

**STAFF MEETING MINUTES  
LANCASTER COUNTY BOARD OF COMMISSIONERS  
COUNTY-CITY BUILDING  
ROOM 113 - BILL LUXFORD STUDIO  
THURSDAY, JUNE 29, 2017  
8:30 A.M.**

Commissioners Present: Todd Wiltgen, Chair; Deb Schorr; Roma Amundson; and Jennifer Brinkman

Commissioners Absent: Bill Avery, Vice Chair

Others Present: Kerry Eagan, Chief Administrative Officer; Ann Taylor, County Clerk's Office

*Advance public notice of the Board of Commissioners Staff Meeting was posted on the County-City Building bulletin board and the Lancaster County, Nebraska web site and provided to the media on June 28, 2017.*

The Chair noted the location of the Open Meetings Act and opened the meeting at 8:31 a.m.

**1. APPROVAL OF JUNE 15, 2017 STAFF MEETING MINUTES**

**MOTION:** Brinkman moved and Schorr seconded approval of the June 15, 2017 Staff Meeting minutes. Schorr, Brinkman and Wiltgen voted yes. Amundson and Avery were absent. Motion carried 3-0.

**2. LABOR NEGOTIATIONS AND POTENTIAL LITIGATION -** Doug McDaniel, Human Resources Director; Nicole Gross, Compensation Manager; Amy Sadler, Compensation Technician; Kristy Bauer, Deputy County Attorney

Kerry Eagan, Chief Administrative Officer, said discussion of potential litigation will not be needed.

**MOTION:** Schorr moved and Brinkman seconded to enter Executive Session at 8:32 a.m. for the purpose of protecting the public interest with regards to labor negotiations.

The Chair said it has been moved and seconded that the Board enter into Executive Session.

**ROLL CALL:** Brinkman, Schorr and Wiltgen voted yes. Amundson and Avery were absent. Motion carried 3-0.

Amundson arrived at the meeting at 8:33 a.m.

The Chair restated the purpose for the Board entering into Executive Session.

**MOTION:** Amundson moved and Brinkman seconded to exit Executive Session at 8:53 a.m. Amundson, Schorr, Brinkman and Wiltgen voted yes. Avery was absent. Motion carried 4-0.

### **ACTION ITEMS**

A. Amend Date of Agreement with Cornhusker Bank (Contract No. C-17-0321) for Hosting the Lancaster County Legislative Retreat from September 14, 2017 to September 21, 2017

**MOTION:** Schorr moved and Amundson seconded to authorize the Chair to amend the date on the contract. Schorr, Brinkman, Amundson and Wiltgen voted yes. Avery was absent. Motion carried 4-0.

### **ADMINISTRATIVE OFFICER REPORT**

A. Juvenile Detention Alternatives Initiative (JDAI) Discussion

There was general consensus to revise the last sentence of the second paragraph to read as follows: *This is an important consideration for Lancaster County becoming a JDAI site.*

**MOTION:** Amundson moved and Brinkman seconded to authorize the Chair to sign and send the letter, as revised, to Monica Miles-Steffens, Director of Placement, Nebraska Probation Administration/State JDAI Coordinator, with copies to the Lancaster County Juvenile Court Judges; State Senator Bob Krist; Lori Griggs, Chief Probation Officer, Juvenile Probation; Joe Kelly, Lancaster County Attorney; Joe Nigro, Lancaster County Public Defender; Michelle Schindler, Youth Services Center (YSC) Director; and Sara Hoyle, Human Services Administrator.

### **3. BUDGET UPDATE - Dennis Meyer, Budget and Fiscal Officer**

Dennis Meyer, Budget and Fiscal Officer, reminded the Board that a proposed budget must be filed with the County Clerk's Office by July 31<sup>st</sup>. He said the Board will hold a budget hearing and will adopt the budget in late August and must file the budget by September 20<sup>th</sup>. Meyer said he will also contact the political subdivisions that are part

of the 15 cent levy authorized for certain political subdivisions and will schedule a meeting of the Budget Monitoring Committee.

Meyer discussed the following documents (see agenda packet):

- Lancaster County, Building Fund Budget (Fund 51)

Meyer said the Board has typically levied \$200,000 for the Building Fund but last year the Board increased that levy to \$510,000 in anticipation of departments moving into the 605 Building. He recommended the levy remain at \$510,000 for Fiscal Year (FY) 2017-2018.

Meyer said he has budgeted \$2,000,000 for the sale of Trabert Hall and said a portion of those proceeds could be used to fund relocation of the Emergency Operations Center (EOC) to the Youth Services Center (YSC) Building (1200 Radcliff Street). The remainder will go into the Building Fund.

