

JUSTICE & SOCIAL SERVICES COMMITTEE ADDENDUM

Meeting Rm. 1, Brookens Administrative Center

1776 E. Washington, Urbana, IL

Monday, November 7, 2005 7:00 p.m.

Chair: Anderson

Members: Carter, Greenwalt, Hogue, James, Putman, Sapp, Schroeder, Tapley

ADDENDUM

ITEM

PAGE NO.

XIII. OTHER BUSINESS

- c. Request from Circuit Court to submit Administrative Legal Secretary Position to Job Content Evaluation Committee for Review 1

CHAMPAIGN COUNTY CIRCUIT COURT

ROGER W. HOLLAND

Court Administrator

November 3, 2005

Ms. Janet Anderson, Chair
Champaign County Board Justice and Public Safety Committee
1776 E. Washington
Urbana, Illinois 61802

RE: Administrative Legal Secretary

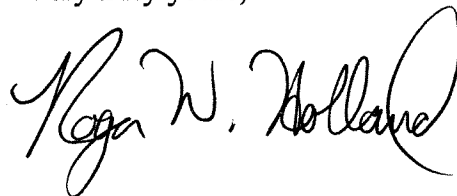
Dear Ms. Anderson:

The Circuit Court is contemplating adding the responsibilities of Application Administrator to the Administrative Legal Secretary position. This position is governed by the Collective Bargaining Agreement between the Chief Judge of the Sixth Judicial Circuit and AFSCME Council 31, Local 900A.

Because the additional duties associated with Application Administration differ significantly from the duties normally associated with this position, the Circuit Court is requesting that the position be referred to the Job Evaluation Committee for review.

Thank you for your cooperation and courtesy.

Very truly yours,



Roger W. Holland,
Court Administrator

cc.: The Honorable Thomas J. Difanis, Presiding Judge
Barb Wysocki, Champaign County Board Chair
Deb Busey, Champaign County Administrator
Evelyn Boatz, Salary Administrator

Champaign County Courthouse
101 East Main Street – Room 342
Urbana, Illinois 61801-2799



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