

## Current Configuration:

## Moving Functions to Administrator:

			<u>Stays with Clerk</u>	<u>Moves to Administrator</u>	<u>Notes:</u>
	<b>Accounts Payable Specialist Position</b>		<b>X</b>		
1	Receive and Verify invoices before vouchers and making payments for all Courthouse Departments, Parks, UW-Extension, UW Foo Services, UW Outlay, Sheriff's Department, County Fair, Land Conservation, Symons Recreation, and MIS Departments.	59.23(c)	...(Authority to sign release of payments, oversight on record keeping)	...(daily supervision and management, ensuring Clerk is informed and has access to records)	Task would need to be reassigned
2	Make all vendor payment for all County Departments	59.23(e)	...acts as repository with oversight	...(daily supervision and management, ensuring Clerk is informed and has access to records)	Task would need to be reassigned
3	Maintain all Richland County Vendor files		...acts as repository with oversight	...(daily supervision and management, ensuring Clerk is informed and has access to records)	Task would need to be reassigned
4	Countywide IRS Reporting, Issue Wisconsin State Sales Tax reports. Issue 1099's to vendors and IRS.. Issue Real Estate 1099's Issue tax exempt forms and letters.		...acts as repository with oversight	...(daily supervision and management, ensuring Clerk is informed and has access to records)	Task would need to be reassigned
5	Collect payments for DNR licenses, marriage licenses, copies, plat books, and maps. Maintain money supply in cash box balancing on a bi-monthly basis against receipts. Keep report to verify money collected by County Clerk Office.	59.23(di)	X		
6	Perform reception tasks. Greet visitors, answer telephone, take messages, answer routine questions, and prepare marriage and domestic partnership applications and licenses.	59.23(f)	X		
7	DNR Licenses sales. Issue DNR licenses to the general public, maintaining Automated License Issuance System (ALIS) and ordering current regulations and DNR information.	59.23(di)	X		
8	Type County Board minutes for permanent record, Supervisor perdiems, County Board Resolutions and Ordinances and weekly calendar of meetings.	59.23(2)(a)(b)	X		
9	Maintain County personnel policies, Board rules and committee structure.		...acts as repository with oversight	...(daily supervision and management, ensuring Clerk is informed and has access to records)	Task would need to be reassigned
10	Operates and maintain office equipment (computers, printers, typewriter, calculator, copier and shredder).				
11	Enter vote information into the SVRS system after an election including new voter applications	59.23(2)(i)	X		
12	Take minutes at elections canvass meetings	59.23(2)(i)	X		
13	Compile and maintain information for the Richland County Directory	59.23(2)(i)	X		
14	Record all elections results information for the Richland County Directory.	59.23(2)(s)	X		
15	Type and mail Tri-County Airport agenda to that committee's members		X		
16	Perform a variety of other secretarial duties including: filing, duplicating and collating printed materials and compose routine replies to correspondence.				

			<u>Stays with Clerk</u>	<u>Moves to Administrator</u>	<u>Notes:</u>
	<b>Payroll &amp; Benefits Specialist</b>			<b>X</b>	
1	Process payroll for: Highway Department, Pine Valley Healthcare and Rehabilitation Center, Health and Human Services Department, Courthouse staff, Symon's Recreation Complex, Sheriff's Department, County Supervisors, County Committee members, Richland County Fair, Ambulance personnel and casual county employees and in compliance with county policies, union contracts and statutory requirements.			X	
2	New employee orientation which includes going over the required documents and documentation needed to set up an employee for payroll and direct deposit. Explaining the health, dental and life insurances, retirement, Flex Section 125 plan, and loss of time benefits. Instructing the new employee on the County Handbook, computer policy, equal opportunity policy, sexual harassment policy, drug-free workplace safety policy, discipline/termination grievance policy and workplace safety grievance policy.			X	

