the average case load values for each case category based upon the case related time and filing volumes during the month of March, 1975.

Calculation of Clerk-Year Values

The clerk-year value represents the nonjudicial staff time in available minutes per year of case related time per nonjudicial employee.

The clerk-year is calculated by multiplying the average time per day available per clerk for case related matters by the number of days available per year. The average days available per clerk-year is calculated as follows:

Days per year		365
Less:		
Weekends	104	
Holidays	9	
Vacation	15	
Illness	8	
Conferences and meetings	<u>2</u>	<u>138</u>
Days available for case related activity		<u>227</u>

Using the average time per day per clerk spent on case related activities only, as calculated from the study data, allows the remaining time per day to be spent on indirect or non-case related activities. Hence, the staffing calculations will represent full time equivalent requirements which allow for the average division of time on the part of nonjudicial staff for both case related and non-case related duties.

To ascertain appropriate clerk-year values for individual courts, several statistical correlations were made on the basis of size of court and number of judicial positions vs. average case related time per day per nonjudicial employee. The resultant clerk-year values by group are presented in the table below. These values represent average case related minutes per day per nonjudicial employee multiplied by 227 available days.

<u>Group</u>	<u>Allocated Judicial Positions</u>	<u>Clerk-Year Value*</u>
I	4 or more	84,000
II	3	78,000
III	2 or less	72,000

*Minutes per year per nonjudicial employee available for case related activities.

Application of the Average Case Load and Clerk-Year Values

Exhibit 3 presents the calculated nonjudicial staffing level for each of the participating courts.

Calculated nonjudicial staffing is derived by applying the average case load value for each type of filing to the indicated case load volume of filings at each participating court as reported during the study period (March, 1975) and by dividing the total calculated minutes by the appropriate clerk-year value (which in this instance is divided by twelve to represent a one month value). Exhibit 4 presents an example of this calculation.

Calculated staffing levels as shown in Exhibit 3 represent the application of the average case load and clerk-year values for the one month period of March, 1975. Since averages are employed, it is reasonable to expect that some courts will fall both above and below this average value as applied to any single month due to fluctuations in case load volumes from month to month. Also, the average values do not reflect significant variations in clerical procedures, court policy, service levels and physical environment from one court to another.

Forecasting Nonjudicial Staffing Requirements

An estimate of nonjudicial staffing levels may be made by multiplying the forecasted annual volume of initial filings for each case category by the corresponding average case load value; then dividing the sum by the appropriate clerk-year value.

Since a method of forecasting annual volume of initial filings by case category is apparently nonexistent within the Minnesota Court System at the present time, some amount of data must be accumulated over an extended period of time before such annual forecasts can be made for each county and district court. It is essential that this data be gathered for at least a full year prior to attempting such a forecast to allow for the forementioned month to month fluctuations in case load volumes. Once the State Judicial Information System is implemented state wide, it would appear to be an ideal vehicle for accumulating such statistics.

Name _____

Minnesota County & District Courts
Non-Judicial Staff
Time/Activity Report

Court _____

Title _____

Date _____

Case Related Activities																		
Activity Description	Traffic		Criminal		Civil		Conciliation		Juvenile		Family		Probate		Appeals		Total By Activity	
	Hrs.	Min.	Hrs.	Min.	Hrs.	Min.	Hrs.	Min.	Hrs.	Min.	Hrs.	Min.	Hrs.	Min.	Hrs.	Min.	Hrs.	Min.
Case Initiation, Document Acceptance and Counter Activities																		
Preparation of Finished Minutes, Orders, Judgements and Writs																		
Register of Actions, Record Keeping and Case File Maintenance																		
Notification of Court Actions to other Criminal Justice System Agencies																		
Calendaring Activities																		
Investigation, Counseling and Probate Examination																		
Legal Research-Case Related Own Recognition Investigation Court Room Activities																		
Warrant Activities																		
Direct Supervision -Related to Above Activities																		
Total each type of case																		
Total Case Related																		

12

Non-Case Related Activities								
Activity Description	Hrs.	Min.	Activity Description	Hrs.	Min.	Activity Description	Hrs.	Min.
Court Administration/Indirect Supervision/Administrative Support			Juror Summoning			Lost Time		
Judicial Secretary/Steno and Other Judicial Assistance			Juror Assembly Room Supervision and Records Maintenance			Travel Between Courts		
Other Sec'y/Steno, Receptionist, Correspondence & Communications			Judicial Council and Other Statistical Report Preparation			Office Attention Time		
Accounting Activities (Noncase related)			Legal Research - noncase related			Absent		
Juror Selection			Personnel/Payroll Services			Vacation		
Determination of Juror Qualifications			Conference Attendance/Training					
Total Non-Case Related								

Recording Instructions

1. Complete a new report form each day; be sure the total time recorded on this sheet is 8 hrs. per day or equal to the total number of hrs. worked per day (including compensated overtime hrs.)
2. Turn the report in each day to the Court Clerk in your office.
3. Record time expended in the appropriate boxes on this form. Make a recording each time you change activities or case type. If you return to a previously performed activity during the day, update the total time expended in the box by erasing the previous entry and inserting the revised time value.

Total Non-Case Related

Total Time
(Add Case Related and Non-Case Related)

County and District Courts
Calculation of Average Case Load Values
Period of March, 1975

<u>Participating Court</u>	<u>Total Case Related Time (Minutes)</u>	<u>Case Related Time to Process Filing</u>							
		<u>Traffic</u>	<u>Criminal</u>	<u>Civil</u>	<u>Conciliation</u>	<u>Juvenile</u>	<u>Family</u>	<u>Probate</u>	<u>Appeals</u>
Carlton	55,350	3,884	15,238	10,725	15,267	3,858	1,812	3,467	1,099
Clay	66,430	4,527	19,553	12,668	18,748	4,573	2,162	4,199	-
Cook	17,095	1,574	9,474	3,093	-	1,122	670	1,162	-
Dodge	19,755	1,037	6,206	3,270	5,400	1,652	705	1,485	-
Douglas	49,900	2,971	14,724	11,321	14,226	3,534	1,754	-	1,370
Kanabec	32,180	1,933	7,985	6,398	9,973	2,121	1,056	1,935	779
Koochiching	21,230	1,168	7,001	4,104	6,871	-	825	1,261	-
Marshall	24,590	1,545	7,431	4,475	7,694	1,436	795	1,214	-
Nobles	42,190	2,321	10,621	9,225	12,923	3,095	1,469	2,536	-
Olmsted	134,740	13,294	43,951	30,000	33,695	1,800	4,500	-	7,500
Pipestone	37,670	2,245	10,860	8,864	11,147	-	1,445	2,354	755
Renville	22,560	1,238	7,202	3,646	7,278	1,419	602	834	341
Scott	43,215	2,557	12,596	12,229	12,972	-	2,022	-	839
Stevens	19,290	845	5,409	3,554	6,045	1,385	683	1,369	-
Washington	208,543	11,926	66,626	37,991	55,741	15,094	6,689	14,476	-
St. Louis	397,938	51,038	78,977	158,211	44,471	21,692	1,906	30,346	11,297
Hennepin County-Juvenile	35,440	-	-	-	-	35,440	-	-	-
Hennepin County-Probate	93,450	-	-	-	-	-	-	93,450	-
Total time	1,321,566	104,103	323,854	319,774	262,451	98,221	29,095	160,088	23,980
Total volume (initial filings)		23,671	1,142	685	1,024	579	216	267	21
Average minutes per initial filing		4.4	283.6	466.8	256.3	169.6	134.7	599.6	1,141.9

Calculated Nonjudicial Staffing Levels
For Participating County and District Courts

<u>Clerk Year Group</u>	<u>Court</u>	<u>Actual Full Time Equivalent Personnel Participating in Study</u>	<u>Calculated Staff Level</u>
I	St. Louis	60.7	60.6
	Washington	25.9	25.9
	Olmsted	21.3	20.8
	Hennepin-Juvenile	12.3	11.9
	Hennepin-Probate	26.0	24.1
II	Clay	10.0	8.6
	Scott	7.0 (1)	12.5 (1)
III	Carlton	8.3	12.4
	Cook	3.0	1.3 (2)
	Dodge	3.8	3.9
	Douglas	6.0	7.5
	Kanabec	5.4	4.7
	Koochiching	4.0	6.0
	Marshall	4.0	2.8
	Nobles	6.8	6.3
	Pipestone	4.8	2.6
	Renville	5.0	3.2
	Stevens	3.0	2.4
	Total	<u>217.3</u>	<u>217.5</u>

(1) Excludes clerks processing juvenile and probate cases

(2) A minimum staff level of 2.0 should be expected for smaller courts

Example of Methodology Used to Calculate
Nonjudicial Staffing

Dodge County and District Court

<u>Case Type</u>	<u>Case Load Value (Minute Per Initial Funding)</u>	<u>Indicated Volume March, 1975</u>	<u>Calculated Clerk Minutes</u>
Traffic	4.4	55	242.00
Criminal	283.6	19	5,288.40
Civil	466.8	21	9,802.80
Conciliation	256.3	14	3,588.20
Juvenile	169.6	16	2,713.60
Family	134.7	4	538.80
Probate	599.6	2	1,199.20
Appeals	1,141.9	-	-
		Total	<u>23,473.00</u>

Clerk year value	72,000
% 12 = Monthly value	6,000
Calculated staff level	3.9
Present full time equivalent staff	3.8

GUIDELINES FOR
MINNESOTA DISTRICT AND COUNTY COURTS
ORGANIZATION AND CLASSIFICATION
AND COMPENSATION OF
COURT EMPLOYEES

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SCOPE AND OBJECTIVES

The objectives of this portion of the study were to:

- . Develop organization recommendations for the Minnesota District and County Court System.
- . Develop a plan to evaluate and classify Court administrative positions. Prepare written position descriptions in conjunction with the development of the plan.
- . Develop a uniform and equitable compensation system to be applied to all positions classified.
- . Apply the methodology of the classification plan and compensation system to County and District Courts on a test basis.
- . Recommend procedures to implement the classification plan and compensation system throughout the State court system and to administer them on a continuing basis.

DATA GATHERING

Review of Existing Information

In order to obtain information on current organization, classification and compensation practices in and outside the State of Minnesota, we reviewed and analyzed existing data from the following sources:

- . American Bar Association Standards Relating to Court Organization.
- . Minnesota District and County Court Surveys conducted by the National Center for State Courts.
- . Nonjudicial Staffing Study prepared for the Judicial Council of California.
- . Recent consolidation of the Ramsey County Municipal Court.

Development of a General Survey Questionnaire

We designed and distributed a General Survey Questionnaire (Exhibit 1) to all District and County Courts within the State of Minnesota. The purpose of the questionnaire was to gather specific facts about each court's current organization, classification, compensation and personnel administration practices. The questionnaires were sent to the following:

Clerk of County and District Courts in 85 counties

Hennepin County:

District Court Administrator
Municipal Court Administrator
Clerk of Probate Court

Ramsey County:

District Court Administrator
Municipal Court Administrator
Clerk of Probate Court

Total sent

91

Replies were received from all courts except St. Louis and Crow Wing counties.

Results of the replies to the General Survey Questionnaire are presented in Exhibit 2.

