



OFFICE OF THE PROSECUTING ATTORNEY

MATT DURRETT

District Prosecutor

FOURTH JUDICIAL DISTRICT
WASHINGTON AND MADISON COUNTIES

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June 10, 2021

To: JESAP and Personnel Committee

I am writing to request a grade adjustment for two of my positions: the Bilingual Victim Assistant and the Office Manager.

The Bilingual Victim Assistant is currently a Grade 13 position. The main change in the job description is that we now are requiring that the person filling the position have a bachelor's degree or better. That fact with severely narrow our field of applicants in the future, and it would be nice to be able to offer future applicants the type of money that a higher grade would bring. Also, while this doesn't technically fit under a change of job description, the amount of work has increased exponentially. When the position was created, it was for non-violent offenses and Spanish-speaking victims, regardless of type of crime. Our current bilingual assistant is responsible for assisting families of the victims of four homicide cases. She also handles victims of rapes, robberies, attempted murders, and countless other violent offenses. Simply put, her caseload case gone up dramatically. I realize that this isn't, in and of itself, a change in the job description or duties, but it is a rather large increase in her contacts with the public.

The job description hasn't been updated since 2012. There aren't any new duties added. Rather, the duties have expanded. The number of employees have increased by about 40% over that time period. This has led to our current office manager supervising more employees. His workload has increased dramatically over that time period. I believe that numerous factors involved in grading have increased over the last nine years. The mental demand on the job is greater...to the extent that one of our previous office managers took another position due to the mental demands of the jobs. The number of extraditions have increased dramatically. That process is very precise and has to be done in an exact manner. His contacts with the public has increased, as well. In short, the job is much different than it was when it was last reviewed in 2012. Other jobs in our office that have supervisory duties have a Grade of 18, and I'd like to put this in line with those, as well as similarly situated employees around the county. Our last office manager left to pursue another job, not because of job dissatisfaction, but rather because it was a better paying job. I understand that we

cannot compete with the private sector, but I would like for our office manager position to have a little more room for growth.

Based on all of that, I'm respectfully requesting grade increases for those two positions. I would be happy to answer questions that anyone has. Thank you for your time.

Sincerely,

A handwritten signature in blue ink that reads "Matt Durrett". The signature is written in a cursive style with a prominent initial "M".

Matt Durrett
District Prosecutor