Wiltgen questioned the need to budget \$250,000 for expansion of the County Extension Building to accommodate new staff as those positions have been placed on hold with the University of Nebraska-Lincoln's (UNL's) hiring freeze (see April 13, 2016 Staff Meeting minutes for more information about the proposed expansion). Meyer said there can be additional discussion about space needs but said budgeting for certain items allows for funding to be available.

Brinkman noted the requests to make significant investments in the County Treasurer's Motor Vehicle facilities when the County Treasurer's Office has indicated these facilities do not fully meet their needs. She suggested the Board consider long-term planning for County-owned buildings. Amundson added the Board needs to decide what to do with the County Engineering's Works Progress Administration (WPA) Buildings. Wiltgen suggested formation of a working group to work with the County Treasurer and Election Commissioner on their space needs.

- Lancaster County, Property Tax Funded Budgets, Fiscal Year (FY) 2017-2018 Requested Compared to FY 2016-2017 Adopted

Meyer said he is projecting the fund balance and the cash balance to be the same as last year, \$12,855,050 and \$6,190,000 respectively. He said there is an increase in expenditures in the amount of \$2,753,957 from the previous year, a 2.55% increase. Revenues, excluding property tax, increased \$158,513, a 0.42% increase. Meyer said that results in a net change of \$2,595,444 and said that is the amount needed to fund the General Fund requests.

- Lancaster County, General Fund Expenditure Requests (FY 2017-2018)
- Lancaster County, General Fund Projected Revenues (FY 2017-2018)

- Lancaster County, Request for Increase in Personnel (FY 2018)

Meyer said the request from Community Corrections for personnel for the 24/7 Program was built into the General Fund because the Board approved that request. Wiltgen explained it was budget neutral because Community Corrections is using funds from the Safety Training Option Program (STOP) and fees collected from the 24/7 Program to fund those positions.

Meyer noted the County Assessor/Register of Deeds has withdrawn his request for an additional appraiser apprentice position.

The Chair said follow-up discussion will be scheduled with the departments who have requested additional personnel.

It was also clarified that the \$648,145 for additional personnel requests was not included in the \$2,595,444 net change amount in the General Fund.

- Bridge and Road Fund (Fund 21)

Meyer reported there was an approximate \$1,500,000 surplus in the Bridge and Road Fund as of June 26, 2107. Brinkman said the County Engineer has identified bridge and road projects in the One and Six Year Road and Bridge Improvement Program and other areas that the funds could be used for and felt it was just a matter of timing in terms of contract execution. She said it can be difficult to move forward with projects when dealing with federal and state entities and felt it was disingenuous to describe the funds as a surplus knowing there are needs that haven't been unaddressed. Wiltgen felt surplus was an accurate term. He pointed out the Board allocated an additional \$1,000,000 to the County Engineer last year after receiving assurances those funds would be spent and said it didn't get done. Schorr felt the capacity of engineering staff and the contractors should also be taken into account. Amundson asked whether the funds could be set aside as a sinking fund. Meyer said the \$1,500,000 would be applied towards this year's budget request. Wiltgen said the County Engineer will have an opportunity to provide justification to the Board. Meyer said fund balances should be more definitive by that time.

- Highway Fund (Fund 22)

Meyer said the County did not receive as much reimbursement from the Federal Emergency Management Agency (FEMA) as it had anticipated.

Meyer pointed out the County will need approximately \$8,850,000 to fund all of the General Fund, additional personnel and the Bridge and Road Fund and Highway Fund requests.

- Lancaster County, Levy Projections

Meyer said he is working with an 8% projected increase in property valuations and said if the levy remains at 0.2753 it will bring in an additional \$5,153,384. Wiltgen and Schorr indicated they support a reduction in the levy. Amundson questioned the wisdom of reducing the levy, explaining the County has tremendous needs, citing as infrastructure, human services, corrections, and community corrections as examples.

Meyer also discussed the transfer to the Railroad Transportation and Safety District (RTSD) and suggested consideration a \$0.4 cent, rather than a \$0.3 cent, transfer this year because of the large increase in valuation.

**4. SALARY FOR DISTRICT COURT LAW CLERKS - Jared Gavin, District Court Administrator**

**NOTE:** See Exhibit A for information regarding a request from the District Court for the Board to consider a temporary increase of the District Court Law Clerk's by 25% while the Human Resources Department completes a study of market comparability.

Nicole Gross, Compensation Manager, Human Resources Department, appeared and said Human Resources is closer to completing a market comparability study than was originally anticipated and said they will work with Jared Gavin, District Court Administrator, to come up with a plan for the District Court Law Clerks. Jared Gavin, District Court Administrator, said the complexity of these positions has evolved. Gross said they will be looking at a classification revision and a step pay plan.

Schorr suggested staff attorneys would be a more appropriate title than law clerks. Gavin agreed that title more closely matches their work.