Position Information

In order to develop a position classification plan and apply the plan methodology to sample counties it was necessary to obtain detailed information about specific duties and responsibilities of the Court employees in the test group. To provide a uniform starting point for classification of each position, we prepared and sent a Position Information Questionnaire (Exhibit 3) to these employees. A transmittal letter explained the purpose of the study and the questionnaire. After the questionnaires were returned to us and reviewed, our consultants and members of the Select Committee Staff conducted follow up interviews with key employees to verify information in the questionnaires and to confirm our understanding of the duties and responsibilities of the position and how it functions within that particular court organization.

Findings and Conclusions Resulting from Data Gathering

The following are findings and conclusions resulting from our data gathering efforts:

- . There is no "standard" method of court organization within the State Court System. Individual courts appear to be organized based on the criteria such as:
 - Degree to which the Clerk of County and District Courts has integrated case processing activities for the two courts.
 - Degree of judges' involvement in court administrative activities.
 - Number of branch court locations.
 - Number of experienced vs. inexperienced personnel.
 - Management style of Clerk of Court.
 - Physical layout of court administrative facilities.
 - Size of court, i.e. a large court such as Hennepin County Municipal Court requires personnel to perform accounting, personnel and other staff duties whereas in a very small court, these duties are often handled by county, not court employees.
- . The Clerks of Court have generally not fully integrated the County Court nonjudicial staff with that of the District Court. This seems to be due primarily to the following:

- District Court nonjudicial staff are often in separate quarters from County Court non-judicial staff.
 - Individuals tend to want to work in areas where they are experienced.
 - Time and training requirements necessary to process District and County cases on a centralized basis have tended to slow down any change.
 - Judges and certain clerical personnel have often established working relationships over a long period of time. There is resistance to changing these relationships.
- . There are no uniform methods of classifying positions within the courts or for compensating employees holding those positions. In fact, in some cases there are no methods at all, merely informal practices which have developed over a period of time. Also, there are no uniform or consistent policies covering personnel administration for Court employees. As can be expected, larger counties have position descriptions, classification plans and compensation systems, whereas the small courts often have no position description, classification plans or compensation systems. Employees in these courts are often compensated based on individual actions of County Boards. Specific comments on the above follow:

- Only 24 courts have position descriptions for nonjudicial personnel. Many of these are out of date or did not adequately describe position duties and responsibilities.
- Only 27 courts have a formal classification system. Of these, only 2 are for court employees only; the remainder covered all County employees.
- Positions in different courts with similar responsibilities have varied titles. For example, the entry level clerk position performs work of a routine nature involving the completion of a variety of assigned clerical tasks. This position carries various titles such as:

Clerk	Deputy Clerk
Clerk I	Clerk Typist
Deputy	

- Conversely, clerical personnel in different courts having the same title often perform significantly different types of duties.
- Many similar duties are performed by all levels of clerical personnel in the Court System. For instance, in a small court, the Clerk of Court might receive payments over the counter whereas this function is performed by an entry level clerk in a large court.

ORGANIZATION RECOMMENDATIONS

There is no one "right" way to organize a District/County Court in Minnesota. This is due to the diverse factors influencing each court's operations such as:

- . Number of personnel
- . Court locations
- . Experience of personnel
- . Court size
- . Physical layout of court administrative facilities

Certain principles of organization should be considered prior to any major change in the structure of any court organization:

Consolidation of County/District Court Administrative Activities

In order to increase efficiencies and hold staffing requirements to a minimum, certain administrative and processing activities can be performed by the same individual(s) for both County and District Courts. These include:

- . Calendaring/assignments
- . Filing
- . Receipt of payments
- . Accounting
- . Typing
- . Supervision
- . Preparation of statistical and other reports
- . Purchasing

Consolidation of activities may be accomplished only after problems such as separate facilities or excess personnel are resolved.

Specialization vs. Generalization

As court sizes increase there is a need for greater specialization in case processing activities. In courts where case volume permits, the organization should be structured along functional lines so that one or more clerks would be assigned to handle specific types of cases such as traffic violations. Specialization may not be possible in many of Minnesota's District/County courts, however, since many counties have too few employees to permit significant specialization as indicated in the following table.

<u>Number of Employees</u>	<u>Number of Courts</u>
2 - 4	18
5 - 8	42
9 - 12	15
13 - 34	10
35 and up	4

Determining Staffing Requirements

Analysis and adjustment of staffing requirements for any individual court should be made through utilization of the methodology for determining nonjudicial staffing requirements as presented in the first portion of this report.

Minimum Number of Employees

A minimum of two employees is necessary in any one court to keep the court open and to be able to handle all types of case processing activities.

POSITION CLASSIFICATION PLAN

We employed a previously designed plan for purposes of classifying positions throughout the State Court System. That plan was specifically developed for court employees and the principals followed are easily understood.

The plan consists of a job to job comparison of court positions based on five basic factors which exist in varying degrees in all court positions. Weights are assigned to the factors to reflect the fact that each contributes to the job value to a different degree. Factor definitions and assigned weights follow:

	<u>Weight</u>
<u>Knowledge</u>	25%

This factor refers to the accumulated specific and general knowledge required to perform the tasks of the position satisfactorily. Consideration is given to the amount of formal training and the breadth and variety of work experience required to develop the skills, perspective and understanding to perform satisfactorily in the particular position.

<u>Responsibility for Administration of Systems and Procedures</u>	25%
--	-----

This factor refers to the degree of responsibility for and involvement in the planning, development and administration of court systems and procedures. Consideration is also given to the complexity and difficulty of the tasks necessary to carry out the above responsibilities.

Responsibility for Personnel
Supervision and Administration

Weight

20%

This factor considers the number of employees supervised by the position and the nature of the supervision in terms of the authority of the position and the difficulty of the tasks performed by those being supervised.

Latitude and Judgment

20%

This factor refers to the degree of judgment and discretion required to select alternatives in the performance of the position. Consideration is given to the degree of latitude, the number of variables to be considered and the potential effect of poor decisions.

Public Contact

10%

This factor refers to the degree and nature of public contact required by the position. Consideration is given to the degree to which the position contributes to the court system through the exercise of tact, courtesy, conveying information, and public education. Consideration is also given to the degree to which the incumbent may be exposed to pressure and abusive behavior as a result of the required public contact.

100%

After assigning the basic weights, each factor element is scaled into a number of degrees which are assigned numerical values reflecting relative importance. Each position is then ranked against other positions on the five evaluation factor elements. The numerical value assigned to each factor is totaled for each position resulting in an overall numerical ranking of all nonjudicial staffing positions in a court. The results of applying the plan methodology to nonjudicial staff positions in sample counties in the state is presented in the next section of this report. Position descriptions were developed for purposes of evaluating the various nonjudicial staffing positions and these are included as Exhibit 4.

APPLICATION OF METHODOLOGY ON A TEST BASIS

We applied the classification methodology on a test basis to the counties selected for purposes of the staffing requirements portion of the study. Since the Clerk of Court in St. Louis County did not return the General Survey Questionnaire, St. Louis County was excluded from the sample. Hennepin County recently completed a classification and compensation study, assisted by another consulting firm. We reviewed the consultant's report and after discussions with Hennepin County Court officials determined that no benefits would result from reclassifying the Hennepin District, County and Probate Courts nonjudicial staffing positions. However, because of the availability of position descriptions, classifications and pay ranges, the Hennepin Court positions were compared to those classified in our sample based on the county position descriptions and pay ranges.

Because Ramsey County Municipal Court employees were previously evaluated using the system recommended for classification of all State Court employees, these positions were used as a benchmark for evaluating and classifying nonjudicial staffing positions in the courts in the sample counties. Exhibit 5 presents the classified positions by grade as well as the proposed titles for the various positions.

It is important to understand that Exhibit 5 applies the principles of the classification plan and that the relative rankings, although assigned by a systematic method, may still be subject to further judgment by experienced local court personnel.

Clerks of Court function quite similarly in each court within the state. Differences between Clerks' responsibilities are related to court size and, because of this, each position was placed in a position grade based on the relative size of that court's expenditures as follows:

<u>Court Expenditures (000)</u>		
<u>From</u>	<u>To</u>	<u>Position Grade</u>
\$ 0	\$ 200	9
201	400	11
401	800	13
801	2,000	15
2,001	and up	18

Exhibit 11 presents Clerk of Court salary grades and ranges, by county, based on size of 1974 court expenditures. Current salaries are also presented.

PROPOSED COMPENSATION STRUCTURE

An objective of the study was to develop a uniform and equitable salary structure for nonjudicial staffing positions within the State County and District Court System. The salary structure recently developed in connection with the consolidation of the Ramsey County Municipal Court was selected as the benchmark against which all other courts within the state could be compared. The Ramsey County salary structure was based on 1974 comparative salaries. For purposes of this study, we adjusted the salary ranges to reflect changes in job market conditions for 1975. This was accomplished by increasing the ranges by 9% based on adjustments granted to State of Minnesota employees in 1975 as follows:

Administrative and Professional Employees

January 1, 1975 - Cost of living increase	4.4%
July 1, 1975 - Adjustment under binding arbitration which must be approved by legislature	5.5%
Total	<u>9.9%</u>

Clerical and Technical Employees

January 1, 1975 - Cost of living increase amounting to \$20 per month; assuming an annual salary of \$8,000, the increase would equal	3.0%
July 15, 1975 - Adjustment under binding arbitration which must be approved by legislature - \$38 per month; assuming an annual salary of \$8,000, the increase would equal	5.7%
Total	<u>8.7%</u>

Exhibit 6 presents the Proposed 1975 salary range guidelines by position grade. There is a progression at the rate of 9.2% from the midpoint of one grade to the midpoint of the next higher grade. The minimum and maximum salary for each grade were calculated at $\pm 15\%$ of grade midpoint.

Exhibit 6 represents a salary plan which is appropriate for the Twin Cities area. These salary range guidelines should be adjusted on a county by county basis throughout the state because of cost of living differences within the various communities. We made a thorough search for data to determine differences in family budget costs and salaries within the various communities and found little or no information which would give us a valid basis to adjust the salary guidelines for area differences.

We did find that the Department of Public Welfare prepares different pay ranges for specific positions related to Public Welfare, Civil Defense and Public Health. These ranges are based on the 1974 Minnesota Salary Survey by Area prepared by the Research and Planning Branch of the Minnesota Department of Employment Services. Each county then selects the salary structure which county officials feel most closely reflects comparative salaries for similar positions within that county. We believe that this method of accounting for cost of living differences is somewhat arbitrary and may result in less than precise delineation of differences by county. In the absence of any other information we chose to test the ranges selected by certain counties for reasonableness and prepared an index of relative pay to be applied to the court salaries for the various counties. There are six Department of Public Welfare pay plan ranges for clerical positions. These were related to each other with the highest range considered 100%. Four index numbers were obtained because of logical groupings which occurred.

<u>Department of Public Welfare Pay Plan</u>	<u>Index Factor</u>	<u>Court Salary Plan and Percentage</u>	
		<u>Plan</u>	<u>Percentage</u>
F	100%	1	100%
E	94	2	94
D	90	3	88
C	86	3	88
B	82	4	80
A	78	4	80

The percentages chosen to be used for the court plan were applied to the salary structure presented in Exhibit 6 resulting in three additional salary plans shown as Exhibits 7, 8 and 9. Each county was assigned a salary plan based on the particular Department of Public Welfare Pay Plan it had adopted. Exhibit 10 lists each county and salary plan assigned to it.

Proposed salary ranges for the positions classified in Exhibit 5 can be obtained by matching the appropriate position grade as shown on the Exhibit with the salary range for that grade as shown on Exhibits 6-9. For example, in Carlton County a Deputy Clerk is classified as a Clerk II in position grade 2 (Exhibit 5). On Exhibit 10, Carlton County is assigned to Salary Plan 3 (Exhibit 8). On that plan, the recommended salary range for a position grade 2 is \$5,800 to \$7,800 (\$6,800 midpoint).

