

# RICHLAND COUNTY

Office of Clinton Langreck, County Administrator

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November 30, 2020

## NOTICE OF MEETING

Please be advised that the Richland County Administrator Transition Committee will convene at 1:00 p.m., Friday, December 4<sup>th</sup>, 2020, on videoconferencing as found through webex.com as found below:

<https://richlandcounty.my.webex.com/webappng/sites/richlandcounty.my/meeting/download/e9da600c7ab84c8cbd9b139257698ff0?siteurl=richlandcounty.my&MTID=m6d187185e9fa7b7b4a0c3978e19e9ca9>

Friday, Dec 4th, 2020 1:00 pm

Meeting number: 126 878 1651

Password: richland

Join by phone

+1-408-418-9388 United States Toll

Access code: 126 878 1651

### Agenda:

1. Call to Order
2. Proof of Notification
3. Agenda Approval
4. Minutes from the November 6<sup>th</sup>, 2020 Meeting
5. Discussion and possible action on authority of county personnel and functions
6. Job Positions in County Administrator's and County Clerk's Offices
7. Proposed future agenda items
8. Adjourn

Sincerely,

Clinton Langreck  
Richland County Administrator

CC: Committee Members, Richland Observer, WRCO, Bulletin Board and Our Files

## **ADMINISTRATOR TRANSITION COMMITTEE**

November 6th, 2020

The Administrator Transition Meeting Committee met on Thursday, November 6<sup>th</sup>, 2020, at 1:00pm on video teleconferencing platform webex.com

Committee members present included: Melissa Luck, David Turk, Ingrid Glasbrenner

Others in attendance: Clinton Langreck, Julie Keller, Ben Southwick, Staff, supervisors and members of the public

Committee Member Luck called the meeting to order.

The Administrator verified that the meeting was properly noticed. Copies of the agenda were emailed to all Rules and Resolutions Committee members; a copy was posted on the Courthouse Bulletin Board and County web site; a copy was faxed to The Richland Observer; and a copy was emailed to Fruit Broadcasting, LLC.

Motion by Turk, seconded by Glasbrenner to appoint Melissa Luck as Chair. All Ayes. Motion Carried.

Motion by Turk, second by Glasbrenner for approval of the agenda. All Ayes. Motion carried.

Motion by Luck, seconded by Glasbrenner to appoint Turk as Vice Chair. All Ayes. Motion Carried.

Motion by Luck, seconded by Turk to appoint Glasbrenner as Secretary. All Ayes. Motion Carried

### **Administrator Position Description – Discussion**

Comments by Corporation Counsel: Wisconsin Statutes, section 59.18 (3) entitled “Administrative Secretary to County Administrator Staff”: “The county administrator may appoint an administrative secretary, and additional staff assistance as necessary.” It is also provided in section 59.18 (5) that “the county administrator shall be responsible for the submission of the annual budget to the [county] board.”

On the other hand, the duties of the County Clerk are set forth in section 59.23. The County Board does not have authority to transfer the Clerk’s statutory duties out of the Clerk’s office. Nor does the County Board have authority deprive the Clerk of sufficient staff to enable him to perform his statutory duties. “Necessary” would be determined by the County Clerk. Ben will be issuing an opinion regarding employee handbook and relationship between employees and the Administrator.

### **Evaluating staffing needs —**

Motion by Turk, seconded by Glasbrenner that the County Administrator needs staff.

**Future Agenda Items—**

Committee discussed reviewing job descriptions, drafting administrator staff positions and preparing to discuss staffing needs with the Administrator and Clerk at the next meeting.

Motion by Luck, seconded by Turk to adjourn until November 20th at 1:00 p.m. All Ayes. Motion Carried.

Clinton Langreck, County Administrator

## Richland County Administration Transition Committee

### Agenda Item Cover

**Agenda Item Name:** Discussion and possible action on authority of county personnel and functions

<b>Department</b>	Administration	<b>Presented By:</b>	Melissa Luck
<b>Date of Meeting:</b>	December 4 <sup>th</sup> , 2020	<b>Action Needed:</b>	None/Information, Discussion Only
<b>Disclosure:</b>	Open	<b>Authority:</b>	
<b>Date submitted:</b>	December 1 <sup>st</sup> , 2020	<b>Refer to:</b>	Attachment 3 Only to Finance & Personnel Committee

**Recommendation and/or action language:**

No action necessary. Review and discuss.