Wiltgen said he wants to avoid future requests for law clerks in the District Court. Gavin said the District Court wants seasoned, professional attorneys. He said they have partnerships with the University of Nebraska-Lincoln (UNL) and Creighton University to bring students in but they are unpaid positions.

Wiltgen asked Dennis Meyer, Budget and Fiscal Officer, whether the salary increase was included in the District Court budget. Meyer said it was not. Gavin said the 25% salary increase would only increase their budget request by approximately \$2,000 because there have been some benefit changes. Meyer suggested the District Court try to absorb the increase.

## **ADMINISTRATIVE OFFICER REPORT**

- B. United States Department of Agriculture Wildlife Services Contract (\$7,499.45)

There was consensus to schedule the item on a future County Board of Commissioners Meeting agenda.

## **DISCUSSION OF BOARD MEMBER MEETINGS**

- A. Lancaster County Fairgrounds Joint Public Agency (JPA) - Wiltgen, Amundson

Amundson indicated the meeting was routine in nature.

- B. Lincoln Independent Business Association (LIBA) Budget Monitoring Committee - Amundson

Amundson said discussion focused on public safety, growth in Lincoln Public Schools (LPS) enrollment, and government budget processes.

- C. Lincoln Metropolitan Planning Organization (MPO) - Avery

No report was given.

- D. County Board Chair/Vice Chair Meeting with Mayor - Wiltgen, Avery

It was noted the meeting will be held next week.

- E. Nebraska Association of County Officials (NACO) Board Meeting - Schorr, Amundson

Schorr reported that the Nebraska Association of County Officials (NACO) Board is endorsing a property tax study. Amundson said they also discussed the Multi-County Information and Programming Services (MIPS), which is the technology services division of NACO.

- 5. **CHANGE OF ZONE FOR TRABERT HALL PROPERTY** - Steve Henrichsen, Development Review Manager, Lincoln/Lancaster County Planning Department; Tom Cajka, County Planner; Ed Zimmer, Historic Preservation Planner; Don Killeen, County Property Manager; Doug Cyr, Chief Deputy County Attorney

Discussion took place with Lincoln/Lancaster County Planning Department staff on whether it would be better to have a change of zone in place before selling the Trabert Hall property (2001 South 11<sup>th</sup> Street) and the appropriate zoning. **NOTE:** The Board had scheduled a public hearing on the proposed sale of the property at the June 27, 2017 County Board of Commissioners Meeting but cancelled it based on a recommendation from the County Attorney's Office. The Board had received an appraisal showed a value of \$2,025,000 assuming B-3 (Commercial District) zoning.

Steve Henrichsen, Development Review Manager, discussed the zoning for adjacent properties (Exhibit B). He said the Trabert Hall property is currently zoned P (Public), which is only appropriate for government use, and said if the property is sold it will need to be rezoned. Henrichsen said the building has potential to be declared a local landmark and the owner could seek a special permit for historic preservation that would allow uses that might not otherwise be permitted. It would require R-4 (Residential District) zoning.

Ed Zimmer, Historic Preservation Planner, discussed the history of the building. He said the landmark provision in the City Zoning Ordinances (Section 27.57) describes structures of architectural significance or associated with significant events in the community's past and felt Trabert Hall would qualify. He felt the historic designation would likely be approved by the Historic Preservation Commission, the Lincoln/Lancaster County Planning Commission and Lincoln City Council. Zimmer said a historic designation could also provide certain financial incentives at the state or federal level for certain types of rehabilitation projects.

Wiltgen expressed concern that a historic designation can be limiting in terms of modifications. Zimmer said the designation would principally involve the exterior.

Schorr asked how long it would take to obtain a historic designation. Eagan said the County could obtain a change of zone but would not need to wait for a historic designation to sell the property. Zimmer said early to mid-September is the earliest there could be a decision on a landmark designation if the process were accelerated. He said the real question is what is the underlying zoning and what message that gives a buyer. Henrichsen felt the earliest opportunity to schedule a change of zone application before the Planning Commission would be August 2<sup>nd</sup> and said the change of zone application and a request for a landmark designation could be run together.

Eagan said he drafted a change of zone application for B-3 zoning, based on the appraisal, and said the appraisal was based on a false assumption. Don Killeen, County Property Manager, said the appraiser made that assumption based on the zoning for adjacent properties and said the County could ask them to do another appraisal based on R-4 zoning at no cost. He thought the new appraisal could be completed within a

week or so. Tom Cajka, County Planner, pointed out that uses would be limited under R-4 zoning without a landmark designation.

In response to a question from Schorr, Killeen indicated a walkthrough would be scheduled for interested parties prior to the sale date. The Board asked that Zimmer be present at the walkthrough to answer questions.

Doug Cyr, Chief Deputy County Attorney, said the process of setting the value will need to be started over and cautioned that adding more speculation and uncertainty to the process could have an adverse impact on the market value.