3	Accurately code and enter employee payroll changes including hires, terminations, wage rates, deductions, child support orders, garnishments, benefits and direct deposit accounts.			X	
4	Submit new hires or any employee not paid within a 60 day time frame to the Wisconsin New Hire Reporting Center as required by State Law			X	
5	Verify new hires social security numbers with the Social Security Business Services Online system			X	
6	Maintains all County personnel files.			X	
7	Maintains and balances Employee vacation, sick and comp times per County policies and/or union contracts.			X	
8	Computes and enters wage and fringe benefits data for health, dental, and life insurance, retirement, Flex Section 125 plan, loss of time and union dues. Maintains benefit files.			X	
9	Process the monthly benefit billings and ensures billing accuracy of employees listed on each bill.			X	
10	Generate required reports and remit deductions and withholdings to vendors and taxing authorities.			X	
11	Monitors Wisconsin Retirement eligibility for temporary part-time and call-in employees.			X	
12	Calculates and process all amounts due to State and Federal agencies for payroll withholdings; i.e. state and federal taxes, garnishments, and retirement contributions			X	
13	Reconciles and distributes W2's.			X	
14	Process Unemployment compensation billings and eligibility forms.			X	
15	Prepares and files monthly Labor statistics employment reports.			X	
16	Prepares and files quarterly Federal wage tax, Multiple Worksite and Unemployment reports			X	
17	Prepares annual payroll reports for auditors including workman's comp.			X	
18	Completes salary and benefit surveys as requested.			X	
19	Administers open enrollment each year for Health and Dental insurance, Flex Section 125 plan and Loss of Time. Enters in new applications into each of the plans computer systems and monitors billings to make sure the employees were enrolled correctly.			X	
20	Administers Consolidated Omnibus Budget Reconciliation Act (COBRA) and maintains detailed records on employees that elect to participate in COBRA.			X	
21	Administers Family Medical Leave (FMLA) and maintains detailed records on employees that need to have FMLA.			X	
22	Administers Domestic Partnership's created with Employee Trust Funds and sets up any insurance benefits that the employee is eligible for upon creating the Domestic Partnership.			X	
23	Performs reception duties, sell all types of licenses as required by the DNR, take marriage and Domestic Partnership applications, answers telephone and sell plat books or Richland County maps.				
24	Enter voter information into the SVRS system after an election including new voter applications.	59.23(2)(i)	X		Reassigned to Deputy Clerk
25	Create lists of voter information based on customer request through the SVRS system.	59.23(2)(i)	X		Reassigned to Deputy Clerk

		<u>Stays with Clerk</u>	<u>Moves to Administrator</u>	<u>Notes:</u>
	<b>ACCOUNTING SUPERVISOR/DEPUTY COUNTY CLERK</b>		<b>X</b>	
1	Manages the computerized Government Financial and Payroll Systems.		X	
2	Maintains Chart of Accounts for all County Funds. Responsible for coding g, data entry, and posting of receipts, disbursements, and journal entries.	39.23(2)(d)	...(Authority to sign release of payments, oversight on record keeping)	...(daily supervision and management, ensuring Clerk is informed and has access to records)
3	Monthly closing of General Ledgers and distribution of account activity reports to all departments.		X	
4	Prepares monthly financial reports. Monthly reconciliation of Treasurers Cash, Highway Cost Accounting Cash, accounts receivables, and investments with County's financial system.	59.23(2)(e)	...(Authority to sign release of payments, oversight on record keeping)	...(daily supervision and management, ensuring Clerk is informed and has access to records)
5	Monitors accuracy of monthly coRe report for child Support agency and reconciles through DWD CORE website.		X	
6	Monitors various Government Grants and reconciles with departments to assure compliance.		X	