**Background:**

Attachment A is an email from Mr. Southwick entitled “Richland County Government: Personnel Administration” that frames his opinion on the County Administrator’s authority to supervise employees. This email, although sent to this committee for review, should not be reviewed or discussed by this committee because it’s content addresses issues that are not a part of this committee’s designated tasks.

Attachments B and C are emails from Mr. Southwick stating his opinion on the authority of the County Board to assign personnel to the County Clerk’s office.

After consultation with the Wisconsin Counties Association attorney Andrew Phillips, the following statute was referenced as the primary statute giving the County Board authority to establish the number of employees for any department or office, including deputies to elective officers.

Per Wisconsin Statutes [59.22\(2\)\(C\)\(1\)](#)

**(2) APPOINTIVE OFFICIALS; DEPUTY OFFICERS; AND EMPLOYEES.**

(a) Except for elective offices included under sub. [\(1\)](#), supervisors and circuit judges, and subject to s. [59.794 \(3\)](#), the board has the powers set forth in this subsection, sub. [\(3\)](#) and s. [59.03 \(1\)](#) as to any office, department, board, commission, committee, position or employee in county service created under any statute, the salary or compensation for which is paid in whole or in part by the county, and the jurisdiction and duties of which lie within the county or any portion thereof and the powers conferred by this section shall be in addition to all other grants of power and shall be limited only by express language.

(c)

1. Except as provided in subd. [2.](#) and par. [\(d\)](#), the board may do any of the following:

a. Provide, fix or change the salary or compensation of any office, board, commission, committee, position, employee or deputies to elective officers that is subject to sub. [\(1\)](#) without regard to the tenure of the incumbent.

**b. Establish the number of employees in any department or office including deputies to elective officers.**

c. Establish regulations of employment for any person paid from the county treasury.

Attachment D is a document that was provided by Clerk Vlasak as an explanation of the current roles for his staff.

## Richland County Administration Transition Committee

### Agenda Item Cover

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#### Attachments and References:

**Attachment A – Corporation Council email “Richland County Government: Personnel Administration”**

**Attachment B – Corporation Council email “Richland County Government Personnel Administration”**

**Attachment C – Corporation Council email “Richland County Government Personnel Administration”**

**Attachment D – County Clerk’s Explanation of Financial Structure in Clerk’s Office.**

#### Financial Review:

(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	Other funding Source		
<input checked="" type="checkbox"/>	No financial impact		

*(summary of current and future impacts)*

**Approval:**

**Review:**

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Department Head

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Administrator, or Elected Office (if applicable)

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# Richland County Government Personnel Administration

Benjamin Southwick <bsouth@southwicklaw.net>

Wed 11/18/2020 10:52 AM

To:Melissa Luck <melissa.luck@co.richland.wi.us>; David Turk <david.turk@co.richland.wi.us>; ingrid.rasmussen@co.richland.wi.us  
<ingrid.rasmussen@co.richland.wi.us>;

Cc:Victor Vlasak <victor.vlasak@co.richland.wi.us>; Clinton Langreck <clinton.langreck@co.richland.wi.us>;

## RICHLAND COUNTY GOVERNMENT: PERSONNEL ADMINISTRATION

### Introduction

This opinion deals with County employees who are not department heads. It does not deal with department heads.

As to positions, the County Board has authority to determine the number of positions, compensation and fringe benefits. The County Board also has authority to prescribe procedural (due process) rights of County employees regarding discipline and termination, although there are also Statutory provisions dealing with this subject. Federal law governs those employees whose positions are supported by Federal funds.

In summary, this opinion deals with those elements of personnel administration which are central to a department head's ability to supervise and administer his or her department. These elements include hiring, probation, discipline and termination.

With the advent of a County Administrator, County employees are divided into the following 6 categories:

#### Category No. 1

The department head is an elected official. This covers the following departments.

Circuit Court, (includes Register in Probate, Court Reporter and  
bailiffs)

Coroner

County Clerk

Clerk of Circuit Court

Register of Deeds

Sheriff

Treasurer

As to this category of County employees, the County Administrator has no authority regarding personnel administration.

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#### Category No. 2

-  
\_\_\_\_\_ Departments with a related board or commission. This covers the following departments:  
Health and Human Services  
Pine Valley Community Village  
Parks (general manager of the parks system is appointed by the  
County Administrator)

Veterans Service Office

The County Administrator has no authority regarding personnel administration of these departments.