A separate confidential report presents current salaries for nonjudicial staff classified in the sample counties (Exhibit 5) and the proposed salary ranges for those positions.

IMPLEMENTATION AND ADMINISTRATION OF
CLASSIFICATION PLAN AND COMPENSATION SYSTEM

Implementation

Implementation of the Classification Plan and Compensation System involves consideration of the following guidelines:

- . Nonjudicial staff positions should be classified based on the methodology described in this report. Each position's duties and responsibilities should be compared with the position descriptions in Exhibit 4 and the position classified into one of the 18 position grades. The classification of nonjudicial staffing positions in the sample counties (Exhibit 5) should be considered in this process. The classification procedure should be performed by the Clerk of Court, a representative judge and a member of the county personnel department.
- . Qualified employees whose current base salaries are below the minimum for their proposed salary grades should be brought up to at least the grade minimums. Trainees or employees on probation may be paid base salaries below minimum until they qualify for grade entry.
- . Each employee should be paid a salary within the salary grade established for the position. The relative position within the salary grade should be determined by the Clerk of Court, approved by the chief judge, and submitted to the county for approval.

- . Individuals currently receiving a salary in excess of the maximum for the position grade should not receive a reduction in salary as a result of the installation of the new salary structure.
- . Such individuals should receive no further increases, except for appropriate longevity increases, discussed later, without specific judicial and county approval until market adjustments raise the grade maximum above their present salaries.

Administration

The following salary administration policy guidelines should be considered:

- . Position Evaluation and Ranking
 - As new positions are created they should be classified and ranked on the five factors developed for the purpose of comparing court positions.
 - Evaluation and ranking of all positions should be based on a written description of the duties and responsibilities of each position.
 - Requests for the evaluation of a new position or the reevaluation of an existing position should be submitted to the Clerk of Court.

. Individual Salary Action

- All qualified employees should be paid at least the minimum of their respective salary ranges. Trainees or employees on probation may be paid base salaries below the minimum until they qualify for grade entry.

. Entering Salary

- All new qualified employees should be hired at a salary within the salary range for the particular position, normally near the minimum of the specific position grade. However, a higher salary can be awarded when the new employee has superior qualifications for entry into the position. Trainees or employees on probation may be paid base salaries below minimum until they qualify for grade entry.

. Annual Review of Salary Ranges

- The salary ranges for each position should be reviewed on an annual basis and adjusted as necessary to reflect movement in the salary market and related indices. Individual base salaries for those employees who are performing at or above a satisfactory level should be adjusted to reflect market adjustments to the overall salary ranges. Recommended overall salary range adjustments must be approved by the judges and the county.

. Merit Adjustments Based on
Performance Review

- Each individual employee should be evaluated by his or her supervisor at least annually regarding his or her performance on those basic duties and responsibilities as specified in the individual's position description. Individuals who have performed at "Average" or above should receive an adjustment to base salary in addition to any market adjustment mentioned above. An example of merit adjustment guidelines follows:

Rating	Merit & Adjustment (Before Market Adjustment)	
	<u>Salary Currently Below Range Midpoint</u>	<u>Salary Currently Above Range Midpoint</u>
Average	Up to 3%	0%
Above Average	Up to 6%	Up to 6%
Outstanding	Up to 10%	Up to 10%

Each county has its own method of compensating employees which must be considered prior to implementation of any specific percentage adjustments.

- The performance of all new employees should be reviewed after the first three months of employment.
- Those individuals who are at the maximum of their salary range would not normally receive an additional base salary adjustment based on merit. However, the existence of a grade maximum should not prevent the award of merit increases in truly exceptional cases.
- Written performance reviews must accompany all requests for salary action, and no salary action will be taken without reference to the performance

review. The reviews should be conducted by the individual's supervisor, who should define average, above average and outstanding performance and indicate which performance category has been achieved by the particular employee.

- . Adjustments Based on Longevity
(Length of Service)

- At present, certain counties pay small increases to employees based on seniority which are over and above grade maximums. In counties where this policy exists, similar payments may be made to court employees. We recommend that no more than a 5% salary increase be awarded after 10 years and an additional 5% after 15 years of service. These increases will be over and above normal merit adjustments and may increase an individual's salary over grade maximum. These increases should be awarded upon recommendation of the individual's supervisor and approved by the Clerk of Court and appropriate judicial and county officials.

- . Overtime

- Overtime may be paid upon authorization of the Clerk of Court to employees other than the Clerk of Court and those employees he (she) may exempt from payment. Overtime work should be compensated consistent with the Federal Fair Labor Standards Act.

EXHIBIT 1
GENERAL SURVEY QUESTIONNAIRE

CONFIDENTIAL

MINNESOTA COURT SYSTEM

General Survey Questionnaire
To Be Completed By
Court Administrator Or Clerk Of Court

1. Identification

A. Name of County _____

B. Locations of court staff, including branches:

District Court _____

County Court _____

C. Your County Court is ☐ is not ☐ part of a multi-county court district; if it is, name all counties in your multi-county district.

D. Individual preparing questionnaire:

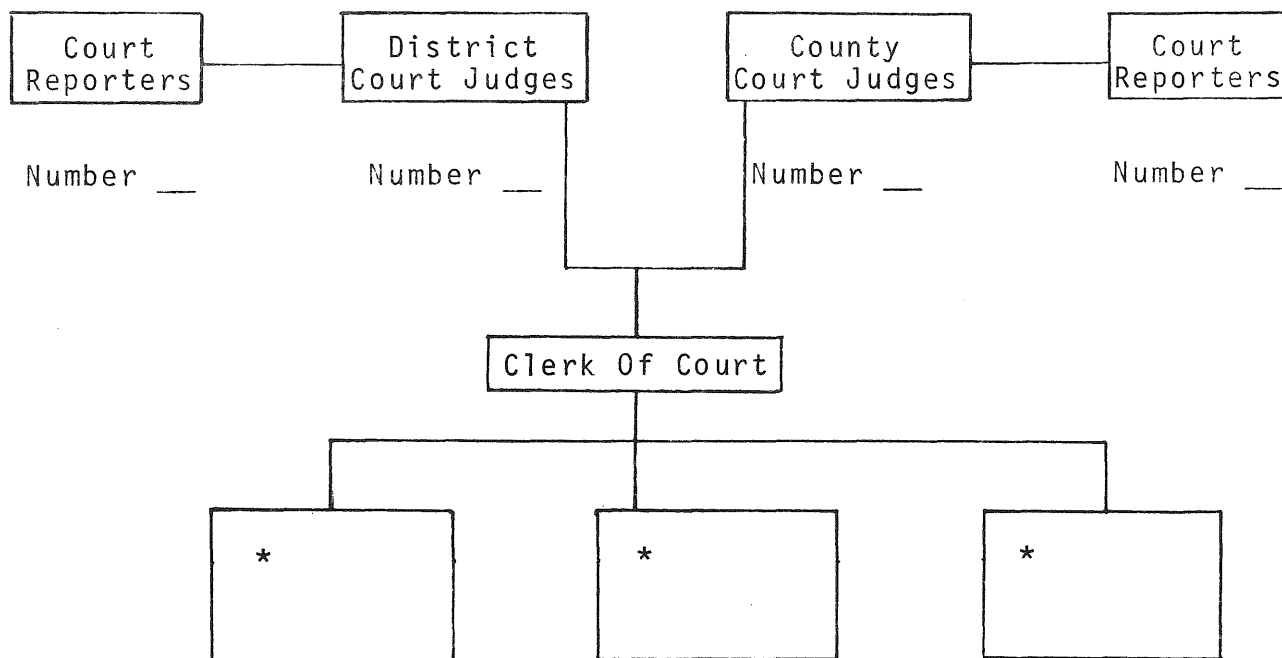
Name _____

Title _____

Date Prepared _____

2. Outline Of Organization Structure - Court Personnel

Outline the organization of the court on the next page. Show the title of each position and the number of position incumbents. Indicate any part-time positions. Also, indicate reporting relationships and separate divisions or departments within the court organization. Please use a structure format similar to the following:



*Name of division or department and title of administrator in charge; show subordinate positions below these.

In preparing the organization outline, consider the following:

- . If your court has a court administrator, indicate his (her) relationship within the organization.
- . Please use titles which illustrate position responsibility where possible.
- . The above outline is only an example. Draw the structure which best indicates your court's organization.

Court Organization Structure - Court Personnel

3. Position Information

For each position shown on the court organization chart, list:

<u>Employee</u> <u>Name</u>	<u>Official</u> <u>Title</u>	<u>Office</u> <u>Address</u>	<u>Full Or</u> <u>Part-time</u> <u>(F Or PT)</u>	<u>Current Annual</u> <u>Salary Range</u>	<u>Actual</u> <u>Annual</u> <u>Salary</u>
				<u>Minimum</u> <u>Maximum</u>	

Please continue this list on another page, if necessary.

NOTE: List any currently unfilled positions and salary range for the positions.

Be sure to include information for Clerk of Court position.

4. Position Descriptions

If your court already has printed job descriptions for the positions shown on the court organization chart, please send us a copy of each. If no official job descriptions exist, please describe briefly the type of work performed by each employee. For example, Employee A is responsible for preparation of finished minutes, orders, judgments and writs, and is responsible for calendaring activities.

5. Court Affiliated Personnel

List court affiliated personnel on this page. Include positions not previously identified on Page 4, such as bailiffs, matrons, court referees, probation officers, public defenders, process servers, district court commissioner, etc. Also, if there are staff support personnel for above positions, please list. These include clerks, typists, secretaries, investigators, etc. For each position show:

<u>Name</u>	<u>Official Title</u>	<u>Full Or Part-time (F Or PT)</u>	<u>Current Annual Salary Range</u>		<u>Actual Annual Salary</u>	<u>Other - See Below*</u>
			<u>Minimum</u>	<u>Maximum</u>		

Please continue this list on another page, if necessary.

*Indicate who pays salary; also basis for payment.

E.g.: process serving may be handled through Sheriff's Department on fee basis.

6. Position Classification And Compensation Systems

- A. Are your court staff positions part of a formal position classification system? ☐ Yes ☐ No

If yes, is system part of system for all county employees? ☐

A system for court employees only? ☐

Other (please describe) _____

- B. Please send any available information describing system.

- C. If you have a formal position classification system, is there a corresponding salary structure? Yes ☐ No ☐

If yes, please send us a schedule of salary ranges by position grade.

- D. If you have no formal classification/salary system, please describe how salaries are assigned to individual court staff positions.

