

MEMORANDUM

DATE: October 10, 2000  
TO: The Board of Supervisors  
FROM: John E. McDonald, Manager of Financial and Management Services  
SUBJECT: New Position - Clerk of the Circuit Court

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The State Compensation Board has notified the Clerk of the Circuit Court, that it has approved a new position of Deputy Clerk, with an annual salary of \$19,380. The attached resolution would approve a new full-time position and adjust the Clerk's budget to accommodate the new position, assuming a start date no earlier than October 15, 2000.

Staff supported the Clerk's initial application to the Compensation Board, in recognition of the ever-increasing workload of the office, the increasing population, and the high volume of transactions. There is a local fringe benefit funding commitment, essentially the cost of health insurance, that will be shared with the City of Williamsburg. The net County cost for this fiscal year is estimated at \$3,620. That assumes family coverage; the actual requirement will not be known until the successful applicant chooses a health plan.

Your approval of the attached resolution is requested.

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John E. McDonald

JEM/gb  
position.mem

Attachment