

ALABAMA RULES OF JUDICIAL ADMINISTRATION

Rule 15.

Secretarial services for circuit court clerks.

The administrative director of courts (“ADC”) may authorize secretarial positions for circuit court clerks on the basis of individual clerk needs, upon consideration of available funding, the population and the geographic area to be served, administrative responsibilities of the circuit clerk seeking authorization for the position, and any other special circumstances that may justify such a position. Circuit court clerks are encouraged to provide secretarial services to district court judges needing and desiring such assistance.

If a secretarial position is authorized, any person appointed thereto shall be a confidential employee of the circuit clerk, and shall be entitled to the same benefits and shall be subject to the same rules and regulations applicable to other court personnel, except those rules and regulations applicable to appointment, tenure and appeal. Compensation for all persons appointed to secretarial positions as provided herein shall be set by the ADC.

[Amended 11-9-76; Amended 9-28-87, eff. 10-1-87.]

Comment

Although it is desirable that circuit clerks utilize the services of classified employees to perform secretarial duties within their offices, this rule permits the ADC to authorize confidential secretarial positions for circuit clerks on an individual basis, following the guidelines set out in the rule. The compensation for any person who is appointed to such position after the effective date of this amendment shall be set by the ADC.

This Rule replaces former Rule 23.