7. Policies And Procedures

Please send copies of current policies, procedures or court rules relating to:

- . Court operations
- . Personnel administration
- . If none available, check box ☐

EXHIBIT 2
RESULTS OF THE REPLIES TO THE
GENERAL SURVEY QUESTIONNAIRE

SUMMARY OF DISTRICT AND COUNTY COURT STAFFING

<u>County</u>	<u>Nonjudicial Staff</u>		<u>Total</u>
	<u>Full Time</u>	<u>Part Time</u>	
. Aitkin	4	1	5
. Anoka	25	1	26
. Becker	4	2	6
. Beltrami	7	0	7
. Benton	4	1	5
. Big Stone	4	0	4
. Blue Earth	15	1	16
. Brown	11	1	12
.*Carlton	8	1	9
. Carver	6	1	7
. Cass	4	4	8
. Chippewa	6	0	6
. Chisago	5	1	6
.*Clay	10	0	10
. Clearwater	3	1	4
.*Cook	3	0	3
. Cottonwood	5	1	6
. Crow Wing	Did not respond		
. Dakota	30	4	34
.*Dodge	3	2	5
.*Douglas	6	0	6
. Faribault	7	0	7
. Fillmore	4	2	6
. Freeborn	12	1	13
. Goodhue	12	0	12
. Grant	4	1	5
. Houston	6	2	8
. Hubbard	3	2	5
. Isanti	6	0	6
. Itasca	10	0	10
. Jackson	4	0	4
.*Kanabec	5	1	6
. Kandiyohi	8	3	11
. Kittson	2	1	3
.*Koochiching	4	1	5
. Lac Qui Parle	3	1	4
. Lake	4	0	4

<u>County</u>	<u>Nonjudicial Staff</u>		
	<u>Full Time</u>	<u>Part Time</u>	<u>Total</u>
. Lake of the Woods	1	1	2
. Le Sueur	6	2	8
. Lincoln	4	2	6
. Lyon	5	3	8
. McLeod	8	1	9
. Mahnomen	2	0	2
.*Marshall	4	1	5
. Martin	10	0	10
. Meeker	6	2	8
. Mille Lacs	6	0	6
. Morrison	6	3	9
. Mower	7	0	7
. Murray	4	0	4
. Nicollet	7	0	7
.*Nobles	6	1	7
. Norman	5	0	5
.*Olmsted	21	1	22
. Otter Tail	11	0	11
. Pennington	6	0	6
. Pine	4	1	5
.*Pipestone	4	2	6
. Polk	10	0	10
. Pope	3	1	4
. Red Lake	2	0	2
. Redwood	5	1	6
.*Renville	5	0	5
. Rice	5	6	11
. Rock	2	2	4
. Roseau	5	0	5
. St. Louis	Did not respond		
.*Scott	9	0	9
. Sherburne	6	0	6
. Sibley	5	1	6
. Stearns	17	1	18
. Steele	12	0	12
.*Stevens	3	1	4
. Swift	4	2	6
. Todd	4	1	5
. Traverse	1	2	3
. Wabasha	6	0	6
. Wadena	3	0	3
. Waseca	4	0	4
.*Washington	23	3	26

<u>County</u>	<u>Non Judicial Staff</u>		
	<u>Full Time</u>	<u>Part Time</u>	<u>Total</u>
. Watonwan	5	1	6
. Wilkin	3	1	4
. Winona	10	0	10
. Wright	14	1	15
. Yellow Medicine	4	1	5
.*Hennepin County			
. District	84	4	88
. Municipal	108	0	108
. Probate	27	0	27
. Ramsey County			
. District	55	2	57
. Municipal	59	4	63
. Probate	14	0	14
Total	<u>907</u>	<u>92</u>	<u>999</u>

*Test County

SUMMARY OF RESPONSES OF QUESTIONS ASKED

1. Are court staff positions part of a formal classification system?

Response:

. Yes	27 (30%)
. No or no response to question	62 (68%)
. No response to questionnaire	<u>2</u> (2%)
	<u>91</u>

Of the 27 answering yes:

- . 22 (82%) stated the system was for all county employees
- . 2 (7%) stated the system was for court employees only
- . 3 (11%) stated the system was part of some other classifications system

Of the 27 answering yes:

- . 23 (85%) stated that a corresponding salary structure existed
- . 4 (15%) stated that no corresponding salary structure existed

Of the 62 answering no or not responding:

- . 50 (81%) said the County Board of Commissioners assigned salaries to staff positions
- . 3 (5%) said no system exists to assign salaries to staff positions
- . 9 (14%) did not indicate how salaries were assigned to staff positions

2. All counties were asked to send copies of current court policies and procedures relating to personnel administration

- . 9 (10%) sent copies of the policies and procedures

3. All counties were asked to send copies of position descriptions for the court staff positions, if they existed.
 - . 24 (26%) sent copies of the job descriptions

EXHIBIT 3
POSITION INFORMATION QUESTIONNAIRE

CONFIDENTIAL

MINNESOTA COURTS

POSITION INFORMATION QUESTIONNAIRE

(Please Print or Type)

Court _____

Name _____ Title _____

Department (if appl.) _____ Section (if appl.) _____

Name of Supervisor _____ Title of Supervisor _____

Length of Time With Court _____ Yrs. _____ Mos. Length of Time in Present Position _____ Yrs. _____ Mos.

Previous Positions With Court _____

I. DESCRIPTION OF WORK AND RESPONSIBILITIES

Use Page 2 to describe the following:

- A. Major elements of your position:
Think about what you do. Take notes and then describe what you consider to be the major functions that you perform in the usual course of your work. Number each separate element and indicate the approximate percentage of time that you spend on each.
- B. Detailed description of the major elements of your position:
Expand on each of the major elements of your work that you described in A above by citing specific examples of activities performed.

I. DESCRIPTION OF WORK AND RESPONSIBILITIES

A. Major Elements:

% of Time
Involved

TOTAL

100%

B. Detailed Description:

(Over if necessary)

II. FACTORS CONCERNING THE PERFORMANCE OF YOUR DUTIES AND RESPONSIBILITIES

A. Instructions Received:

1. To what extent do you receive instructions as to what work you do, the order in which your assignments are to be performed, etc.?
2. To what extent do you receive instructions as to how your work is to be done?
3. Who issues instructions to you?

B. Instructions Given:

1. To what extent do you give instructions as to what work others are to do, in what order their assignments are to be performed, etc.?
2. To what extent do you instruct others specifically how to do their work?
3. List names and titles of those whom you supervise.

II. FACTORS CONCERNING THE PERFORMANCE OF YOUR DUTIES AND RESPONSIBILITIES (Continued)

C. Records and Assets:

1. What reports do you personally prepare?
2. What meetings or conferences do you attend? What part do they play in your work?
3. What records, documents, money or other physical assets are you held accountable for?

D. Contacts:

What contacts with other people are required in your work?

<u>Individuals or Group</u>	<u>Nature and Purpose of Contact</u>	<u>How Often?</u>
(a) <u>Within Court:</u>		
(b) <u>Outside Court:</u>		

E. Probable Errors:

What parts of your work are checked by others to the extent that probable serious errors may be discovered? List examples.

II. FACTORS CONCERNING THE PERFORMANCE OF YOUR DUTIES AND RESPONSIBILITIES (Continued)

F. Equipment Operated:

List the equipment or office machines you operate to perform your work. Indicate percent of your time it requires:

- | | |
|------------|------------|
| 1. _____ % | 3. _____ % |
| 2. _____ % | 4. _____ % |

G. Working Conditions:

Describe any pressures associated with the position:

H. Decisions:

List and describe the decisions required in your position:

I. Policy and Methods:

If appropriate, describe your responsibility for formulation, interpretation, and execution of policies, procedures and methods within your court.

J. Responsibility for Confidential Data:

State the type of confidential data handled, whether personnel, salaries, policy, etc.

III. MINIMUM STARTING REQUIREMENTS OF YOUR POSITION

A. Education:

1. What is the minimum education that a person starting in a position like yours should have?
2. Describe any special courses that a person might need to do your job satisfactorily.

B. Experience:

1. What is the minimum amount of past experience that would enable a new employee to perform the duties of your job satisfactorily after a normal "break-in" period?
 - (a) Indicate the kind of experience.
 - (b) Where might it be obtained (either inside or outside)?
 - (c) How long would it take to obtain it?
2. For what more responsible position(s) does your present work prepare you?
3. What, in your opinion, is the most difficult part of your work? Indicate why it is difficult.

SIGNATURE

Individual preparing the questionnaire _____

Date prepared _____

EXHIBIT 4
POSITION DESCRIPTIONS

Position descriptions for all classified positions are presented in this exhibit. Certain positions exist only in Hennepin or Ramsey County, e.g. Court Division Supervisor for Hennepin County. We did not prepare descriptions for those positions but included descriptions already available. Descriptions are grouped according to grade level in descending order.

POSITION DESCRIPTION - GRADE 18

An example of this grade level includes the following position description:

Municipal Court Administrator

CLASS TITLE: Municipal Court Administrator

DEFINITION: Responsible to the Municipal Court Bench; performs work of considerable difficulty in the direction of the staff and support activities of the Municipal Court; and performs related work as required.

EXAMPLES OF DUTIES: Develops and administers procedures to carry out policies established by the Municipal Court; evaluates court procedures, recommends changes in policy and makes administrative changes to provide effective court services; devises programs for maintaining the lowest possible number of cases waiting for court hearing; administers the flow of cases into the court including the most efficient assignment of cases to each court and assuring the attorneys and witnesses are present when scheduled; subject to the approval of the Chief Judge, schedules judges for various court assignments.

Serves as liaison with other courts, County officials and the Bar Association; evaluates scheduling use of bailiffs and juries and designs programs for the most efficient use of them; evaluates with judges court needs and programs and prepares annual budget; prepares statistical and other reports on court activities; evaluates activities of other courts and experimental court programs being carried on elsewhere and prepares summaries of information obtained for the judges; prepares agenda and necessary background data for meetings of the Bench, takes minutes and writes reports.

EMPLOYMENT STANDARDS

Education and Experience. Graduation from college with a degree in Business Administration or related field; and five years of experience directing a major court support service division; or an equivalent combination of education and experience.

Knowledge, Abilities, and Skills. Considerable knowledge of current principles and practices of administration; considerable knowledge of court procedures; considerable knowledge of public relations; good knowledge of work flow analysis and planning techniques.

Marked ability to plan and organize an administrative program; considerable ability to maintain records and prepare a variety of reports; considerable ability to develop and administer a budget; considerable ability to develop and maintain effective working relationships with the court, public officials, attorneys, news media and the public.

Comprehensive skill in planning, scheduling and control of court work load; considerable skill in devising practical and effective approaches to reducing of work load and increases in productivity.

GRADE 17

No court positions have been classified in this grade

GRADE 16

No court positions have been classified in this grade

POSITION DESCRIPTIONS - GRADE 15

Examples of this grade level include the following
position descriptions:

Court Administrator

Deputy District Court Administrator

Assistant Municipal Court Administrator

Clerk of Court

RAMSEY COUNTY MUNICIPAL COURT
POSITION DESCRIPTION

COURT ADMINISTRATOR

Salary Grade 15

Basic Function

Under supervision of the Judges, serves as administrative head of the Ramsey County Municipal Court System, with complete responsibility to insure that all elements of the Court System function effectively and efficiently.

Work involves the responsibility for organizing, directing and coordinating, through five Supervisors, the activities of approximately fifty-five subordinates engaged in the direct processing of Court cases, as well as related staff support.

Major Duties Include

1. Develops and administers the Court's budget.
2. Assigns or supervises and directs the work of all employees of the Court. Directly supervises activities of the following Supervisors:
 - . Court Operations
 - . Violations Bureau
 - . Accounting
 - . Assignments
 - . Administration
3. Assists the Judiciary in the formation and implementation of policy.
4. Formulates and implements policies in the areas of personnel, procedure, record keeping, calendaring, scheduling, etc.

