



REQUEST FOR COUNCIL ACTION

MEETING DATE: June 6, 2022
PREPARED BY: Human resources
AGENDA ITEM: Recruitment approval for part-time office assistant - prosecution

PREVIOUS ACTIONS:

Motion to authorize staff to begin the recruitment process for the part-time paralegal position in the Administration Department.

RECOMMENDED COUNCIL ACTION:

Motion to change original request of part-time paralegal position in the Administration Department, to authorize staff to begin the recruitment process for a part-time office assistant in the Administration Department. Based off the current needs of the prosecution division, an office assistant will be utilized more efficiently, and cost effective due to the administrative tasks required.

COMMENTS:

Council adopted the 2022 budget on December 20, 2021 which included the approval to add an in-house prosecution department to the City of Maple Grove. This would be the final of 3.5 positions hired for the new department. Under the direction of the city prosecutor, this position would be responsible for assisting the in-house prosecution department.

ATTACHMENTS:

None.