#### Category No. 3

Departments where Statutes require the department head or the supervising committee to administer the department:

Zoning and Land Information

County Highway Department

U.W. Extension

As to the above departments, the County Administrator has no personnel administration authority.

#### Category No. 4

Department in which County employees by Statute are employees of both the County and the U.W. system:

U.W. Extension

The County Administrator has no personnel administration authority over this department.

#### Category No. 5

-  
Departments that are the subject of contracts with other government entities:

Ambulance

Symons Natatorium

The County Board could grant the County Administrator personnel administration authority regarding these departments, consistent with the applicable contract.

#### Category No. 6

-  
Departments where the statutes are silent as to personnel administration:

Child Support

Corporation Counsel (only employee is a part-time Assistant Corporation  
Counsel who, by Resolution, is also the Assistant District Attorney  
and the Director of the Child Support Agency)

Emergency Management

Fair (one part-time casual employee and one 10% clerical position)

Management Information Systems

University of Wisconsin-Platteville Food Service

Land Conservation (one 90% clerical position)

Zoning and Land Information.

The County Board could grant the County Administrator personnel administration authority

regarding these departments.

Based on the above, the Handbook of Personnel Policies and Work Rules must be revised.

Ben

Benjamin Southwick  
Corporation Counsel  
130 W. Court Street  
Richland Center, WI 53581  
608-647-4111  
[bsouth@southwicklaw.net](mailto:bsouth@southwicklaw.net)



# Richland County Government Personnel Administration

Benjamin Southwick <[bsouth@southwicklaw.net](mailto:bsouth@southwicklaw.net)>

Wed 11/18/2020 10:55 AM

To: Melissa Luck <[melissa.luck@co.richland.wi.us](mailto:melissa.luck@co.richland.wi.us)>; David Turk <[david.turk@co.richland.wi.us](mailto:david.turk@co.richland.wi.us)>; ingrid.rasmussen@co.richland.wi.us  
<[ingrid.rasmussen@co.richland.wi.us](mailto:ingrid.rasmussen@co.richland.wi.us)>;

Cc: Victor Vlasak <[victor.vlasak@co.richland.wi.us](mailto:victor.vlasak@co.richland.wi.us)>; Clinton Langreck <[clinton.langreck@co.richland.wi.us](mailto:clinton.langreck@co.richland.wi.us)>;

Friends,

My purpose in issuing this opinion is to set forth the legal principles governing positions in the County Clerk's office. These positions are:

- County Clerk; an elected position created by the Wisconsin Constitution
- Deputy County Clerk/Accounting Supervisor: position is currently vacant;
- Payroll and Benefit Specialist: held by Ms. Tami Hendrickson;
- Accounts Payable Specialist held by Ms. Amy Louis.

Per Wisconsin Statutes, section 59.23 (1), the County Clerk is entitled to at least one Deputy Clerk position and the County Clerk has the authority to appoint that person.

The remaining positions in the County Clerk's office are known as assistants. On the one hand, the County Board determines the number of assistant positions in the County Clerk's office although, on the other hand, the County Board must provide the County Clerk with sufficient staff to enable the County Clerk to fulfill his statutory duties, which are set forth primarily in section 59.23. The County Clerk has the authority to fill such assistant positions as are authorized by the County Board.

Finally, it is my opinion that there is no authority to transfer a person appointed by the County Clerk as Deputy County Clerk or as an assistant in the County Clerk's office, to another position in County government. Such action would violate the County Clerk's authority to appoint persons to the positions in the County Clerk's office.

I will attend remotely the Committee's meeting scheduled for this coming Friday at 1:00 p.m.

Ben

Benjamin Southwick  
Corporation Counsel  
130 W. Court Street  
Richland Center, WI 53581  
608-647-4111  
[bsouth@southwicklaw.net](mailto:bsouth@southwicklaw.net)

## Legal principles relating to positions in the County Clerk's office

Benjamin Southwick <bsouth@southwicklaw.net>

Wed 11/18/2020 1:21 PM

To: Melissa Luck <melissa.luck@co.richland.wi.us>; David Turk <david.turk@co.richland.wi.us>; ingrid.rasmussen@co.richland.wi.us  
<ingrid.rasmussen@co.richland.wi.us>;

Cc: Victor Vlasak <victor.vlasak@co.richland.wi.us>; Clinton Langreck <clinton.langreck@co.richland.wi.us>;

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Finally, it is my opinion that there is no authority to transfer a person appointed by the County Clerk as Deputy County Clerk or as an assistant in the County Clerk's office, to another position in County government. Such action would violate the County Clerk's authority to appoint persons to the positions in the County Clerk's office.

