

LAW OFFICE OF THE PUBLIC DEFENDER COUNTY OF KERN

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September 29, 2026

Board of Supervisors
Kern County Administrative Center
1115 Truxtun Avenue
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**PROPOSED ADDITION OF ONE OFFICE SERVICES SPECIALIST POSITION AND
DELETION OF ONE LEGAL SECRETARY POSITION
(Fiscal Impact: \$843 savings; General Fund; Not Budgeted; Discretionary)**

The Public Defender's Office requests your Board's approval to add one Office Services Specialist position and delete one Legal Secretary position. The proposed request will result in an estimated annual cost savings of \$843.

The department is seeking to add an Office Services Specialist primarily to staff the singular clerical position at the Ridgecrest Office. At outlying Public Defender offices, an Office Services Specialist primarily completes scanning, filing, case management, and client correspondence in addition to answering the main phone line of the Ridgecrest Office. Due to current departmental needs, the department would benefit greater from an additional Office Services Specialist in lieu of filling a Legal Secretary position, resulting in cost savings for the department as well.

Therefore, **IT IS RECOMMENDED** that your Board approve the addition of one Office Services Specialist position, item number 3270, and deletion of one Legal Secretary position, item number 3140, effective October 03, 2026, and refer the matter to Personnel to amend the Departmental Positions and Salary Schedule.

Sincerely,



Peter Kang, Public Defender

By: Sarah Martinez, Business Manager

cc: CAO
Human Resources