

AGENDA ITEM FOR ADMINISTRATIVE MEETING

() Discussion only

(X) Action

FROM (DEPT/ DIVISION): District Attorney

SUBJECT: Hermiston Lead Legal Secretary - District Attorney

<p>Background;</p> <p>Authorization is sought to double-fill the Hermiston Lead Legal Secretary position for training purposes beginning December 1, 2023. The employee is retiring effective February 1, 2024.</p> <p>There are adequate funds in the personnel services line item to cover this request. The Lead Legal Secretary position is at Range 18. The Lead Legal Secretary position ensures that the office runs efficiently and smoothly. They help ease the prosecutors' workload by providing general administrative support, including but not limited to assistance with major cases, offering managerial assistance to office staff, and helping in the everyday operations of the office.</p>	<p>Requested Action:</p> <p>Approve double-fill of the Hermiston Lead Legal Secretary position for a total of two months, effective December 1, 2023.</p>
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ATTACHMENTS:

Date:

*****For Internal Use Only*****

Checkoffs:

- () Dept. Head (copy)
- () Human Resources (copy)
- () Fiscal
- (X) Legal (copy)
- () (Other - List:)

To be notified of the Meeting:
District Attorney Dan Primus, Kathleen Davidson

Needed at Meeting:

Scheduled for meeting on: November 8, 2023

Action taken: