



Budget Change Request

Change request information

Title Judicial Assistant Reclassification
Number B-07-07 Department 07 - District Court
Requester Frankie Peters
Published by Jennifer Smith Publish Date 2023-08-22
Change Type Policy Change

Board outcome *(to be entered by budget after Board action)*

Board Decision
Board Changes

Funds affected

Fund 0010 - General Fund
General Fund Affected? Yes More Than One Fund Affected? No

Policy request priority and connection to the strategic plan

Priority # 7 Strategic Plan Responsive Law,

Does this request include federal, state, or private grants?

Grant Funded?
Grantor and timeframe

Does this request affect current positions or propose new positions?

HR Payroll e-mailed? Yes Position Impact Changes Classification
Current position numbers affected 0327-07-R-

What do you need and why? Include any unexpected and external requirements.

Statement of Need

District Court requests to: (1) Set the salary range of the District Court Judicial Assistant to \$5,354-\$7,138 within the At-Will Classification Plan, (2) Re-title the position to Judicial Aide.

The 'District Court Judicial Assistant' classification is specific to District Court, and is not held in other courts, offices, or departments of the county.

The current range for the District Court Judicial Assistant position is Range 10; this is not representative of the duties and responsibilities of this position. The requested at-will salary range of \$5,354 - \$7,138 is the current range of the Executive Aide position for Thurston County and would much more appropriately reflect what this position entails.

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|------|---------|--|--|--|
| 1.00 | < Total | | | |
|------|---------|--|--|--|

Operating Revenue Line Items

| Org Code | Object Code | Object Description | Project Code | 2024 | 2025 |
|----------|-------------|--------------------|--------------|------|------|
|----------|-------------|--------------------|--------------|------|------|

Capital Revenue Line Items

| Org Code | Object Code | Object Description | Project Code | 2024 | 2025 |
|----------|-------------|--------------------|--------------|------|------|
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Operating Expenditure Line Items

| Org Code | Object Code | Object Description | Project Code | 2024 | 2025 |
|----------|-------------|------------------------------|---------------|------------------|------------------|
| 0107A750 | 510000 | SALARIES | | 11,628 | 11,977.00 |
| 0107A750 | 521000 | SOCIAL SECURITY | | 890 | 917.00 |
| 0107A750 | 522000 | RETIREMENT | | 1,092 | 1,125.00 |
| 0107A750 | 525000 | UNEMPLOYMENT COMPENSATION | | 35 | 36.00 |
| 0107A750 | 526000 | PAID FAMILY MEDICAL LEAVE | | 25 | 25.00 |
| 0107A750 | 527000 | LONG TERM DISABILITY | | 66 | 68.00 |
| | | | Total: | 13,736.00 | 14,148.00 |

Capital Expenditure Line Items

| Org Code | Object Code | Object Description | Project Code | 2024 | 2025 |
|----------|-------------|--------------------|--------------|------|------|
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