7	Assists in preparing the Annual Budget. Maintains computerized budgeting program, distributes worksheets to departments and finance committee, prepares salary and fringe data, and schedules budget meetings with the finance committee.			X	
8	Closes financial ledgers annually. Prepares reports for and participates in Annual financial audits. Maintains and update GASB 34 depreciation schedule of equipment for annual audit. Prepares the County Clerk's Annual Financial report.			X	
9	Maintains and monitors the AS400 computer system to include: nightly backups, complete operating system backups, department and application backups, installing software updates via CD or web downloads, maintains User profiles and security, places calls and follow up with networking troubleshooting support provider, and other issues.			X	
10	compiles financial data for State and Federal surveys, and statistical reports.			X	
11	Reports worker's compensation- injuries to insurance company via internet Exprs. Submits the annual summary of injuries to State of Wisconsin.			X	
12	Participates in employees interviews and trains new employees.				
13	Processes payroll in the absence of the Fiscal clerk.			X	
14	Submits weekly EFTps payment for payroll tax withholdings.			X	
15	Monitors monthly payroll payables for employee benefits to include: Health, Dental, Disability and Life Insurance.			X	
16	Monitors and assists with filing requirements and deadlines for Annual w2 wage reporting' Supervises preparation of w2's. Prepares magnetic media for reporting annual W2 data to State and Federal agencies.			X	
17	Reconciles annual Wisconsin Retirement system reporting and prepares magnetic media for reporting to State of Wisconsin.			X	
18	Serves as County Clerk in Clerk's absence.	59.23(1)(a)	X		Reassigned to Deputy Clerk
19	Performs reception duties as needed.				

		<u>Stays with Clerk</u>		<u>Moves to Administrator</u>	<u>Notes:</u>
<b>County Clerk Duties by (Ordinance 20-26)</b>				X	
1	Administer the various insurance programs of the County. Work with the Finance and Personnel Committee to see that insurance coverage is solicited and adequate to protect the County from financial loss.			X	Task would need to be reassigned
2	Assist the County Administrator in the preparation of the annual budget. Monitor implementation of the adopted budget to assure that all expenditures of county funds are made in compliance with the allocations of the budget.			X	Task would need to be reassigned
<b>(By Wisconsin Statute 59.23(2))</b>					
1	(a) Board proceedings. Act as clerk of the board at all of the board's regular, special, limited term, and standing committee meetings; under the direction of the county board chairperson or committee chairperson, create the agenda for board meetings; keep and record true minutes of all the proceedings of the board in a format chosen by the clerk, including all committee meetings, either personally or through the clerk's appointee; file in the clerk's office copies of agendas and minutes of board meetings and committee meetings; make regular entries of the board's resolutions and decisions upon all questions; record the vote of each supervisor on any question submitted to the board, if required by any member present; publish ordinances as provided in s. 59.14 (1); and perform all duties prescribed by law or required by the board in connection with its meetings and transactions.		By Statute		
2	(b) Recording of proceedings. Record at length every resolution adopted, order passed and ordinance enacted by the board.		By Statute		