5. Arranges for and attends all meetings of the Judges, assists in agenda preparation, serves as the Secretary of the Court, and prepares minutes of all Judges' meetings.
6. Schedules and presides at staff meetings.
7. Solves problems arising in all areas of the Court System.
8. Recommends remedial and new legislation and assists Judiciary in the drafting of such legislation.
9. Represents Ramsey County Municipal Court in dealings with federal and state authorities, news media, related government agencies, etc.
10. Serves on various committees involved in the administration of the Judicial system.
11. Attends to such other duties and responsibilities as may from time to time be assigned by the Chief Judge.

CLASS TITLE: Deputy District Court Administrator

DEFINITION: Under general direction; performs work of considerable difficulty in the coordination and administration of the staff and support activities of the District Court; and performs related work as required.

EXAMPLES OF DUTIES: Supervises and coordinates the activities of court division supervisors for Court, Legal, Records, and Assignment Divisions of the Court and other supportive staff; develops and recommends procedures to carry out policies established by the District Court; coordinates division activities to assure that maximum support is being provided to the courts; evaluates the quality of the functions carried out and makes recommendations to the District Court Administrator for program and organizational changes; assists in resolving major problems.

Participates in overall goal setting; interprets policies to division heads and provides a clear channel of communication to and from the Administrator; evaluates needs of programs and assists in preparation of the annual budget; prepares statistical and other reports on court activities; evaluates activities of other courts and experimental court programs being carried on elsewhere and prepares summaries of information obtained for the District Court Administrator.

EMPLOYMENT STANDARDS

Education and Experience. Graduation from college with a degree in Business Administration or related field; and four years of experience directing a major court support division; or an equivalent combination of education and experience.

Knowledge, Abilities, and Skills. Considerable knowledge of current principles and practices of administration; considerable knowledge of court procedures; good knowledge of public relations; good knowledge of work flow analysis and planning techniques.

Considerable ability to plan and organize an administrative program; considerable ability to maintain records and prepare a variety of reports; working ability to develop and administer a budget; working ability to develop and maintain effective working relationships with court, public officials, attorneys, news media and the public.

Considerable skill in planning, scheduling, and control of court work load; considerable skill in devising practical and effective approaches to reduction of work load and increases in productivity.

CLASS TITLE: Assistant Municipal Court Administrator

DEFINITION: Under direction of the Municipal Court Administrator; performs work of considerable difficulty in the coordination and administration of the staff and support activities of the Municipal Court; and performs work as required.

EXAMPLES OF DUTIES: Supervises and coordinates the activities of the court administrative supervisors, including the supervision of general office activities and the development of a strong supervisory staff for the court; evaluates court procedures; to assist the Court Administrator in recommendation for changes in policy and administrative procedures to provide effective court services; evaluates programs for maintaining the lowest possible number of cases waiting for court hearing.

Monitors the flow of cases into the court to assist in the most efficient assignment of cases to each court so as to assure that attorneys and witnesses are present when scheduled; evaluates with the administrator court needs and programs and assists in the preparation of the annual budget; prepares statistical and other reports on court activities; evaluates activities of other courts and experimental court programs being carried on elsewhere and prepares summaries of information obtained for the Municipal Court Administrator

EMPLOYMENT STANDARDS

Education and Experience. Graduation from college with degree in Business Administration or related field and three years of experience directing a major court support division; or an equivalent combination of education and experience.

Knowledge, Abilities, and Skills. Considerable knowledge of current principles and practices of administration; considerable knowledge of court procedures; good knowledge of public relations; good knowledge of work flow analysis and planning techniques.

Considerable ability to plan and organize an administrative program; considerable ability to maintain records and prepare a variety of reports; working ability to develop and administer a budget; working ability to develop and maintain effective working relationships with the court, public officials, attorneys, news media and the public.

Considerable skill in planning, scheduling and control of court work flow; considerable skill in devising practical and effective approaches to reduction of work load and increases in productivity.

CLERK OF COURT

Salary Grades 9, 11, 13, 15

Basic Function

Under direction of the judges, the clerk is responsible for the performance of all statutory duties involved in the operation of the District and County Court systems in the County.

Statutory duties include:

For District Court:

1. Maintaining records such as a register of actions, a judgment record, a docket and various indices (M.S. Sec. 485.07).
2. Providing calendars of the cases to be tried at each general term of court (M.S. Sec. 485.11).
3. Appointing deputies and other employees for whose acts the clerk is responsible and whom the clerk may remove at pleasure (M.S. Sec. 485.03).
4. Handling such financial matters of the court as the taxing of costs and disbursements in a criminal case (M.S. Sec. 485.09).
5. Providing information concerning actions to the Supreme Court as prescribed by the rules of civil procedure (M.S. Sec. 485.16).

The clerk may also preserve vital statistics records.

For County Court:

1. Keeping records and indices of all proceedings; entering all orders, judgments, and sentences; issuing commitments, executions and all other processes as now is permitted by law or rule of court; having custody and care of all records of the court; and taxing all costs and disbursements (M.S. Sec. 487.10 Subd. 5).
2. Keeping necessary books and records, issuing summons and process, attending to the correspondence of the court, and in general performing such duties in the administration of the business of the court as the judge may direct (M.S. Sec. 260.041).
3. Exercising such powers and performing such duties as the county court may direct to carry out the provisions of Laws 1971, Chapter 951 (M.S. Sec. 487.10 Subd. 3).
4. Appointing in writing the deputies and other employees for whose acts he shall be responsible and whom he may remove at pleasure (M.S. Sec. 487.10 Subd. 1).
5. Delegating and supervising the work of the deputy clerk (M.S. Sec. 488.10 Subd 2); and, along with deputy clerks,
6. Hearing swearing of complaints when the offense is a petty misdemeanor or a violation of a municipal ordinance punishable by payment of a fine only (M.S. Sec. 487.25 Subd. 3 as amended in Laws 1973, Chapter 679, Sec. 24).

GRADE 14

No court positions have been classified in this grade

POSITION DESCRIPTIONS - GRADE 13

Examples of this grade level include the following
position descriptions:

Supervisor - Court Operations
Court Administrative Supervisor

RAMSEY COUNTY MUNICIPAL COURT
POSITION DESCRIPTION

SUPERVISOR - COURT OPERATIONS

Salary Grade 13

Basic Function

Under overall direction from the Court Administrator, directs the activities of the Criminal, Civil, Conciliation, and Traffic sections of Division I of the Ramsey County Municipal Court System, and all activities of the suburban branches, Divisions II through VI. Court activities are carried on in the St. Paul Courthouse and in the Suburbs of Maplewood, New Brighton, Roseville, White Bear Lake, and North St. Paul.

Work involves the responsibility for organizing, directing and coordinating, through Senior Clerks and an Assistant, the activities of approximately twenty-five subordinates engaged in processing court cases within the Municipal Court's jurisdiction.

Major Duties Include

1. Initiates organization, systems and procedure studies relating to Court business and activities, and prepares appropriate recommendations for improvements to the Court Administrator.
2. Coordinates all court related activities of outlying suburban branch courts and the St. Paul Court. Detailed contacts to be delegated to Assistant in many situations.
3. Assumes overall responsibility for the development and implementation of an education and training program for Court personnel. The actual work may be delegated to the Assistant to Supervisor - Court Operations.

4. Coordinates with the following Municipal Court Supervisors on a continuing basis regarding support requirement for continuing effective Court operations:
 - . Accounting Division
 - . Assignment Division
 - . Violations Bureau
 - . Administration
5. Establishes and maintains necessary contacts of a court related nature with appropriate officials from government agencies and the private sector.

CLASS TITLE: Court Administrative Supervisor

DEFINITION: Under general direction; performs work of considerable difficulty in supervising a major multi-functional phase of a County Court office; performs varied assignments as an assistant to the Court Administrator and his deputy; performs related work as required.

EXAMPLES OF DUTIES: Performs varied assignments as an assistant to a Court Administrator; supervises general office activities including research, judicial case assignment, accounting, procurement, and personnel; assists the Court Administrator in originating office policies, rules and procedures; assists in establishing broad department goals and objectives; assists unit management in analyzing organizational and employment needs; coordinates preparation of annual budget, evaluation of monthly budget statements and generally supervise Court revenue funds; analyzes business methods and procedures, confers with staff and line employees concerning special problems in assigned departmental program; participates in the planning and development of new programs and services; develops and supervises program for effective utilization of office space, records, and equipment; prepares administrative manuals; may supervise other areas within the department as determined by the Administrator.

EMPLOYMENT STANDARDS

Education and Experience. One years experience as a Court Division Supervisor or equivalent combination of training and experience.

Knowledge, Abilities, and Skills. Knowledge of management and supervisory principles and procedures; considerable knowledge of office methods and business machines; considerable knowledge of budget preparation and control procedures.

Considerable ability to make analytical studies of office organization, procedures and equipment needs; considerable ability to train and supervise subordinate personnel; considerable ability to interpret and analyze statistical data; ability to prepare reports; considerable ability to develop and maintain effective working relations with others.

Considerable skill in communicating with others, both orally and in writing; considerable skill in applying management tools and analysis to courts administration; considerable skill in planning and supervising the work of others.

GRADE 12

No court positions have been classified in this grade

GRADE 11

No court positions have been classified in this grade

POSITION DESCRIPTION - GRADE 10

An example of this grade level includes the following position description:

Supervisor - Assignment Division

RAMSEY COUNTY MUNICIPAL COURT
POSITION DESCRIPTION

SUPERVISOR - ASSIGNMENT DIVISION

Salary Grade 10

Basic Function

Under overall direction from the Court Administrator, provides a continuous flow of work for the Court by scheduling Court times and preparing and maintaining calendars of cases for the various divisions of the Court.

Major Duties Include

1. Prepares and continually updates the "daily assignment schedule" for the various Judges. This schedule is prepared four to six weeks in advance.
2. Determines periodic Court assignments for each Judge. This requires rotation of the Judges within the various Courts (Criminal, Traffic, etc.), thereby giving them a variety of assignments and eliminating specialization of a Judge in any one particular area.
3. Confers with Judges or the Court Administrator regarding assignment/calendaring procedures and the status of the various calendars.
4. Supervises and assists subordinate Assignment Clerks and other clerks in the performance of their duties.
5. Prepares various statistical reports on case activity, status of calendars, case terminations, calendar backlogs, etc.

6. Assigns Judge's Clerks, who are not otherwise busy with the Judge, to such administrative duties as may be necessary.

POSITION DESCRIPTIONS - GRADE 9

Examples of this grade level include the following
position descriptions:

Supervisor - Administration

Supervisor - Violations Bureau

Court Division Supervisor

RAMSEY COUNTY MUNICIPAL COURT
POSITION DESCRIPTION

SUPERVISOR - ADMINISTRATION

Salary Grade 9

Basic Function

Under supervision of the Court Administrator, has overall responsibility for the areas of personnel administration, purchase of equipment and supplies, budget preparation, payroll administration and recruiting.

Major Duties Include

1. Recommends changes in administrative policies and procedures of the Municipal Court, implements changes as directed.
2. Insures that employee personnel records are maintained, that position descriptions are current and up to date, that performance standards are specified and clearly understood, that adequate training is provided, and that individual performance is objectively and fairly evaluated on a periodic basis.
3. Prepares the annual budget for the Municipal Court with appropriate input from Court Divisions and the Violations Bureau.
4. Provides the necessary input information for the preparation of the payroll.
5. Coordinates purchasing function for the Court.
6. Obtains and screens potential job applicants for the Municipal Court.

7. Coordinates periodic changes to the Municipal Court procedures manual.

RAMSEY COUNTY MUNICIPAL COURT
POSITION DESCRIPTION

SUPERVISOR - VIOLATIONS BUREAU

Salary Grade 9

Basic Function

Under overall direction from the Court Administrator, supervises and administers the affairs of the St. Paul Violations Bureau.