Brinkman noted the County also owns property at 2220 South 10<sup>th</sup> Street which is currently leased to CenterPointe, Inc. and suggested that combining the two properties could make it more attractive to developers. Additional information regarding the terms of the lease was requested. Amundson pointed out that if the Board cannot break the lease, it could sell the property and the buyer could assume the lease. The new owner could move forward with their plans for the property once the lease expires.

There was consensus to: 1) Ask that the appraisal of Trabert Hall be redone with a different zoning assumption; 2) Ask for an initial assessment of the value of the property at 2220 South 10<sup>th</sup> Street.

The Board scheduled an update in two weeks.

## **6. BREAK**

No break was taken.

## **7. ACTION ITEMS**

- A. Amend Date of Agreement with Cornhusker Bank (Contract No. C-17-0321) for Hosting the Lancaster County Legislative Retreat from September 14, 2017 to September 21, 2017

Item was moved forward on the agenda.

## **8. ADMINISTRATIVE OFFICER REPORT**

- A. Juvenile Detention Alternatives Initiative (JDAI) Discussion
- B. United States Department of Agriculture Wildlife Services Contract (\$7,499.45)

Items A and B were moved forward on the agenda.



**9. DISCUSSION OF OTHER MEETINGS ATTENDED**

None were stated.

**10. DISCUSSION OF BOARD MEMBER MEETINGS**

- A. Lancaster County Fairgrounds Joint Public Agency (JPA) - Wiltgen, Amundson
- B. Lincoln Independent Business Association (LIBA) Budget Monitoring Committee - Amundson
- C. Lincoln Metropolitan Planning Organization (MPO) - Avery
- D. County Board Chair/Vice Chair Meeting with Mayor - Wiltgen, Avery
- E. Nebraska Association of County Officials (NACO) Board Meeting - Schorr, Amundson

Items A-E were moved forward on the agenda.

- F. General Assistance (GA) Monitoring Committee - Wiltgen

Wiltgen said they approved proposed revisions to the General Assistance (GA) Guidelines.

- G. County Board Chair/Vice Chair Meeting with Planning Department - Wiltgen

Wiltgen said discussion focused on final action on three applications before the Lincoln City/Lancaster County Planning Commission, one of which is controversial (County Special Permit No. 17018, for the construction of a commercial feedlot on property east of South 176<sup>th</sup> Street and Firth Road) and may be appealed to the County Board.

**14 SCHEDULE OF BOARD MEMBER MEETINGS**

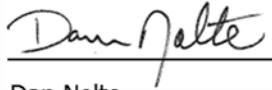
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**15 EMERGENCY ITEMS**

There were no emergency items.

## 16 ADJOURNMENT

**MOTION:** Schorr moved and Amundson seconded to adjourn the meeting at 10:51 a.m. Amundson, Schorr, Brinkman and Wiltgen voted yes. Avery was absent. Motion carried 4-0.



Dan Nolte  
Lancaster County Clerk



# Staff Attorney

Lancaster County Board Staff Meeting



June 29, 2017

Prepared by: Jared D. Gavin, District Court Administrator

# STAFF ATTORNEY

## Lancaster County Board Staff Meeting

### Description of Issue

The District Court is asking the Board to consider a resolution, effective 07/01/2017, for a temporary increase of the District Court Law Clerks (Staff Attorneys) by 25% while Human Resources completes a study of market comparability. This initial step would hopefully allow for retention of the current law clerks while our Court Administrator works with Human Resources for this formal reclassification and study. The District Court Judges are aware that if the temporary increase is not supported by the market data it would likely be rescinded by the Board.

After having compared the requirements and responsibilities with similar positions within Lancaster County, the surrounding area, and within the judicial system, these market inequities are highly likely to cause costly turnover in the positions as well as decreased judicial processing timeframes during the pendency of the study. The expectation and requirements of these positions are such that the District Court Judges are very confident that a study will confirm they should be placed on a formal step plan and reclassified out of the non-career service classification.

After having weighed very seriously this request against the current budget constraints it is firmly believed to be fully warranted. Based on projections of a 25% increase and other unanticipated benefit changes, the fiscal impact would increase the budget submitted by the District Court by \$2,210,97 for fiscal year 2017-2018.

## Options for Staff Attorney Position

Figure 1 contains data showing the fiscal impact of maintaining the current salary, increasing the salary, and adding positions to total compensation and benefits.

