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RE: Hiring Request

The County Attorney's Office will be losing a long time employee to retirement at the beginning of April. Carolyn Minter is currently the legal secretary for the Juvenile Division. She has held that position since 1999. The Division consists of one legal secretary and two attorneys. With the rise in juvenile crimes over the past few years, the team of three has been extremely busy. The attorneys rely heavily on Carolyn's assistance and knowledge in order to handle a large volume of juvenile cases.

Juvenile Court is a completely different legal system than adult court with unique procedures and terminology. The other support staff in the office work primarily with adult court. Carolyn's assistance with document creation, preparation for hearings and trials, including attendance at court makes her position more similar to a paralegal than legal secretary.

The Division works with the Department of Human Services, law enforcement, and Juvenile Court Services on a daily basis. Carolyn has been a key component in streamlining processes over the years.

This past year the Division lost an attorney which has been replaced. But within 4-6 weeks of Carolyn's retirement, a juvenile attorney will be going on FML leave. In order to take full advantage of Carolyn's institutional knowledge, we are requesting that we overlap her replacement at least 2 weeks to allow for proper training of the unique processes required. This will still be a short amount of time for training since juvenile proceedings are a long process, but will be extremely helpful in working toward a smooth transition.

Thank you for your consideration.

Michael J. Walton
Scott County Attorney

THE COUNTY AUDITOR'S SIGNATURE CERTIFIES
THAT THIS RESOLUTION HAS BEEN FORMALLY
APPROVED BY THE BOARD OF SUPERVISORS ON

DATE

SCOTT COUNTY AUDITOR

R E S O L U T I O N

SCOTT COUNTY BOARD OF SUPERVISORS

January 23, 2020

APPROVAL OF THE REQUEST TO OVERFILL THE ADMINISTRATIVE ASSISTANT
(AKA LEGAL SECRETARY) POSITION.

BE IT RESOLVED BY the Scott County Board of Supervisors as follows:

- Section 1. That the request to overfill the Administrative Assistant (to be known in the future as Legal Secretary) position in the Attorney's Office for two weeks is hereby approved.
- Section 2. This resolution shall take effect immediately.