Major Duties Include

1. Formulates and implements policies and procedures governing the Violations Bureau, within stated limits of authority.
2. Plans, organizes, assigns and directs all work within the Violations Bureau. Delegates work of a specific detailed nature to Senior Clerks - Violations Bureau.
3. Determines the organization structure and personnel requirements necessary for the efficient operation of the Bureau.
4. Designs all forms required by the operations of the Violations Bureau.
5. Prepares and continually monitors the Bureau budget.
6. Establishes and maintains necessary contacts of a court related nature with appropriate officials from government and the private sector.

CLASS TITLE: Court Division Supervisor

DEFINITION: Under general direction; performs work of considerable difficulty in planning, supervising, and coordinating the activities of a major division of a court; performs related work as required.

EXAMPLES OF DUTIES: Plans, administers, supervises, and reviews the functions of a major division of a court, such as the Courts Division of Municipal Court which has responsibility for assigning deputies for all court hearings, suburban division, decree division of Probate Court, or Civil, or Criminal division of District Court; establishes work loads and schedules; determines methods and procedures to effectively accomplish the mission of the courts consistent with established policies; answers inquiries relative to the policy, practice, and procedure of the court; is responsible for the process of all legal papers in the division; assists in the development of broad department goals and objectives; will help develop orientation and training programs for new employees; is responsible for working closely with municipalities in coordinating the activities of suburban courts; maintains court records and prepares financial and statistical reports; recommends improvements in procedure and operational policy; develops procedural manuals for assisting employees in processing cases and records.

EMPLOYMENT STANDARDS

Education and Experience. One year as Principal Court Deputy or an equivalent combination of training and experience.

Knowledge, Abilities, and Skills. Good knowledge of management and supervisory principles and procedures; good knowledge of office methods and business machines; knowledge of court proceedings.

Working ability to train and supervise subordinate personnel; ability to develop and maintain effective working relations with others; ability to analyze problems and to put into practice effective changes; ability to keep records and make written and oral reports including financial or statistical data.

Considerable skill in planning and supervising the work of others; working skill in applying management concepts to court procedures; considerable supervisory skill.

POSITION DESCRIPTION - GRADE 8

An example of this grade level includes the following position description:

Supervisor - Accounting Division

RAMSEY COUNTY MUNICIPAL COURT
POSITION DESCRIPTION

SUPERVISOR - ACCOUNTING DIVISION

Salary Grade 8

Basic Function

Under overall supervision of the Court Administrator, plans, organizes, controls, and directs the Ramsey County Municipal Court's accounting and financial control activities.

Major Duties Include

1. Develops, recommends and implements financial policies and procedures; insures conformity to appropriate statutes and regulations.
2. Receives, approves and processes all proper claims against or adjustments to the Court's Division I bank accounts, in conformance with County statutes and procedures. These consist of refunds, bail reimbursements, etc. in the Criminal and Traffic Division areas.
3. Monitors the Court's accounting and financial control systems and procedures; initiates new systems and procedures as necessary.
4. Coordinates and directs the accounting related activities of branch Court personnel.
5. Coordinates with appropriate personnel at the County and State levels concerning accounting and finance matters.
6. Is specifically responsible for collection, accounting and deposit of all fines, fees and

other monies. The actual work is delegated to others in the Court System.

7. Develops and monitors statistical reporting system necessary for collection, analysis and distribution of data required by the state and provides needed information for management of the Court System.
8. Designs appropriate forms for financial and statistical reporting purposes.
9. Supervises the activities of accounting personnel in daily operation of the Accounting Division. Typical activities to be performed by such personnel are presented in the position description for Clerk - Accounting Division.

POSITION DESCRIPTIONS - GRADE 7

Examples of the grade level include the following
position descriptions:

Senior Clerk - Suburb

Assistant to Supervisor - Court Operations

RAMSEY COUNTY MUNICIPAL COURT
POSITION DESCRIPTION

SENIOR CLERK - SUBURB

Salary Grade 7

Basic Function

Under overall supervision of the Supervisor - Court Operations, administers and supervises the work in one of the branch locations of the Ramsey County Municipal Court System.

Work involves responsibility for organizing, directing, coordinating and directly supervising the activities of subordinates engaged in processing all cases within the jurisdiction of the branch Court. Work will also involve broad supervision of performance of courtroom duties by subordinate clerk(s). Case processing activities are performed under the general supervision of the Supervisor - Court Operations, or the Assistant; courtroom duties under the supervision of the presiding Judge. Coordination is required with other Supervisors in the Municipal Court System, Judges' clerks and various officials in County and Municipal government.

Major Duties Include

1. Supervises and/or prepares case jackets, docket sheets, index cards, appearance notices, bench warrants, judgment letters.
2. Maintains ticket control ledger, warrant notebook, docket book, receipt book.
3. Controls case calendars, privacy, security, accuracy of all records.
4. Answers inquiries regarding status of individual cases or of calendars.

5. Assures comfort, convenience and efficiency to jurors, judges, witnesses, lawyers.
6. Coordinates Court case scheduling, budgeting, accounting and collection of statistics with other St. Paul Municipal Court personnel, such as the Supervisor - Accounting Division, the Supervisor - Assignment Division, and the Supervisor - Violations Bureau.
7. Serves as liaison and coordinator of communication with other criminal justice related agencies, such as the Public Defender's Office, the Alcoholics Anonymous Program, Project Remand, the County Jail, Legal Assistance, the Sheriff's Department, and local Police Departments.
8. Performs such other duties as may be assigned by the Supervisor - Court Operations.

RAMSEY COUNTY MUNICIPAL COURT
POSITION DESCRIPTION

ASSISTANT TO SUPERVISOR - COURT OPERATIONS

Salary Grade 7

Basic Function

To assist the Supervisor - Court Operations.

Major Duties Include

1. Under overall direction from Supervisor - Court Operations, conveys and communicates the Court Administrator's instructions and directives to five Senior Clerks of the suburban branches and St. Paul Senior Court Clerks. Provides technical and administrative assistance in the interpretation and understanding of Court systems and procedures as they are to be implemented/executed at the branch locations.
2. Under direction and guidelines established by the Supervisor - Court Operations, develops and implements an education and training program for Court personnel. This involves the preparation and updating of a training manual, holding of training meetings/seminars and other tasks necessary to properly educate and train new employees and to maintain and/or improve skill levels of current employees.
3. Generally assists the Supervisor - Court Operations in the administration of day-to-day Court activities. Examples of this type of assistance includes scheduling and rescheduling of personnel, meeting with others in Court System to resolve procedural or support questions, problems etc., assisting in detail implementation of new systems and procedures.

GRADE 6

No court positions have been classified in this grade

POSITION DESCRIPTIONS - GRADE 5

Examples of the grade level include the following
position descriptions:

Senior Court Clerk
Assignment Clerk

SENIOR COURT CLERK

Salary Grade 5

Basic Function

Under the general direction of the Clerk of Court, is responsible for the operations of a particular division of the court, such as civil, criminal, conciliation or probate. This usually involves supervision of a number of clerical personnel in salary grades 4 and below. This position requires detailed knowledge of the court procedures involved in the area of functional responsibility.

Major duties include:

1. Advises and coordinates subordinate personnel in the performance of their duties.
2. Reviews clerical work done by subordinate personnel.
3. Assists subordinate clerical personnel in performance of duties when required. (For examples of these duties, see job descriptions for Court Clerk, Clerk III, Clerk II and Clerk I.

RAMSEY COUNTY MUNICIPAL COURT
POSITION DESCRIPTION

ASSIGNMENT CLERK

Salary Grade 5

Basic Function

Under supervision of the Supervisor - Assignment Division, prepares the trial and pretrial Court calendars for all cases in order to most efficiently make use of the Court time available.

Major Duties Include

1. Prepares the Court calendar listing all cases to be heard for trial each day.
2. Notifies all appropriate parties of upcoming trials, including the city or county attorney, the defendant or the defendant's attorney.
3. Grants or denies continuances of cases when required.
4. If continuance is granted, notifies appropriate parties of this fact and removes case from old calendar and places it on new calendar.
5. Monitors on a continual basis the progress of the various daily calendars so that overloads and bottlenecks can be spotted. Then takes appropriate steps to alleviate the overload via reassignment of cases to available Judges, rescheduling of cases, etc.
6. Reviews daily trial settings made in Arraignment Court to make sure proper information is recorded.

7. Maintains statistical record on all cases to aid in future case scheduling process.
8. Performs such other duties as may be assigned by the Supervisor - Assignment Division.

POSITION DESCRIPTIONS - GRADE 4

Examples of this grade level include the following
position descriptions:

Court Clerk

Account Clerk

COURT CLERK
Salary Grade 4

Basic Function

Under general direction of the Clerk of Court or a Senior Court Clerk, performs work of a difficult nature involving the processing of complex legal documents and performance of other clerical duties associated with the operation of the court. This position can be distinguished from that of Clerks 1, 2 and 3 by the fact that the incumbent operates with limited daily supervision, and must have a detailed knowledge of the court procedures for a specific area of functional responsibility.

Major duties include:

1. Receives papers and claims filed in conjunction with legal actions in civil, criminal, conciliation, family or probate court matters.
2. Checks for appropriateness and completeness of documents filed.
3. Receives and accounts for fees received in connection with case filings.
4. Opens the required court files and makes appropriate entries to index and record the information in the court records.
5. Assists the general public answering questions concerning the proper procedure for filing legal actions. This can include assisting them in the proper completion of the required documents.

6. Makes authenticated and certified copies of requested legal instruments.
7. Attends court, swearing in witnesses and recording minutes of case proceedings.
8. Schedules cases to court calendar and notifies appropriate parties involved.
9. Performs judgment searches and issue certificates of judgment.
10. Performs bookkeeping functions for monies received by court including preparation of periodic reports. This function usually includes responsibility for maintaining the bank accounts and periodically transferring funds to the county treasurer.
11. Draws jurors when required for cases.
12. Enters default judgments.

ACCOUNT CLERK
Salary Grade 4

Basic Function

Under supervision, assists in the development and implementation of accounting policies and procedures, and is responsible for the daily operation of the accounting section.

Major Duties Include

1. Receives fine payments over the counter.
2. Records fine payments in cash receipts journal.
3. Prepares bank deposits.
4. Reconciles bank reconciliations.
5. Maintains accounting records; posts all transactions to ledgers, journals and registers.
6. Processes dishonored checks.
7. Answers routine inquiries.
8. Assists in the preparation of financial statements and reports.
9. Monitors the Court's trust accounting system.
10. Administers the deferred payment system for criminal fines.
11. Handles petty cash transactions.

12. Prepares required statistical reports.
13. Opens and closes safe.
14. Records all bonds posted by bonding companies, notifies bonding companies of bond forfeitures, and collects forfeitures as ordered by the Court.
15. Processes, records and controls appeals.
16. Performs other duties of an accounting nature as delegated by supervisor.

POSITION DESCRIPTION - GRADE 3

An example of this grade level includes the following position description:

Clerk III

CLERK III
Salary Grade 3

Basic Function

Under limited supervision, performs work of a moderately difficult nature involving the completion of a variety of clerical tasks. Supervises subordinate clerical personnel performing similar functions.

Major duties include:

1. Accepts, indexes, files and retrieves various legal documents, requiring a good working knowledge of the operations of a specific division of the court.
2. Types a variety of forms, legal documents, reports and correspondence.
3. Performs various kinds of court work involving collection of fines, fees and bail/bonds from general public and issuance of receipts.
4. Processes applications for marriage licenses and U.S. passports.
5. Receives and maintains court's records of vital statistics such as births and deaths. Issues certified copies of same.
6. Assists general public at courts and on telephone answering routine questions concerning the status of cases.
7. Attends court, swearing in witnesses and recording minutes of case proceedings.

POSITION DESCRIPTIONS - GRADE 2

Examples of this grade level include the following
position descriptions:

Clerk II

Collection Clerk - Violations Bureau

CLERK II
Salary Grade 2

Basic Function

Under general supervision, performs work of a routine to moderately difficult nature involving the completion of a variety of assigned clerical tasks.

Major duties include:

1. Indexes, files and retrieves various legal documents, requiring a good working knowledge of the operations of a specific division of the court.
2. Types a variety of forms, legal documents, reports and correspondence.
3. Performs various kinds of courts work involving collections of fines, fees and bail/bonds from general public and issuances of receipts.
4. Processes applications for marriage licenses and U. S. passports.
5. Receives and maintains court's records of vital statistics such as births and deaths. Issues certified copies of same.
6. Assists general public at counter and on telephone answering routine questions concerning the status of cases.

RAMSEY COUNTY MUNICIPAL COURT
POSITION DESCRIPTION

COLLECTION CLERK - VIOLATIONS BUREAU

Salary Grade 2

Basic Function

Under the supervision of a Senior Clerk, processes all fine payments received at the Violations Bureau.

Major Duties Include

1. Accepts fine payment for all traffic violations from offenders coming into the Violations Bureau. This process includes retrieving the proper documentation on the case, reviewing it, and advising the offender of the options open to him.
2. Sets a trial date for cases where the offender wishes to appear in Court rather than plead guilty and pay the fine.
3. Establishes a deferred payment schedule for those convicted offenders who must pay a fine but are unable to do so at the time of conviction.
4. Assists in the filing of violation notices received from the Police Department.
5. Assists Senior Clerk in entering mail receipts on cash register.
6. Maintains alphabetical file on all defendants appearing in Court.
7. Performs such other duties as may be assigned by the Senior Clerk - Violations Bureau.

POSITION DESCRIPTIONS - GRADE 1

Examples of this grade level include the following
position descriptions:

Clerk I

Mail Clerk - Violations Bureau

File Clerk

Terminal Operator

Clerk I
Salary Grade 1

Basic Function

Under immediate supervision, performs work of a routine nature involving the completion of a variety of assigned clerical tasks. This is the entry level clerical position.

Major duties include:

1. Indexes, files and retrieves various legal documents, traffic and parking tickets, warrants, etc.
2. Types a variety of forms, legal documents, reports and correspondence, often on a high volume basis.
3. Collects payments of fines, fees, bail/bonds for traffic and parking violations.
4. Processes drivers license applications and administers the appropriate examinations.
5. Assists general public at counter and on telephone. Answers routine questions concerning the status of cases.
6. Opens and sorts mail.
7. Determines appropriate amounts according to established fine schedule.
8. Enters case disposition information to appropriate court records.

9. Records fee and fine payments received.
10. Answers routine noncase related correspondence by composing and typing letters.
11. Prepares periodic statistical reports.
12. Determines if court appearance required in traffic violation cases and notifies appropriate parties.
13. Schedules arraignment of court appearances for traffic violations cases.

RAMSEY COUNTY MUNICIPAL COURT
POSITION DESCRIPTION

MAIL CLERK - VIOLATIONS BUREAU

Salary Grade 1

Basic Function

Under the supervision of a Senior Clerk, processes all mail received by the Violations Bureau.

Major Duties Include

1. Opens the day's mail and sorts it according to category.
2. For payments received, matches the returned copy of the violation notice with the copy on file at the Bureau. Checks to see that the fine amount paid is correct and that it has been paid within the allotted time period.
3. Returns all inappropriate payments. This consists of checks for the incorrect amount or checks not paid within the allotted time period.
4. Answers telephone inquiries pertaining to parking violations or mail correspondence.
5. Assists at the counter and with other clerical duties when so required by the work load.
6. Answers all warrant inquiries for both moving, parking and ordinance violations.

7. Writes all delinquent notices for moving violations.
8. Performs such other duties as may be assigned by the Senior Clerk - Violations Bureau.

RAMSEY COUNTY MUNICIPAL COURT
POSITION DESCRIPTION

FILE CLERK

Salary Grade 1

Basic Function

Under supervision of a Senior Clerk, performs necessary filing functions required for the proper processing of violations issued.

Major Duties Include

1. Sorts and files all new violation tags received each day from the various law enforcement agencies.
- 2.a. Sorts, records and files all warrants which have been paid or otherwise settled.
- b. Prepares monthly report on total warrants settled each month.
3. Sorts and files the paid violations at the end of each day.
4. Answers telephone inquiries regarding violation cases.
5. Performs such other duties as may be assigned by the Senior Clerk - Violations Bureau.

RAMSEY COUNTY MUNICIPAL COURT
POSITION DESCRIPTION

TERMINAL OPERATOR

Salary Grade 1

Basic Function

Under supervision of a Senior Clerk, checks the state records for all offenders who have been issued new violation notices.

Major Duties Include

1. Checks the Minnesota Drivers License Division records for previous offenses of offenders to whom new moving violations have been issued. This entails entering the driver's license number or violator's name into the terminal located at the Violations Bureau, receiving the reply from the Motor Vehicle Department, and attaching the record printout to the tag if there have been previous offenses.
2. On delinquent parking violations, accesses State Motor Vehicle records through use of terminal located in Violations Bureau. This involves the entry in the terminal of the vehicle license plate number and the recording on the ticket of the response as to name and address of registered owner and model year of vehicle.
3. Prices the moving violation tags based upon the Violations Bureau fine schedule and notes on tag when a Court appearance is necessary.

4. Contacts officer when an additional tag is to be issued for a newly discovered offense.
5. Performs such other duties as may be assigned by the Senior Clerk - Violations Bureau.

CLASSIFICATION OF NON-JUDICIAL STAFFING POSITIONS IN SAMPLE COUNTIES

Grade	Benchmark Positions		Sample Counties													
	Ramsey County Municipal Court	Proposed Title	Carlton	Clay	Cook	Dodge	Douglas	Hennepin	Kanabec	Koochiching	Marshall	Nobles	Olmstead	Pipestone	Renville	Scott
18		District Court Administrator						District Court Administrator		Deputy Clerk	Deputy Clerk		Deputy Clerk	Deputy Clerk (2)	Deputy Clerk (2)	Deputy Clerk - District Court
15	Court Administrator	Court Administrator						Municipal Court Administrator		Deputy Clerk - Probate and Family			Deputy Clerk - Probate and Family			Deputy Clerk (2)
		Deputy District Court Administrator						Deputy District Court Administrator		Deputy Clerk - Criminal and Conciliation			Chief Deputy Clerk			
13		Assistant Municipal Court Administrator						Assistant Municipal Court Administrator								
		Clerk of Court						Clerk of Probate Court								
	Supervisor - Court Operations	Supervisor - Court Operations						Court Administrative Supervisor								
11		Clerk of Court										Deputy Clerk - County Court (2)	Deputy Clerk - Bookkeeper		Deputy Clerk	
10	Supervisor - Assignment Division	Supervisor - Assignment Division										Deputy Clerk	Deputy Clerk - Civil and Criminal			Deputy Clerk - Vital Statistics
9		Clerk of Court	Clerk of Court	Clerk of Court	Clerk of Court	Clerk of Court	Clerk of Court		Clerk of Court			Deputy Clerk - Probate	Deputy Clerk (2)			Deputy Clerk - Cottage Group
	Supervisor - Administration	Supervisor - Administration														Deputy Clerk - Forest Lake
	Supervisor - Violations Bureau	Supervisor - Violations Bureau								Deputy Clerk	Deputy Clerk	Deputy Clerk (2)	Deputy Clerk	Deputy Clerk		Deputy Clerk - Family
		Court Division Supervisor						Court Division Supervisor								
8	Supervisor - Accounting Division	Supervisor - Accounting Division											Deputy Clerk - Probate			Deputy Clerk - District
7	Senior Clerk - Suburb	Supervisor						Principal Court Deputy								
		"						Administrative Secretary		Clerk	Deputy Clerk	Clerk (2)			Clerk-Typist (2)	Deputy Clerk - Typist
	Assistant to Supervisor - Court Operations	Assistant to Supervisor - Court Operations						Senior Clerical Supervisor				Deputy Clerk (2)	Deputy Clerk - Records		Deputy Clerk - Probate	Deputy Clerk - Driver's License
5	Senior Clerk: Conciliation Division	Senior Court Clerk	Administrative Assistant/Deputy Clerk									Deputy Clerk TVB(2)				Deputy Clerk - Probate
	Criminal Division	" " "						Senior Court Deputy								Deputy Clerk - Family (2)
	Civil Division	" " "						Principal Clerk								Deputy Clerk - Civil (2)
	Violations Bureau	" " "						Clerical Supervisor								Deputy Clerk - Criminal (3)
	Assignment Clerk	Assignment Clerk														

Benchmark Positions			Sample Counties															
Grade	Ramsey Court Municipal Court	Proposed Title	Carlton	Clay	Cook	Dodge	Douglas	Hennepin	Kanabec	Koochiching	Marshall	Nobles	Olmstead	Pipestone	Renville	Scott	Stevens	Washington
4	Clerk: Court Operations	Court Clerk	Deputy Clerk (2)	Deputy Clerk - Probate and Family	Chief Deputy - District Court	First Deputy Clerk - County Court	Deputy Clerk - County Court (Probate)	Senior Clerk	Deputy Clerk Probate									
	Criminal Division	" "	Chief Deputy Clerk - Probate	Senior Deputy Clerk	Chief Deputy - County Court		Deputy Clerk - County Court (Conciliation and Juvenile)	Court Deputy	Chief Deputy Clerk									
	Civil Division	" "		Deputy Clerk - Civil			Deputy Clerk											
	Conciliation Division	" "		Deputy Clerk - Criminal Division									Clerk of Court					Clerk of Court
	Traffic Court Clerk	" "		Deputy Clerk - Juvenile Division														
	Judge's Clerk	" "		Deputy Clerk - Accounting and Civil														
Accounting Division Clerk	Account Clerk																	
3	Clerk - Suburbs	Clerk III	Deputy Clerk			Second Deputy Clerk - County Court		Intermediate Clerk								Clerk of Court		
	Lead Clerk - Violation Bureau	" "																
		" "										Clerk of Court	Clerk of Court	Clerk of Court			Clerk of Court	
2		Clerk II	Deputy Clerk	Deputy Clerk - Vital Statistics		First Deputy Clerk - District Court	Deputy Clerk - County Court (Traffic)		Deputy Clerk - District Court									
		" "																
	Collection Clerk - Violation Bureau	Collection Clerk																
1	Clerk - Assistant	Clerk I	Deputy Clerk	Deputy - Driver's License			Clerk-Typist	Clerk	Clerk									
		" "		Deputy Clerk - Family														
		" "																
		" "																
		" "																
		" "																
		" "																
		" "																
	Warrant Clerk	Clerk I												Chief Deputy Clerk - Probate and Family		Chief Deputy Clerk		Chief Deputy District Court
	Record Clerk	Clerk I												Chief Deputy Clerk - Civil and Criminal		Deputy Clerk - Probate		Chief Deputy Family
	Mail Clerk	Mail Clerk												Chief Deputy Clerk - TVB				Chief Probate
	File Clerk	File Clerk																Chief Deputy Civil and Criminal
	Clerk-Typist	Clerk-Typist																
	Terminal Operator	Terminal Operator																