Figure 1 – Lancaster County District Court Personnel Budget

CURRENT								CHANGE
NAME	Hourly Rate	TOTAL PAY 61210	FICA 61510	TOT INS	PENSION 61520	TOT PEHP 61660	TOTAL	
1 FTE Single Coverage	21.852	45,626.98	3,490	8,229.72	2,373	650.00	60,369.76	
1 FTE Single Coverage	21.852	45,626.98	3,490	8,229.72	2,373	650.00	60,369.76	
<b>TOTALS</b>		<b>91,253.95</b>	<b>6,980.93</b>	<b>16,459.44</b>	<b>4,745.21</b>	<b>1,300.00</b>	<b>120,739.52</b>	
LONG TERM DISABILITY (61650)	292.01							
<b>25% Increase, Class Change, Title Change, and New Step Plan</b>								
NAME	Hourly Rate	TOTAL PAY 61210	FICA 61510	TOT INS	PENSION 61520	TOT PEHP 61660	TOTAL	
1 FTE Single Coverage	27.315	57,033.72	4,363	8,229.72	2,966	650.00	73,242.27	
1 FTE Single Coverage	27.315	57,033.72	4,363	8,229.72	2,966	650.00	73,242.27	
<b>TOTALS</b>		<b>114,067.44</b>	<b>8,726.16</b>	<b>16,459.44</b>	<b>5,931.51</b>	<b>1,300.00</b>	<b>146,484.55</b>	<b>25,745.02</b>
LONG TERM DISABILITY (61650)	365.02							17.58%
<b>Add One FTE</b>								
NAME	Hourly Rate	TOTAL PAY 61210	FICA 61510	TOT INS	PENSION 61520	TOT PEHP 61660	TOTAL	
1 FTE Single Coverage	21.852	45,626.98	3,490	8,229.72	2,373	650.00	60,369.76	
1 FTE Single Coverage	21.852	45,626.98	3,490	8,229.72	2,373	650.00	60,369.76	
1 FTE Family Coverage	21.852	45,626.98	3,490	22,548.96	2,373	650.00	74,689.00	
<b>TOTALS</b>		<b>136,880.93</b>	<b>10,471.39</b>	<b>39,008.40</b>	<b>7,117.81</b>	<b>1,950.00</b>	<b>195,428.53</b>	<b>74,689.00</b>
LONG TERM DISABILITY (61650)	438.02							38.22%
<b>Add Two FTE's</b>								
NAME	Hourly Rate	TOTAL PAY 61210	FICA 61510	TOT INS	PENSION 61520	TOT PEHP 61660	TOTAL	
1 FTE Single Coverage	21.852	45,626.98	3,490	8,229.72	2,373	650.00	60,369.76	
1 FTE Single Coverage	21.852	45,626.98	3,490	8,229.72	2,373	650.00	60,369.76	
1 FTE Family Coverage	21.852	45,626.98	3,490	22,548.96	2,373	650.00	74,689.00	
1 FTE Family Coverage	21.852	45,626.98	3,490	22,548.96	2,373	650.00	74,689.00	
<b>TOTALS</b>		<b>182,507.90</b>	<b>13,961.85</b>	<b>61,557.36</b>	<b>9,490.41</b>	<b>2,600.00</b>	<b>270,117.53</b>	<b>149,378.00</b>
LONG TERM DISABILITY (61650)	584.03							55.30%

Figure 2 – Lancaster County Law Clerk Pay by Resolution

R13-0075	2014	Hourly	\$20.19
		Annual	\$42,000.00
R15-0002	2015	Hourly	\$20.80
		Annual	\$43,260.00
R16-0002	2016	Hourly	\$21.32
		Annual	\$44,343.00
R17-0004	2017	Hourly	\$21.85
		Annual	\$45,452.00

