City of New Orleans — Municipal and Traffic Court — Staffing Report

WHAT THIS TAB IS FOR: Track filled vs. budgeted positions each month. This helps monitor vacancy trends and staffing levels across the fiscal year.

HOW TO USE IT:

- Column A (Position Title) — List each job title or position category.
- Column B (Budgeted FTE) — Enter the number of authorized full-time equivalent positions.
- Column C (Vacancies) — Auto-calculated. Shows unfilled positions (Budgeted minus current month actual).
- Columns D through O (January – December) — Each month, enter the number of FTEs actually employed in that role.

Leave future months blank — only fill in months that have passed.

NEED HELP? Agencies on the City payroll system can contact Brandye DeLarge at badelarge@nola.gov for assistance with personnel reports.

Position Title	Budgeted FTE	Vacancies	January	February	March	April	May	June	July	August	September	October	November	December
C0061 - Office Assistant III	3		3.0	3.0	3.0	3.0	3.0							
C0132 - Office Assistant IV	3	1.0	2.0	2.0	2.0	2.0	2.0							
C0246 - Admin Support Supervisor II	1		1.0	1.0	1.0	1.0	1.0							
C0253 - Finance Operations Manager	1		1.0	1.0	1.0	1.0	1.0							
C0295 - Social Worker II	1		1.0	1.0	1.0	1.0	1.0							
C0361 - Management Dev Analyst I	1		1.0	1.0	1.0	1.0	1.0							
C0420 - Junior Accountant	1		1.0	1.0	1.0	1.0	1.0							
C0658 - Social Service Supervisor	1		1.0	1.0	1.0	1.0	1.0							
C6076 - Senior Court Probation Officer	2		2.0	2.0	2.0	2.0	2.0							
C6078 - Court Probation Coordinator	1		1.0	1.0	1.0	1.0	1.0							
C7518 - Clerk of Court Assistant	1		1.0	1.0	1.0	1.0	1.0							
U0942 - Judicial Administrator	1		1.0	1.0	1.0	1.0	1.0							
U0948 - Asst Judicial Administrator	1		1.0	1.0	1.0	1.0	1.0							
U0953 - Management Services Supervisor	3	1.0	3.0	3.0	3.0	3.0	2.0							
U0963 - Administrative Support Specialist	2		2.0	2.0	2.0	2.0	2.0							
U0967 - Court Clerk I	11	3.0	10.0	10.0	9.0	8.0	8.0							
U0968 - Court Clerk II	8	-1.0	8.0	8.0	8.0	9.0	9.0							
U0969 - Court Clerk Supervisor	7		7.0	7.0	7.0	7.0	7.0							
U0971 - Court Reporter	5		5.0	5.0	5.0	5.0	5.0							
U0977 - Senior Office Assistant	6		5.0	5.0	6.0	6.0	6.0							
U0979 - Clerk I	1		1.0	1.0	1.0	1.0	1.0							
U0981 - Office Assistant	2.5		2.5	2.5	2.5	2.5	2.5							
U0983 - Attorney I	0.5		0.5	0.5	0.5	0.5	0.5							
U0988 - Accountant	1		1.0	1.0	1.0	1.0	1.0							
U0995 - Clerk of Court	1		1.0	1.0	1.0	1.0	1.0							
Z0020 - Judge	7		7.0	7.0	7.0	7.0	7.0							
Z0021 - Judge Ad Hoc	15.67	-0.7	15.6	16.3	16.3	16.3	16.3							
MTCNO In-house Hires														
Social Worker (Contract-Community Court)		-1.0	1.0	1.0	1.0	1.0	1.0							
Peer Support Specialist (Contract - Community Court)		-1.0	1.0	1.0	1.0	1.0	1.0							
Court Clerk II (contract due to hiring freeze)			1.0	1.0	1.0	0.0	0.0							
Sr. Office Assistant (Contract due to hiring freeze)			1.0	1.0	0.0	0.0	0.0							