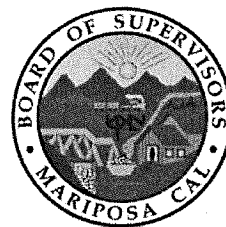




# MARIPOSA COUNTY

District Attorney · 209 966 3626



## RESOLUTION - ACTION REQUESTED 2014-469

MEETING: September 9, 2014

TO: The Board of Supervisors

**MINUTE ORDER ATTACHED**

FROM: Thomas Cooke, District Attorney

RE: Fill Anticipated Vacancy in the District Attorney's Office

### RECOMMENDATION AND JUSTIFICATION:

Approve the Immediate Recruitment and Filling of a Legal Secretary I/II Position In the District Attorney Budget. The incumbent in this position was recently promoted to the Victim Witness Coordinator position. The filling of the Legal Secretary I/II position is a priority and the District Attorney is requesting that the Board authorize opening a recruitment for this position upon adoption of this action.

The Legal Secretary I/II position is a fully funded budgeted position within the District Attorney Prosecution budget and will have no additional impact to the General Fund. This position is represented by the Service Employees International Union (SEIU).

### BACKGROUND AND HISTORY OF BOARD ACTIONS:

The Board of Supervisors has previously filled fully funded/budgeted vacant positions at the request of the Department Head.

### ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:


If the Board chooses to not allow the filling of this position, this may have a negative impact on community public safety and hinder the ability of the District Attorney to protect our community and deliver justice.

### FINANCIAL IMPACT:

**The Legal Secretary I/II Position is fully funded within the District Attorney Prosecution Budget.**

### CAO RECOMMENDATION

Requested Action Recommended

  
Rick Benson, County Administrator/13/0114

**RESULT:** ADOPTED BY CONSENT VOTE [UNANIMOUS]  
**MOVER:** Lee Stetson, District I Supervisor  
**SECONDER:** Merlin Jones, District II Supervisor  
**AYES:** Stetson, Jones, Bibby, Cann, Carrier



# COUNTY of MARIPOSA

P.O. Box 784, Mariposa, CA 95338 (209) 966-3222

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MERLIN JONES, VICE-CHAIR  
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JANET BIBBY  
JOHN CARRIER

DISTRICT IV  
DISTRICT II  
DISTRICT I  
DISTRICT III  
DISTRICT V



## MARIPOSA COUNTY BOARD OF SUPERVISORS

### MINUTE ORDER

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TO: THOMAS COOKE, District Attorney  
FROM: TRACY GAUTHIER, Deputy Clerk of the Board *TG*  
SUBJECT: Approve the Immediate Recruitment and Filling of a Legal Secretary I/II Position in the District Attorney Prosecution Budget  
RESOLUTION: 14-469

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA

ADOPTED THIS Order on September 9, 2014

#### ACTION AND VOTE:

**District Attorney RES-2014-469**

**Approve the Immediate Recruitment and Filling of a Legal Secretary I/II Position in the District Attorney Prosecution Budget**

Regarding CA16, Steve Dahlem/County Counsel, provided additional information stating that originally the request was that the Board approve the recruitment and filling of vacant Legal Secretary I/II position in that office, however that department has decided to promote from within and has requested to revise that item to the following: approve the promotion of the Senior Office Assistant to fill the vacant Legal Secretary I/II position in the District Attorney's budget. This is as requested by the DA's office and approved by the Human Resources Department.

**RESULT: ADOPTED AS AMENDED [UNANIMOUS]**

**MOVER:** Lee Stetson, District I Supervisor

**SECONDER:** Merlin Jones, District II Supervisor

**AYES:** Stetson, Jones, Bibby, Cann, Carrier

Cc: Sandra Laird, Administrative Analyst/Human Resources