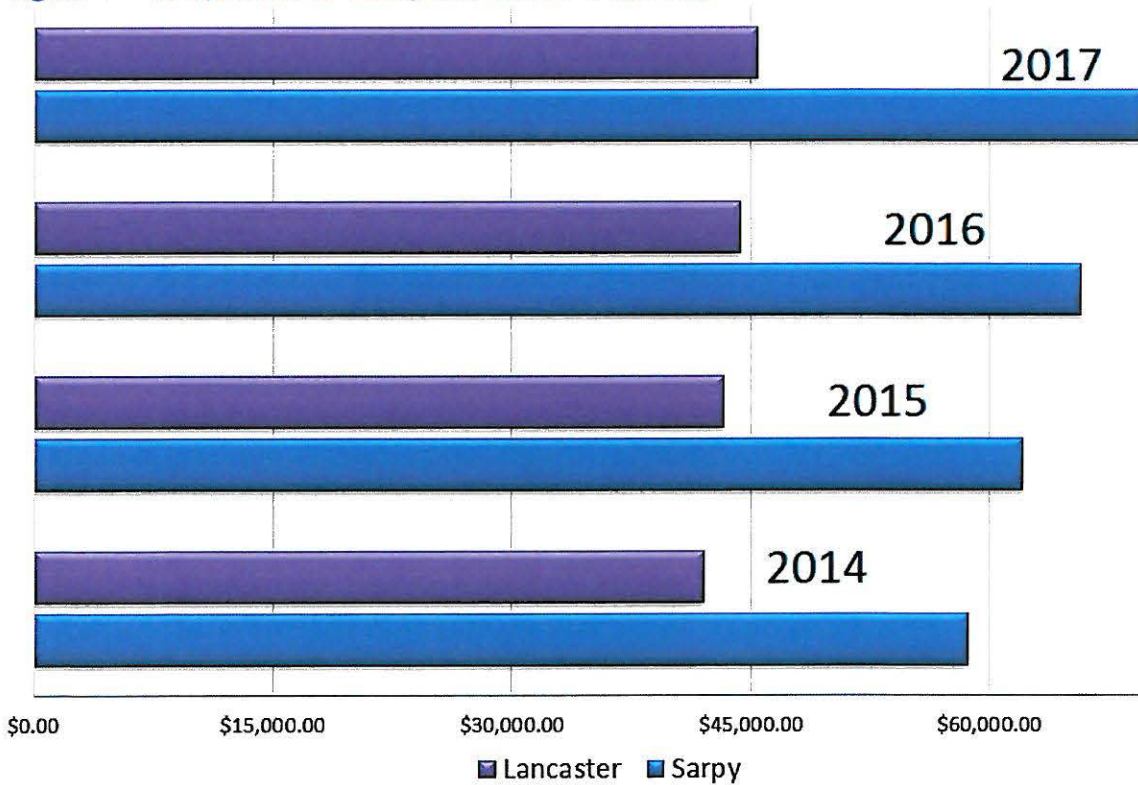
### Comparability to Sarpy County

Figures 3 and 4 show both Sarpy County's Staff Attorney pay plan and a graph comparing a career trajectory starting in 2014 in Sarpy County with that of one in Lancaster County. After reviewing job descriptions Sarpy County appears to have the most similar qualifications and duties to those of Lancaster County.

Figure 3 – Sarpy County Pay Plan

9	14-15	Hourly	\$28.19	\$29.26	\$30.38	\$31.53	\$32.73	\$33.97	\$35.26	\$36.60	
		Annual	\$58,640.76	\$60,869.11	\$63,182.13	\$65,583.05	\$68,075.21	\$70,662.07	\$73,347.23	\$76,134.42	
	2.00%	15-16	Hourly	\$28.75	\$29.85	\$30.99	\$32.16	\$33.38	\$34.65	\$35.97	\$37.33
			Annual	\$59,807.90	\$62,078.02	\$64,454.21	\$66,894.05	\$69,439.97	\$72,070.75	\$74,807.62	\$77,650.56
	2.00%	16-17	Hourly	\$29.33	\$30.44	\$31.61	\$32.80	\$34.05	\$35.34	\$36.68	\$38.08
			Annual	\$61,004.06	\$63,319.58	\$65,743.29	\$68,231.93	\$70,828.77	\$73,512.17	\$76,303.77	\$79,203.57
	2.00%	17-18	Hourly	\$29.92	\$31.05	\$32.24	\$33.46	\$34.73	\$36.05	\$37.42	\$38.84
			Annual	\$62,224.14	\$64,585.97	\$67,058.16	\$69,596.57	\$72,245.34	\$74,982.41	\$77,829.84	\$80,787.64

Figure 4 – Comparison of Salary and Career Trajectory



## Further Comparability

Figures 5 and 6 show the difficulty with the use of the term “Law Clerk” and the vast difference between what would be generally considered “term” versus “career” path positions. Figure 5 shows positions in the County, State, and Federal government in Nebraska and Figure 6 compares positions within Lancaster County to show internal and external inequities.