The advent of the County Administrator resulted in the County Clerk no longer having the following duties:

1. The County Clerk is no longer the County's Administrative Coordinator. The duties of an Administrative Coordinator are set forth in Wisconsin Statutes, section 59.19 as follows:

"The administrative coordinator shall be responsible for coordinating all  
administrative and management functions of the county government not  
otherwise vested in law by boards or commissions, or in other elected officers."

2. The County Clerk no longer has authority to submit an annual budget to the County Board. However, the County Clerk retains day-to-day administration of the County budget.

The above duties have been transferred by law to the County Administrator.

I will attend remotely the Committee's meeting scheduled for this coming Friday at 1:00 p.m.

Ben

Benjamin Southwick  
Corporation Counsel  
130 W. Court Street  
Richland Center, WI 53581  
608-647-4111  
[bsouth@southwicklaw.net](mailto:bsouth@southwicklaw.net)

November 18, 2020

Below is a brief overview of the operations of the County Clerk's office. The 2020 adopted County budget shows expenditures and revenues totaling \$32,555,314.24. All of the revenues and expenditures for the budget flow through the financial software.

The three positions of Accounting Supervisor, Payroll and Benefits Specialist and Accounts Payable Specialist work together as a team. The duties of each position are interrelated and intertwined. While payroll and benefits seems to be an independent function, all of the accounting information for payroll and benefits feeds into the accounting software. The account structure of the accounting software is maintained by the Accounting Supervisor to meet the ever changing accounting structure needs of the County's departments. This account structure is also built into the payroll software so that salary and fringe benefit costs post to the appropriate accounts in the general ledger. The accounts payable functions involve the payment of all expenditures. Coding for each individual expenditure is a part of the accounting system. The coding is how expenditures get posted to the various expenditure accounts. The coding and accounts setup is the function of the accounting supervisor position. The maintenance of the vendor system is handled by accounts payable. A major part of the accounts payable position is the maintenance of the vendor system, which is a part of the accounting software, for the issuance of the annual 1099's to vendors. All of the revenues for the 2020 budget are receipted by the County Treasurer. Copies of all of those receipts go to the Accounting Supervisor for entry into the financial software by the holder of the accounting supervisor position.

Another important part of the team is cross training. Before the vacancy occurred in the Accounting Supervisor position, the holder of that position performed the duties of the payroll and benefits position and the accounts payable position during the absence of the holders of those position during vacation periods or because of illness. The plan was to have the new holder of the Accounting Supervisor position trained to perform the duties of payroll and accounts payable during absences.

The current County Clerk has the knowledge, having performed the duties of all three positions, to cover the duties of the three positions and is currently performing the duties of the accounting supervisor position due to the vacancy in that position. The County Clerk would also be the person training the new person assuming the Accounting Supervisor position.

Below is the ordinance the board recently adopted amending the administrative coordinator ordinance. Note that the ordinance did not eliminate all of the duties that the County Clerk fulfilled when designated as the Administrative Coordinator of the County.

### **ORDINANCE NO. 20 - 26**

An Ordinance Amending Ordinances # 86-6 and # 88-3 Relating To Designating The County Clerk As The Administrative Coordinator Of The County.

The Richland County Board of Supervisors does hereby ordain as follows:

1. Sections 1, 2, 5, and 6 of Ordinance # 86-6, which was adopted on September 16,

1986, as amended by Ordinance No. 88-3, which was adopted on June 21, 1988, relating to designating the County Clerk Victor V. Vlasak as the Administrative Coordinator of the County, are repealed.

2. Section 3 and 4 are amended by repealing the following crossed-out words and adopting the following underlined words.
3. Section 3: The ~~Administrative Coordinator~~ County Clerk shall ~~also~~, exercise the following duties:
  - (a) Administer the various insurance programs of the County. Work with the ~~Insurance~~ Finance and Personnel Committee to see that insurance coverage is solicited and adequate to protect the County from financial loss.
  - (b) Assist the ~~Finance Committee~~ 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.
  - ~~(c) Serve as Courthouse building Manager.~~
  - ~~(d) Provide general leadership to County Departments and assure that County Board policies are implemented.~~
  - ~~(d) Act as liaison to the public to resolve problems and answer citizens questions about county services.~~
4. ~~Section 4: The administrative coordinator County Clerk shall at all times be fully accountable to the County Board in the management of his or her responsibilities under this Ordinance.~~

