

## Secretary Position – Misdemeanor Intake

### Paper Filing

Entered into Odyssey Monthly

Filed By Agencies Monthly



10 Cases Per Hour x 12 Hours = 120 Cases Per Week  
120 Cases Per Week x 4 Weeks = 480 Cases Per Month  
480 Cases Per Month x 1.5 Employees = **720 Cases Per Month**

**600-700 Cases**

**No Backlog**

### Electronic Filing

Entered into Odyssey Monthly

Filed By Agencies Monthly



11 Cases Per Day x 5 Days = 55 Cases Per Week  
55 Cases Per Week x 4 Weeks = 220 Cases Per Month  
220 Cases Per Month x 1.5 Employees = **330 Cases Per Month**

**600-700 Cases**

**320 Case Backlog Per Month**

**Current Backlog 1,800 Cases as of 2/24/23**

\*2 ½ employees filing at full staffing, but almost never at full staffing.