



Las Vegas

Agenda Item No.: 28.

**AGENDA SUMMARY PAGE**  
**CITY COUNCIL MEETING OF NOVEMBER 15, 2006**

**DEPARTMENT: HUMAN RESOURCES**  
**DIRECTOR: CLAUDETTE ENUS**

**Consent**    **Discussion**

**SUBJECT:**

Approval to create one regular full-time Legal Technician I/II position in the Criminal Division of the City Attorney's Office (\$46,500 salary - \$18,500 benefits - General Fund)

**Fiscal Impact:**

No Impact

**Augmentation Required**

Budget Funds Available

**Dept./Division:** City Attorney's Office

**Amount:** \$64,500.00

**Funding Source:** General Fund

**PURPOSE/BACKGROUND:**

Due to the heavy case workload and therefore the strong need to have adequate coverage in the Criminal Division to handle reception duties, accounting, discovery, and various other support functions for case processing, the City Attorney's Office has been overfilling a vacant Office Specialist II position with a Legal Technician I/II. Because of the recent location split in the department between the RJC and City Hall, it has become very apparent that we no longer have adequate clerical coverage to service both areas for bench warrant basis, general clerical duties and delivery and filing of legal documents. Creation of a Legal Technician I/II position would allow us to properly classify the current Legal Technician I/II employee and open up the Office Specialist II position for a clerical hire.

**RECOMMENDATION:**

Approve the creation of one regular full-time Legal Technician I/II position in the Criminal Division of the City Attorney's Office.

**BACKUP DOCUMENTATION:**

None

Motion made by GARY REESE to Strike Items 27, 28 and 29 and to Hold in Abeyance Items 51 and 52 to 12/6/2006

Passed For: 7; Against: 0; Abstain: 0; Did Not Vote: 0; Excused: 0

LAWRENCE WEEKLY, LARRY BROWN, LOIS TARKANIAN, STEVE WOLFSON, OSCAR B. GOODMAN, GARY REESE, STEVEN D. ROSS; (Against-None); (Abstain-None); (Did Not Vote-None); (Excused-None)

Minutes:

There was no discussion.