## Richland County Administration Transition Committee

### Agenda Item Cover

**Agenda Item Name:** Job Positions in County Administrator's and County Clerk's Offices

<b>Department</b>	Administration	<b>Presented By:</b>	Melissa Luck
<b>Date of Meeting:</b>	December 4 <sup>th</sup> 20, 2020	<b>Action Needed:</b>	Vote on a Motion
<b>Disclosure:</b>	Open	<b>Authority:</b>	Resolution # 20-126
<b>Date submitted:</b>	December 1 <sup>st</sup> , 2020	<b>Refer to:</b>	Finance & Personnel Committee

#### Recommendation and/or action language:

Motion to recommend to the County Board to authorize two job positions for the County Administrator and one job position for the County Clerk.

#### Background:

On October 27, 2020, the County Board approved Resolution #20-126 creating a Temporary County Administrator Transition Committee (see Attachment A) to perform the following:

- Identify the staffing needs of the County Administrator.
- Evaluate staffing levels across all departments in the County to identify what staff, if any, can be moved from other departments to the County Administrator's office.
- Identify what office space the County Administrator and his staff will occupy.

On September 15, 2020, the County Board approved Resolution #20-107 establishing a Strategic Plan and Administrative Priorities (see Attachment B). Of the 10 priorities ranked by the County Board (referred to as "Challenges for the County Administrator"), the #2 priority was to "Transition Finance and HR from County Clerk's Office to the Administrator's Office."

The Administrator's job description (see Attachment C), which was last amended by the County Board on July 21, 2020 through Resolution #20-76, details the Finance and HR responsibilities of the Administrator under the following points:

4. Budget Preparation and Execution
5. Financial Reports and Planning
6. Human Resources

Per Wisconsin Statutes [59.22\(2\)\(C\)\(1\)](#)

#### **(2)** APPOINTIVE OFFICIALS; DEPUTY OFFICERS; AND EMPLOYEES.

(a) Except for elective offices included under sub. [\(1\)](#), supervisors and circuit judges, and subject to s. [59.794 \(3\)](#), the board has the powers set forth in this subsection, sub. [\(3\)](#) and s. [59.03 \(1\)](#) as to any office, department, board, commission, committee, position or employee in county service created under any statute, the salary or compensation for which is paid in whole or in part by the county, and the jurisdiction and duties of which lie within the county or any portion thereof and the powers conferred by this section shall be in addition to all other grants of power and shall be limited only by express language.

(c)

1. Except as provided in subd. [2.](#) and par. [\(d\)](#), the board may do any of the following:

- a. Provide, fix or change the salary or compensation of any office, board, commission, committee, position, employee or deputies to elective officers that is subject to sub. [\(1\)](#) without regard to the tenure of the incumbent.
- b. Establish the number of employees in any department or office including deputies to elective officers.
- c. Establish regulations of employment for any person paid from the county treasury.

## Richland County Administration Transition Committee

### Agenda Item Cover

Given that statutory language, the County Board has the authority to establish how many employees are assigned for each county office.

Finance and HR functions in Richland County are currently performed in the County Clerk's office. The County Clerk's office is authorized by the County Board to have 3 FTE positions (see Attachment D for job descriptions) to carry out these Finance and HR functions, as well as statutory duties of the County Clerk (see Attachment E). The left margin of each job description in Attachment D tracks the Finance, Human Resources, or County Clerk statutory duties of each position. Since the primary roles of the Accounting Supervisor and Payroll & Benefits Specialist are Finance and Human Resources, those positions are recommended to shift to the Administrator's office. Similarly, since the primary role of the Accounts Payable Specialist is to fulfill statutory duties of the County Clerk, it is recommended to remain in the County Clerk's office as the Deputy:

Current Title/Job Position	Primary Function	Recommended Title/Job Position	Recommended Office
Accounting Supervisor/Deputy County Clerk	Finance	Accounting Supervisor	County Administrator
Accounts Payable Specialist	County Clerk Statutory Duties	Deputy Clerk/Accounts Payable Specialist	County Clerk
Payroll & Benefits Specialist	Human Resources	Payroll & Benefits Specialists	County Administrator

On August 18<sup>th</sup>, the County Board approved Resolution #20-93, which gave the County Administrator the authority to approve updated job descriptions through an amendment to the Administrative Manual. Should this recommendation be adopted by the County Board, the County Administrator may consider and approve updated job position descriptions for these three positions.