MINNESOTA DISTRICT/COUNTY COURTS
 PROPOSED 1975 SALARY PLAN 1 - 100%

Position Grade	Annual Salary Range		
	Minimum (.85 x midpoint)	Midpoint	Maximum (1.15 x midpoint)
18	\$ 26,950	\$ 31,700	\$ 36,450
17	24,700	29,050	33,400
16	22,600	26,600	30,600
15	20,700	24,350	28,000
14	18,950	22,300	25,650
13	17,350	20,400	23,450
12	15,900	18,700	21,500
11	14,550	17,100	19,650
10	13,350	15,700	18,050
9	12,200	14,350	16,500
8	11,200	13,150	15,100
7	10,250	12,050	13,850
6	9,400	11,050	12,700
5	8,600	10,100	11,600
4	7,850	9,250	10,650
3	7,200	8,450	9,700
2	6,600	7,750	8,900
1	6,050	7,100	8,150

MINNESOTA DISTRICT/COUNTY COURTS

PROPOSED 1975 SALARY PLAN 2 - 94%

Position Grade	Annual Salary Range		
	Minimum (.85 x midpoint)	Midpoint	Maximum (1.15 x maximum)
18	\$ 25,350	\$ 29,800	\$ 34,300
17	23,200	27,300	31,400
16	21,250	25,000	28,750
15	19,450	22,900	26,350
14	17,800	20,950	24,100
13	16,300	19,200	22,100
12	14,950	17,600	20,250
11	13,650	16,050	18,450
10	12,550	14,750	16,950
9	11,500	13,500	15,550
8	10,500	12,350	14,200
7	9,650	11,300	13,000
6	8,850	10,400	12,000
5	8,100	9,500	10,950
4	7,400	8,700	10,000
3	6,750	7,950	9,150
2	6,200	7,300	8,400
1	5,700	6,700	7,700

MINNESOTA DISTRICT/COUNTY COURTS
PROPOSED 1975 SALARY PLAN 3 - 88%

Position Grade	Annual Salary Range		
	Minimum (.85 x midpoint)	Midpoint	Maximum (1.15 x maximum)
18	\$ 23,700	\$ 27,900	\$ 32,100
17	21,700	25,550	29,400
16	19,900	23,400	26,900
15	18,250	21,450	24,650
14	16,650	19,600	22,550
13	15,250	17,950	20,650
12	14,000	16,450	18,900
11	12,800	15,050	17,300
10	11,750	13,800	15,850
9	10,750	12,650	14,550
8	9,800	11,550	13,300
7	9,000	10,600	12,200
6	8,250	9,700	11,150
5	7,550	8,900	10,250
4	6,950	8,150	9,400
3	6,350	7,450	8,550
2	5,800	6,800	7,800
1	5,300	6,250	7,200

MINNESOTA DISTRICT/COUNTY COURTS
PROPOSED 1975 SALARY PLAN 4 - 80%

Position Grade	Annual Salary Range		
	Minimum (.85 x midpoint)	Midpoint	Maximum (1.15 x maximum)
18	\$ 21,550	\$ 23,350	\$ 29,150
17	19,750	23,250	26,750
16	18,100	21,300	24,500
15	16,600	19,500	22,450
14	15,150	17,850	20,550
13	13,850	16,300	18,750
12	12,700	14,950	17,200
11	11,650	13,700	15,750
10	10,650	12,550	14,450
9	9,800	11,500	13,250
8	8,950	10,500	12,100
7	8,200	9,650	11,100
6	7,500	8,850	10,200
5	6,900	8,100	9,300
4	6,300	7,400	8,500
3	5,750	6,750	7,750
2	5,250	6,200	7,150
1	4,850	5,700	6,550

Proposed 1975 Salary Plans by County

Each of the counties in the State was assigned to one of four salary plans as shown below. The assignment was based on relative cost of living differences reflected by the Department of Public Welfare pay plan selected by each County. See pages 31 and 32 for further information concerning the assignment process.

<u>Plan 1-100%</u>	<u>Plan 2-94%</u>	<u>Plan 3-88%</u>	<u>Plan 4-80%</u>
Anoka	Aitkin	Benton	Becker
Beltrami	Cass	Blue Earth	Big Stone
Carver	*Cook	*Carlton	Brown
Crow Wing	Goodhue	Chippewa	Clearwater
Dakota	*Koochiching	Chisago	Cottonwood
*Hennepin	McLeod	*Clay	*Dodge
Itasca	Red Lake	Freeborn	*Douglas
*Olmsted	Rice	Isanti	Faribault
Ramsey	Wright	Kandiyohi	Fillmore
St. Louis		Lake	Grant
*Washington		Le Sueur	Houston
		Mahnomen	Hubbard
		Mille Lacs	Jackson
		Morrison	*Kanabec
		Mower	Kittson
		*Nobles	Lac Qui
		Pine	Parle
		Redwood	Lake of the
		*Scott	Woods
		Sherburne	Lincoln
		Stearns	Lyon
		Steele	*Marshall
		Wabasha	Martin
		Winona	Meeker
			Murray
			Nicollet
			Norman
			Otter Tail
			Pennington
			*Pipestone
			Polk
			Pope
			*Renville
			Rock
			Roseau
			Sibley
			*Stevens
			Swift
			Todd
			Traverse
			Wadena
			Waseca
			Watsonwan
			Wilkin
			Yellow
			Medicine

*Test county

RECOMMENDED CLERK OF COURT SALARY GRADE,
BY COUNTY, BASED ON SIZE OF 1974 COURT EXPENDITURES

<u>County</u>	<u>Court Expenditures (000) From \$0 to \$200 (Salary Grade 9)</u>	<u>Proposed Salary Plan</u>	<u>Present Annual Salary for Clerk of Court</u>
Lake of the Woods	\$26	4	\$ 8,500
Red Lake	30	2	8,860
Traverse	40	4	10,400
Mahnomen	46	3	8,600
Kittson	48	4	9,600
Cook	50	2	10,625
Rock	53	4	13,553
Clearwater	57	4	11,300
Pope	58	4	11,816
Lincoln	58	4	11,000
Dodge	59	4	11,000
Kanabec	59	4	11,250
Hubbard	61	4	10,505
Grant	61	4	12,200
Murray	63	4	11,005
Wadena	65	4	9,200
Marshall	67	4	13,273
Stevens	69	4	10,500
Roseau	71	4	10,686
Yellow Medicine	72	4	11,414
Big Stone	73	4	10,460
Swift	77	4	10,200
Pipestone	78	4	10,400
Fillmore	79	4	13,442
Todd	81	4	11,390
Becker	81	4	13,000
Norman	82	4	11,790
Lake	83	3	14,000
Wilkin	85	4	13,505
Benton	85	3	14,676
Lac Qui Parle	85	4	11,500
Aitkin	86	2	14,475
Mille Lacs	86	3	13,300
Pennington	88	4	11,855
Pine	90	3	11,000
Isanti	90	3	12,225
Sibley	92	4	19,315

RECOMMENDED CLERK OF COURT SALARY GRADE,
BY COUNTY, BASED ON SIZE OF 1974 COURT EXPENDITURES

<u>County</u>	<u>Court Expenditures (000) From \$0 to \$200 (Salary Grade 9)</u>	<u>Proposed Salary Plan</u>	<u>Present Annual Salary for Clerk of Court</u>
Watsonwan	\$ 94*	4	\$12,000
Renville	95	4	17,170
Waseca	97	4	13,400
Koochiching	97	2	13,200
Houston	98	4	13,850
Cass	100	2	14,047
Le Sueur	101	3	13,330
Jackson	102	4	13,948
Redwood	103	3	17,127
Chippewa	105	3	11,000
Shurburne	106	3	15,500
Meeker	108*	4	14,500
Nobles	117	3	15,440
Wabasha	120	3	13,670
Douglas	122	4	15,180
Nicollet	122	4	12,000
Chisago	123	3	13,800
Morrison	129	3	13,824
Faribault	131	4	21,864
Brown	143	4	13,729
Polk	153	4	14,200
McLeod	157	2	17,708
Lyon	159*	4	14,025
Steele	159	3	16,716
Carlton	162	3	22,520
Mower	168	3	15,100
Cottonwood	173	4	14,600
Martin	175	4	16,908
Kandiyohi	177	3	12,700
Clay	179	3	15,734
Wright	180*	2	16,814
Otter Tail	188	4	13,390
Itasca	193	1	15,732
Beltrami	194*	1	15,000

Grade 9 Salary Ranges

<u>Salary Plan</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
1	\$12,200	\$14,350	\$16,500
2	11,500	13,500	15,550
3	10,750	12,650	14,550
4	9,800	11,500	13,250

*Excludes capital outlay for new facilities

RECOMMENDED CLERK OF COURT SALARY GRADE,
BY COUNTY, BASED ON SIZE OF 1974 COURT EXPENDITURES

<u>County</u>	<u>Court Expenditures From \$201 to \$400 (Salary Grade 11)</u>	<u>Proposed Salary Plan</u>	<u>Present Annual Salary for Clerk of Court</u>
Winona	\$214	3	\$18,191
Rice	215	2	19,320
Carver	220	1	18,123
Freeborn	226	3	17,000
Goodhue	247	2	15,204
Blue Earth	253	3	16,000
Scott	256	3	18,673
Ramsey Probate	324	1	20,736
Stearns	394	3	18,372

Grade 11 Salary Ranges

<u>Salary Plan</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
1	\$14,550	\$17,100	\$19,650
2	13,650	16,050	18,450
3	12,800	15,050	17,300

Court Expenditures (000)
From \$401 to \$800 (Salary Grade 13)

Olmsted	\$422	1	\$22,344
Washington	432	1	18,514
Hennepin Probate	477	1	19,254
Dakota	614	1	21,450
Anoka	653	1	23,144

Grade 13 Salary Range

<u>Salary Plan</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
1	\$17,350	\$20,400	\$23,450

Court Expenditures (000)
From \$801 to \$2,000 (Salary Grade 15)

Ramsey:

District Court Administrator	\$1,422	1	\$29,634
Clerk of District Court	1,422	1	24,913
Municipal Court Administrator	1,623	1	28,224

RECOMMENDED CLERK OF COURT SALARY GRADE,
BY COUNTY, BASED ON SIZE OF 1974 COURT EXPENDITURES

<u>Salary Plan</u>	<u>Grade 15 Salary Range</u>		
	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
1	\$20,700	\$24,350	\$28,000

	<u>Court Expenditures (000) Over \$2,000 (Salary Grade 18)</u>	<u>Proposed Salary Plan</u>	<u>Present Annual Salary for Clerk of Court</u>
Hennepin:			
District Court Administrator	\$2,173	1	\$30,875
Municipal Court Administrator	2,573	1	30,432

<u>Salary Plan</u>	<u>Grade 18 Salary Range</u>		
	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
1	\$26,950	\$31,700	\$36,450

Crow Wing No figures available
St. Louis No figures available

KFM 5924.5 .Y68
Arthur Young & Company.
Nonjudicial staffing study

KFM 5924.5 .Y68
Arthur Young & Company.
Nonjudicial staffing study

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