3	(c) Orders for payment. Sign all orders for the payment of money directed by the board to be issued, and keep a true and correct account of such orders, and of the name of the person to whom each order is issued; but he or she shall not sign or issue any county order except upon a recorded vote or resolution of the board authorizing the same; and shall not sign or issue any such order for the payment of the services of any clerk of court, district attorney or sheriff until the person claiming the order files an affidavit stating that he or she has paid into the county treasury all moneys due the county and personally collected or received in an official capacity; and shall not sign or issue any order for the payment of money for any purpose in excess of the funds appropriated for such purpose unless first authorized by a resolution adopted by the county board under s. 65.90 (5).		By Statute		
4	(cm) Apportionment of taxes. Apportion taxes and carry out other responsibilities as specified in s. 70.63 (1).		By Statute		
5	(d) Accounts. File and preserve in the clerk's office all accounts acted upon by the board, and endorse its action thereon, designating specifically upon every account the amount allowed, if any, and the particular items or charges for which allowed, and such as were disallowed, if any.		By Statute		
6	(de) Property. To the extent authorized by the board, exercise the authority under s. 59.52 (6).		By Statute		
7	(dg) Dogs. Perform the responsibilities relating to dog licensing, which are assigned to the clerk under ch. 174, and the dog fund specified in ch. 174.		By Statute		
8	(di) Marriage licenses, domestic partnerships. Administer the program for issuing marriage licenses as provided in ch. 765 and the program for forming and terminating domestic partnerships as provided in ch. 770.		By Statute		
9	(e) Reports of receipts and disbursements. Record the reports of the treasurer of the receipts and disbursements of the county.		By Statute		
10	(f) Recording receipts and disbursements. Keep a true and accurate account of all money which comes into the clerk's hands by virtue of the clerk's office, specifying the date of every receipt or payment, the person from or to whom the receipt or payment was received or paid, and the purpose of each particular receipt or disbursement, and keep the book at all times open to the inspection of the county board or any member of the board.		By Statute		
11	(g) Payments to treasurer. Keep in the manner prescribed in par. (f) a separate account of all moneys paid the treasurer by the clerk.		By Statute		
12	(h) Books of account. Keep all of the accounts of the county and all books of account in a manner that the board directs. Books of account shall be maintained on a calendar year basis, which shall be the fiscal year in every county.		By Statute		
13	(i) Chief election officer, election duties. As the chief election officer of the county, perform all duties that are imposed on the clerk in relation to the preparation and distribution of ballots and the canvass and return of votes at general, judicial, and special elections.		By Statute		
14	(l) Duplicate receipts. Make out and deliver to the treasurer duplicate receipts of all money received by the clerk as clerk, and countersign and file in the clerk's office the duplicate receipts delivered to the clerk by the treasurer of money received by the treasurer.		By Statute		
15	(m) Certified copies; oaths and bonds; signatures. 1. Make and deliver to any person, for a fee that is set by the board under s. 19.35 (3), a certified copy or transcript of any book, record, account, file or paper in his or her office or any certificate which by law is declared to be evidence. 2. Except as otherwise provided, receive and file the official oaths and bonds of all county officers and upon request shall certify under the clerk's signature and seal the official capacity and authority of any county officer so filing and charge the statutory fee. Upon the commencement of each term every clerk shall file the clerk's signature and the impression of the clerk's official seal in the office of the secretary of state.		By Statute		
16	n) Taxes. Perform all duties that are imposed on the clerk in relation to the assessment and collection of taxes.		By Statute		
17	(nm) Timber harvest notices. Provide notice to a town chairperson regarding the harvesting of raw forest products, as described in s. 26.03 (1m) (a) 2.		By Statute		

18	(o) Report, receipts and disbursements to board. Make a full report to the board, at the annual meeting or at any other regular meeting of the board when so stipulated by the board, in writing, verified by the clerk's oath, of all money received and disbursed by the clerk, and separately of all fees received by the clerk; and settle with the board the clerk's official accounts and produce to the board all books, accounts and vouchers relating to the same.		By Statute		
19	(p) Proceedings to historical society. Forward to the historical society, postpaid, within 30 days after their publication a copy of the proceedings of the board, and of all printed reports made under authority of such board or by the authority of other county officers.		By Statute		
20	(q) County highway commissioner; notify of election. Notify a county commissioner of highways of the commissioner's election within 10 days thereafter.		By Statute		
21	(r) County tax for road and bridge fund. Notify the proper town officers of the levy and rate of any tax for the county road and bridge fund.		By Statute		
22	(s) <i>List of local officials.</i> Annually, on the first Tuesday of June, transmit to the secretary of state a list showing the name, phone number, electronic mail address, and post-office address of local officials, including the chairperson, mayor, president, clerk, treasurer, council and board members, and assessor of each municipality, and of the elective or appointive officials of any other local governmental unit, as defined in s. 66.0135 (1) (c), that is located wholly or partly within the county. Such lists shall be placed on file for the information of the public. The clerk, secretary, or other administrative officer of a local governmental unit, as defined in s. 66.0137 (1) (as), shall provide the county clerk the information he or she needs to complete the requirements of this paragraph.		By Statute		
23	t) General. Perform all other duties required of the clerk by law.		By Statute		