Next steps for this committee are to identify additional staffing needs of the Administrator (if any), further evaluation of existing staff in other departments, and identification of space for the office of the Administrator and his staff.

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#### Attachments and References:

**Attachment A – Temporary County Administrator Transition Committee**

**Attachment B – Strategic Plan and Administrative Priorities**

**Attachment C – Administrator's Job Description**

**Attachment D – County Clerk's Office Job Position Descriptions**

**Attachment E – County Clerk's Statutory Duties**

**Attachment F – Sample Deputy Clerk Job Descriptions from other counties**

#### Financial Review:

(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number	
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**Richland County Administration Transition Committee**

**Agenda Item Cover**

	Apportionment needed	Requested Fund Number	
	Other funding Source		
X	No financial impact		

*(summary of current and future impacts)*

**Approval:**

**Review:**

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Department Head

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Administrator, or Elected Office (if applicable)



publication.

RESOLUTION OFFERED BY THE EMERGENCY  
MANAGEMENT COMMITTEE

FOR AGAINST

David J. Turk	X
Kerry Severson	X
Marty Brewer	X

Resolution No. 20-126 Creating A Temporary County Administrator Transition Committee To Complete The Transition To The Administrator Form Of County Government was read by County Clerk Vlasak. Motion by Gentes, second by Frank that Resolution No. 20-126 be adopted. Motion carried and resolution declared adopted.

**RESOLUTION NO. 20 - 126**

A Resolution Creating A Temporary County Administrator Transition Committee To Complete The Transition To The Administrator Form Of County Government.

WHEREAS the creation of the County Administrator position has resulted in needs for permanent office space for the County Administrator and his staff and a need for a comprehensive review of the Handbook of Personnel Policies and Work Rules and the departments' addendums, and

WHEREAS County Administrator Clinton Langreck has proposed to the Rules and Resolutions Committee and to the Finance and Personnel Committee that a Temporary County Administrator Transition Committee be created, and

WHEREAS these two Committees have carefully considered this proposal and are now presenting this Resolution to the County Board for its consideration.

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that the Temporary County Administrator Transition Committee is hereby created to complete the transition to the County Administrator form of County government, with the composition and duties of the Committee being as follows:

1. 3 Supervisors appointed by the County Board after receiving nominations from the Committee on Committees;
2. The Committee shall: identify the staffing needs of the County Administrator; evaluate staffing levels across all departments in the County to identify what staff, if any, can be moved from other departments to the County Administrator's office; identify what office space the County Administrator and his staff will occupy;
3. The Committee shall present its recommendations to the Finance and Personnel Committee as to staff and office space matters and to the Rules and Resolutions Committee as to the Handbook of Personnel Policies and addendums to conform to the statutory provisions relating to county administrators, and

BE IT FURTHER RESOLVED that a Administrator Transition Account is hereby created and \$500 is appropriated from the Contingency Fund to that Account, and

BE IT FURTHER RESOLVED that this Resolution shall be effective immediately upon its passage and publication and shall expire on February 1, 2021.

RESOLUTION OFFERED BY THE RULES AND  
RESOLUTIONS COMMITTEE AND ETHICS BOARD  
AND THE FINANCE AND PERSONNEL COMMITTEE

FOR AGAINST

Marty Brewer	X
Melissa L. Luck	X
Kerry Severson	X
Linda Gentes	x
Chad Cosgrove	X
Donald Seep	X
David J. Turk	X

Resolution No. 20-127 Creating A Temporary Citizen Participation Planning Committee Relating To The Community Development Block Grant Close Program was read by County Clerk Vlasak. Motion by Couey, second by Severson that Resolution No. 20-127 be adopted. Motion by Couey, second by Manning that the resolution be amended to state that the resolution expire on “February 1, 2023”. Motion carried on the amendment. Motion carried and resolution, as amended, declared adopted.

**RESOLUTION NO. 20 – 127** (Amended)

A Resolution Creating A Temporary Citizen Participation Planning Committee Relating To The Community Development Block Grant Close Program.

