



**POSTING IS REQUIRED**

**Classification Notice No. 1732**

**To:** Agency Heads and Employees  
**From:** Kathy Nesbitt, Executive Director of the Office of Human Resources  
**Date:** July 22, 2022  
**Subject:** Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by creating the new classification of Clerk of Court.**

The Office of Human Resources Classification and Compensation Division was requested by the Denver County Court to create a new classification, Clerk of Court. Under general direction of a Court Executive or Presiding Judge, the Clerk of Court will manage functional and/or operational area(s) including planning and directing the activities of the Court; resolve operational and management issues; and achieve goals while ensuring resources are utilized appropriately. This is a standard classification in the larger courts within Colorado.

**NEW CLASSIFICATION**

**Proposed Classification Code/Title**

CA3377 Clerk of Court

**Proposed Pay Grade**

EX-15 (\$99,162 - \$131,389 - \$163,617)

Per Career Service Rule 7-37 A – “If it is determined that changes to the Classification & Pay Plan are necessary, the effective date of any resulting changes to the Classification & Pay Plan shall be the beginning of the first work week following approval by the mayor or by the City Council over the mayor’s veto. Provisional classifications resulting from changes to the Classification & Pay Plan may be used upon approval by the OHR Executive Director or Board but use for longer than six months is contingent upon City Council approval.”

**Public Hearing:** Yes  No  in accordance with Career Service Rule 7-21

Please submit any questions or comments on this proposal in writing to [compensation@denvergov.org](mailto:compensation@denvergov.org) by 8:00 AM on **Thursday, August 4, 2022**. Please include a contact name and phone number so that we may respond directly.

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