Figure 5 – Comparison of Salary Based on Term vs. Career Clerks

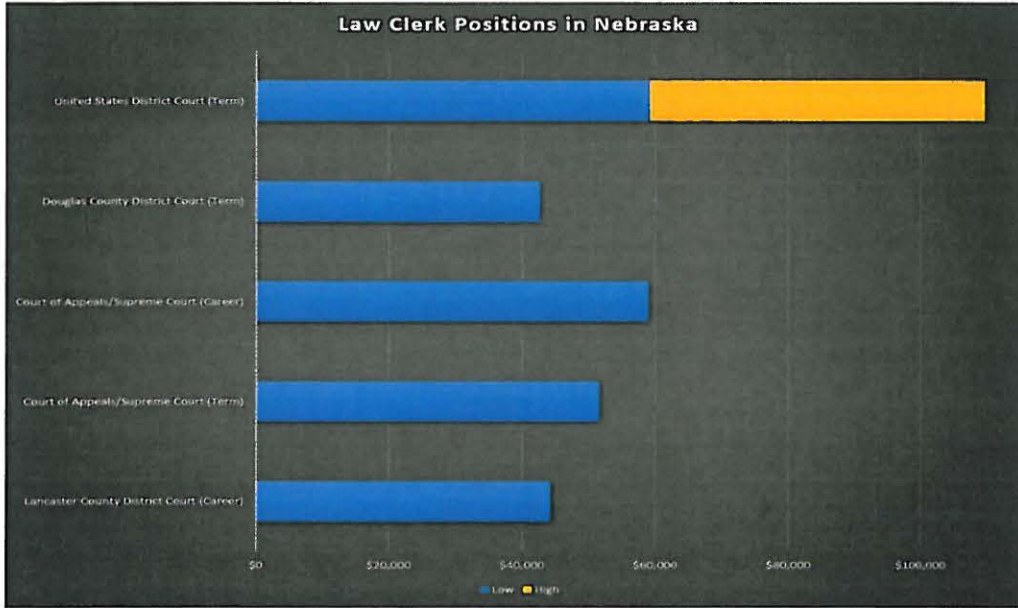


Figure 6 – Comparison of Legal Positions in Lancaster County



## Attachment 1

7409

### LANCASTER COUNTY DISTRICT COURT LAW CLERK (Attorney)

#### NATURE OF WORK

This is legal research ~~responsible work reviewing performing legal research, writing~~ briefs, legal opinions and similar documentation, determining pertinent issues, conducting research into statutes, precedents and other circumstances bearing on such issues, and drafting opinions, adjudications and similar documents. The work is performed directly for a District Court Judge of Lancaster County. ~~and completing clerical work of considerable difficulty. This position is work performed by an Attorney who may or may not have taken the bar exam.~~

~~Work involves a variety of duties primarily concerned with legal research and writing, contact with attorneys and other related administrative duties as assigned. An employee in this class is typically expected to perform a variety of professional services related to legal communication and representation. Work is assigned and supervised by an administrative superior.~~

#### EXAMPLES OF WORK PERFORMED

Researches, studies, and annotates laws, court decisions, documents, opinions, briefs, and related legal authorities to process suits, trials, hearings, appeals, and other litigated matters. Attends such legal proceedings as required.

Reads and digests opinions, briefs, and motions and extracts excerpts pertinent to points of law and fact.

Prepares proposed written orders and legal memoranda, including appropriate recommendations to the requesting judge.

Maintains courthouse library and related items necessary for use by the judge and the staff of the District Court.

Attends meetings and trainings as required.

Performs other duties as assigned by a judge.

~~Assist attorneys and law staff in performance of fundamental research and preparation of memoranda, reports, briefs, letters, legal opinions and similar documents.~~

~~Search resources and study legal records and documents to obtain information applicable to case under consideration; prepare briefs or arguments.~~

~~Assist in filing, research and examination of legal documents and public records; file~~



~~and maintain legal resource materials.~~

~~Assist in the preparation and presentation of cases before various courts; collect, organize and prepare evidence, information and other legal materials needed by attorneys.~~

~~Contact and interview individuals in preparation for appearances at meetings, consultations, hearings, trials and other proceedings.~~

~~May serve as liaison and coordinate with other public agencies, governmental bodies, County departments and law firms regarding processing court cases and legal matters.~~

#### DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of legal research work.

Knowledge of the State and Federal judicial organization and legal process.

Knowledge of constitutional law, state statutory law and court rules.

Knowledge of judicial procedures and of the rules of evidence and court rules.

Knowledge of law office methods, procedures and protocols.

Ability to research the law, legal records and documents.

Ability to analyze data, write clear, concise legal briefs and prepare legal documents and correspondence.

Ability to establish and maintain effective working relationships with the Courts, public agencies, County officials, co-workers and the public.

#### DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited College of Law with some experience as a Law Clerk.

#### MINIMUM QUALIFICATIONS

Graduation from an accredited College of Law.

Approved by: \_\_\_\_\_

Personnel Director

01/2017

PS740

## Attachment 2

### **Position Title: Staff Attorney: District Judges**

**Nature of Work:** Assists the District and County Judges by researching the law, writing memoranda, and drafting proposed opinions. Performs other legal tasks with technical competence and professionalism. *See job description for further details.*

**Minimum Education and Experience:** Graduation from an accredited law school with a Juris Doctor degree.

**Knowledge, Skills and Abilities:** Considerable knowledge of laws, research and legal writing ability. Skill in preparing legal opinions and orders; skill in operating the listed tools and equipment;

Ability to prepare and analyze comprehensive legal documents; ability to carry out assigned projects to their completion; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, the court system, and the general public; ability to efficiently and effectively administer the law library. Ability to write in a grammatically-correct manner.