WHEREAS the County is engaged in a Community Development Block Grant Close Program for the purpose of getting grants to utilize the approximately \$1.2 million of Community Development Block Grant funds before the January, 2021 deadline for returning these funds to the State, and

WHEREAS one of the requirements for the Community Development Block Grant Close program is that the County create a Temporary Citizen Participation Planning Committee in accordance with the already-adopted Citizen Participation Plan for Community Development Block grants, and

WHEREAS the Finance and Personnel Committee has carefully considered this proposal and is now presenting this Resolution to the County Board for its consideration.

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that a Temporary Citizen Participation Planning Committee is hereby created as follows:

- a. 5 members;
- b. members shall be representatives of Richland County demographics, including one low and middle income person, representatives from local government, real estate, banking and labor, whenever possible;
- c. members of the committee shall be solicited by the Economic Development Director, nominated by the Committee on Committees and approved by the County Board;
- d. the committee shall be responsible for implementation of the Citizen Participation Plan as

## Richland County Finance and Personnel Committee

### Agenda Item Cover

**Agenda Item Name:** Strategic Plan and Administrative Priorities

<b>Department</b>	Administration	<b>Presented By:</b>	Clinton Langreck
<b>Date of Meeting:</b>	01 Sep 2020	<b>Action Needed:</b>	Resolution
<b>Disclosure:</b>	Open Session	<b>Authority:</b>	
<b>Date submitted:</b>	28 Aug 2020	<b>Referred by:</b>	

**Recommendation and/or action language:**

Motion to recommend resolution to the County Board adopting proposed 1) County Administrator challenges, 2) County Board Strategic Goals, and 3) County Board priority values to help guide initiatives and resources through the 2020-2022 County Board session.

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**Background:** *(preferred one page or less with focus on options and decision points)*

In efforts to adopt and implement strategic priorities, goals and values for the remainder of the 2020-2022 session, I am proposing the initiatives listed below for consideration and adoption. These initiatives were gathered by method of individual interviews with county board supervisors and followed by a survey. From the survey, I listed the top ten popular responses for categories of “Challenges for the County Administrator” and “County Board Strategic and Priority Goals” are listed in order of popularity and I have added two of my choosing in representing priorities from administration. The category of “Values” lists the top five popular responses.

Challenges for the County Administrator (18 month goals for administrator):

1. Develop a long-term strategic plan
2. Transition finance and HR from County Clerk’s Office to the Administrator’s Office
3. Make resolutions and ordinances available and organized on the internet
4. Develop more uniform HR policy and procedures
5. Implement a uniform performance review program
6. Develop plan and funding for more broadband
7. Develop finance and purchasing policy (increase admin authority on purchasing)
8. Develop new county board member orientation program
9. Full review of county employee handbook, addendums and administrative manual
10. Partner with Southwest Regional Planning in developing a county strategic plan
11. Develop policy and procedure to address complaints and investigations (Proposed by Administrator)
12. Develop compensation and classification plan (Proposed by Administrator)

## Richland County Finance and Personnel Committee

### Agenda Item Cover

#### County Board Strategic and Priority Goals (longer range goals):

1. More centralized HR supervision and resources
2. Consider future referendum options for maintaining services
3. Reach goal of 25% General Fund Reserve (3 months' reserve)
4. Plan and prioritize employee retention and development
5. Develop a five-year and ten-year plan
6. Improve fiscal transparency
7. Continue transition of Committee Boards and Commission to advisory/policy roles
8. Continue establishing administrator position and administrative authority
9. Collaboration with Richland Center
10. Develop a plan for a new jail / public safety building
11. Develop a plan for county owned property that promotes economic development  
(Proposed by Administration)
12. Develop more rural broadband access (Proposed by Administration)

#### County Board Prioritized Values (how we approach solutions when values conflict):

1. Strategic Vision
2. Proactive
3. Accountability
4. Transparency
5. Direction by policy

#### **Attachments and References:**

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#### **Financial Review:**

(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	Other funding Source		
<input type="checkbox"/>	No financial impact		

(summary of current and future impacts)

No direct expenses, but may significantly influence project and funding decisions.

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#### **Approval:**

#### **Review:**

*Clinton Langreck*

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Administrator, or Elected Office (if applicable)

## **Richland County Administrator duties**

### **1. Meeting Attendance & County Board Relations.**

- A. Attends all meetings of the County Board, except when excused by the County Board Chair or the County Board, and advises and recommends courses of action to the Board as it pertains to matters of County interest.
- B. Supports the County Board by assisting with the preparation of the agendas, minutes of the meeting, and all resolutions and ordinances to be presented to the Board.
- C. Provides the Board with data regarding County programs and activities, and makes regular reports to the Board.
- D. Sees that all orders, ordinances, resolutions, and regulations adopted by the County Board are faithfully executed.
- E. Attends and participates in committee meetings as deemed necessary or requested by committee chairs.
- F. Monitors, reviews and keeps the County Board fully informed of any federal and state administrative, legislative and judicial developments which may affect or impact the County. Solicits the Board's position, drafts responses, recommends amendments, and supports said legislation. May represent the County at state legislative meetings or hearings, or engage in lobbying efforts, on behalf of the county.

