

**OKANOGAN COUNTS COMMISSIONERS'**

**RESOLUTION 201 - 2023**

*Adding a Civil Clerk/Bailiff and 2 Primary Bailiff positions to District Court*

**WHEREAS**, Okanogan County and AFSCME ratified the agreement for the Prosecutor and District Court employees for 2023-2026; and

**WHEREAS**, a Civil Clerk/Bailiff and 2 Primary Bailiff positions were created in District Court from this agreement; and

**WHEREAS**, the Lead Probation Officer position title has been eliminated and the two (2) probation officers positions will be classified at a Grade 27; and

**WHEREAS**, Appendix A, Attachment A outlines the current position alignment and 2024 wage scale; and

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Okanogan County Commissioners that effective January 1, 2024, the following are the funded positions within District Court for the AFSCME union employees:

|   |                        |
|---|------------------------|
| 001.011.000.512.40.11.05                    | Civil Clerk Bailiff    |
| New Bars Codes to be created by the Auditor | Primary Bailiff        |
| 001.011.000.512.40.11.09                    | Legal Process Asst III |
| New Bars Codes to be created by the Auditor | Primary Bailiff        |
| 001.011.000.512.40.11.11                    | Legal Process Asst II  |
| 001.011.000.512.40.11.12                    | Legal Process Asst I   |
| 111.000.000.523.30.11.01                    | Probation Officer      |
| 111.000.000.523.30.11.02                    | Probation Officer      |

**DATED** at Okanogan, Washington this 12<sup>th</sup> day of December 2023.

**ATTEST:**


*For:*  
Laleña Johns, CMC  
Clerk of the Board

**BOARD OF COUNTY COMMISSIONERS  
OKANOGAN, WASHINGTON**

  
Chris Branch, Chairman

**ABSENT**

Andy Hover, Member

  
Jon Neal, Member

## Wage Scale- Appendix A

| Grade | Job Title                                |         | Year 1   | Year 2  | Year 3  | Year 4  | Year 5  |
|-------|--|---------|----------|---------|---------|---------|---------|
| 14    | Clerical Assistant                       | Monthly | 3177     | 3336    | 3503    | 3678    | 3862    |
|       | Legal Process Assistant I                | Hourly  | 18.32288 | 19.2462 | 20.2096 | 21.2192 | 22.2808 |
| 18    | Legal Secretary II                       | Monthly | 3502     | 3677    | 3861    | 4054    | 4257    |
|       | Criminal Legal Process Assistant II      | Hourly  | 20.2039  | 21.2135 | 22.275  | 23.3885 | 24.5596 |
| 20    | Civil Clerk/Bailiff                      | Monthly | 3677     | 3861    | 4054    | 4257    | 4470    |
|       | Legal Secretary III                      |         |          |         |         |         |         |
|       | Victim Witness Advocate                  | Hourly  | 21.2135  | 22.275  | 23.3885 | 24.5596 | 25.7885 |
|       | Legal Process Assistant III              |         |          |         |         |         |         |
| 22    | Family Support Legal Assistant           | Monthly | 3864     | 4057    | 4260    | 4473    | 4697    |
|       | Primary Bailiff                          |         |          |         |         |         |         |
|       | Legal Sec. III/Public Records Specialist | Hourly  | 22.2923  | 23.4058 | 24.5769 | 25.8058 | 27.0981 |
| 24    |  | Monthly | 4057     | 4260    | 4473    | 4697    | 4932    |
|       |  | Hourly  | 23.4058  | 24.5769 | 25.8058 | 27.0981 | 28.4539 |
| 27    | Probation Officer                        | Monthly | 4380     | 4599    | 4829    | 5070    | 5324    |
|       |  | Hourly  | 25.2692  | 26.5327 | 27.8596 | 29.25   | 30.7154 |