**Special Requirements:** A license to practice law in Nebraska; member in good standing of the state Bar Association.

**Location and Hours of Work:** Sarpy County Courthouse: Hall of Justice, 1210 Golden Gate Drive, Papillion, NE 68046. Hours generally Monday through Friday, 8:00am – 4:45pm. Due to the nature of the position, some weekend and/or evening availability may be necessary.

**Supervision:** This position works under the broad policy guidance of the District Court Judges.

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### **Class Title: STAFF ATTORNEY**

#### **GENERAL PURPOSE**

Assists the District and County Judges by researching the law, writing memoranda, and drafting proposed opinions. Performs other legal tasks with technical competence and professionalism.

#### **SUPERVISION RECEIVED**

Works under the broad policy guidance of the District Court Judges.

#### **SUPERVISION EXERCISED**

None.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Communicates daily with judges regarding pending cases.
- Provides professional research of legal issues in order to draft proposed opinions and orders.
- Drafts memoranda on various legal topics.
- Maintains detailed filing system by legal topic for reference.
- Confers with colleagues with specialty in area of law to establish and verify basis for legal issues.
- Assists in maintaining the law library with other staff members regarding updated materials, law books and other products.
- Perform other related duties as may be required.

#### **PERIPHERAL DUTIES:**

- Attend meetings, conferences, hearings and trials as required.

#### **DESIRED MINIMUM QUALIFICATIONS**

##### ***Education and Experience:***

(A) Graduation from an accredited law school with a Juris Doctor degree.

##### ***Necessary Knowledge, Skills and Abilities:***

(A) Considerable knowledge of laws, research and legal writing ability.

(B) Skill in preparing legal opinions and orders; skill in operating the listed tools and equipment;

(C) Ability to prepare and analyze comprehensive legal documents; ability to carry out assigned projects to their completion; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, the court system, and the general public; ability to efficiently and effectively administer the law library. Ability to write in a grammatically-correct manner.

**SPECIAL REQUIREMENTS**

A license to practice law in the Nebraska; member in good standing of the state Bar Association.

**TOOLS AND EQUIPMENT USED**

Requires frequent use of personal computer, including word processing, calculator, telephone, copy machine and fax machine.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit/remain stationary, talk, and hear (i.e. communicate), and operate/manipulate equipment (ex: use hands to finger, handle, or feel objects, tools, or controls). The employee is occasionally required to walk/move about, and reach.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderately quiet.

**SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

## Attachment 3

# Court of Appeals Law Clerk

**External Job Posting Date**

June 13, 2017

**Salary**

4337.30

Month

**City of Job Vacancy**

Lincoln NE

**County**

Lancaster

Judge Riko Bishop P.O. Box 98910 Lincoln, NE 68509

Nebraska Court of Appeals Judge Riko Bishop is accepting applications for a full time judicial law clerk for the 2018-19 term. This position involves highly responsible legal work. Work includes the performance of case specific duties including research and writing memoranda. Qualifications include a degree from an accredited law school (top 20% of class is preferred); experience in legal writing and research; and familiarity with Nebraska law. The applicant is expected to become a member of the Nebraska State Bar Association. The office location is in Lincoln. The monthly salary is \$4,337.30 and the job begins August 1, 2018 (with some flexibility for a slightly later start date).

Send (electronically or by mail) your cover letter, resume, grade transcript, and writing sample to:

Judge Riko Bishop

P.O. Box 98910

Lincoln, NE 68509

[Riko.bishop@nebraska.gov](mailto:Riko.bishop@nebraska.gov)

Notify the Administrative Office, 402-471-2921, if an accommodation is needed in the selection process. For persons, with hearing impairments, please call the Nebraska Relay System, 7-1-1. AA/EOE.

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# Court of Appeals Law Clerk - Gretna

**External Job Posting Date**

June 23, 2017

**Salary**

\$4337.30

Month

**City of Job Vacancy**

Gretna NE

**District**

3

[francie.riedmann@nebraska.gov](mailto:francie.riedmann@nebraska.gov)

Nebraska Court of Appeals Judge Francie Riedmann is currently accepting applications for a full-time law clerk for the 2018-19 term. This position involves highly responsible legal work. Work includes the performance of case specific duties including research and writing memoranda. Qualifications include a degree from an accredited law school (the top 20% of class is preferred); experience in legal writing and research; attention to detail; and familiarity with Nebraska law. The applicant is expected to become a member of the Nebraska State Bar Association. The office location is in Gretna. Some travel is involved for oral arguments. Apply as soon as possible; applications will close when the position is filled. The monthly salary is \$4,337 and the job begins August 1, 2018.

Send resume, grade transcript, and writing sample to:

[francie.riedmann@nebraska.gov](mailto:francie.riedmann@nebraska.gov)

Notify the Administrative Office, 402-471-2921, if an accommodation is needed in the selection process. For persons with hearing impairments, please call the Nebraska Relay System, 7-1-1. AA/EOE.

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