### **2. Administrative Duties.**

- A. Appoints and supervises all Department Heads of the County, except those elected by the people. Supervises, coordinates, and directs all administrative and management functions of the County's departments and agencies under direct jurisdiction or fiscal control of the County Board, including requiring the periodic submission of organizational charts and departmental activity reports and conducting regular meetings with department heads. Oversees the day-to-day operations of all County government functions ensuring effectiveness and efficiency.
- B. Responsible for the overall direction, coordination, and evaluation of the County Administrator's Office. Carries out supervisory responsibilities in accordance with the County's policies and other applicable laws. Responsibilities include interviewing, hiring, and training Department Heads (who are not elected by the people)employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining Department Heads (who are not elected by the people)employees; addressing complaints and resolving problems. Reviews all recommendations for disciplinary suspensions and discharge of all employees.
- C.
- ~~B.~~ Researches and recommends the establishment and modification of County policies, and interprets and advises Department Heads concerning board policies, directives and expectations. Ensures the policies and programs adopted by the County Board are effectively carried out.
- ~~C.D.~~ Appoints the members of all Boards and Commissions, subject to the confirmation of the County Board. Coordinates and actively participates in the selection and appointment process for the committees of the County Board.

~~E.D.~~ Acts as a resource for all union negotiations, and actively participates in the development of the County's negotiation strategy.

~~E.E.~~ In coordination with the over-sight committees and department heads reviews and determines whether vacant positions should be filled.

~~E.F.~~ Directs the preparation of all reports, studies, and research as the Board may require concerning operations of the County; prepares plans and programs for the Board's consideration in anticipation of future needs.

~~E.G.~~ Reviews and signs all contracts for goods and services after review by the Corporation Counsel and department head. Approves all intergovernmental contracts and rental or lease contracts on behalf of the County.

~~E.H.~~ Manages a wide variety of major projects and coordinates the roles of staff in the process.

### **3. Strategic Planning & Organizational Improvement.**

A. Makes recommendations, assists the County Board in establishing, and advances the organizational mission, vision, values and identified County goals.

B. Develops, integrates, and directs the current and long-range strategic plans for all County activities. Uses resources within the County to accomplish organizational goals and objectives and assists in the formulation of those goals and objectives to assure they support the County's mission, vision and values.

C. Evaluates, on a continuing basis, the levels of service provided by County Departments and recommends the establishment and/or modification of policies, procedures, or operating standards. Recommends reorganization, improvement, or development of new functions, or abandonment of old functions, to the County Board.

D. Takes the initiative to propose to the County Board such actions as will contribute to the efficiency, productivity, and overall improvement of County operations.

### **4. Budget Preparation and Execution.**

~~A.~~ Responsible for the preparation and submission of the annual budget and capital improvement program to the County Board.

~~B.~~ Establishes, with the Finance and Personnel Committee procedures, format, and priorities desired in the preparation of the budget. Conducts and schedules budget hearings and meetings on budget requests with the Finance and Personnel Committee. Attends budget meetings and makes recommendations on said budgets.

~~C.~~ Executes the adopted budget, ~~insuring~~ensuring that all expenditures of County funds are made in strict compliance; reviews all departmental and agency requests or adjustments transfers of budgeted funds with the Finance and Personnel -Committee, and the board as necessary

### **5. Financial Reports and Planning.** *In cooperation with the Finance and Personnel Committee*

A. Makes regular reports to the Board, keeping the Board fully advised as to the financial condition of the County and its future financial needs. Recommends such matters to them for their consideration as deemed necessary or advisable for administration and coordination of County functions.

against anticipated county growth, and recommends methods of financing future needs.

B. Directs the examination of all accounts, records and operations of the County, which receive moneys from the County Board.

C. Maintains and provides affected departments with current information on availability of funds and procedures to apply for federal and state grant programs and assists in application for and procurement of such grants.

-D. Develops bonding projects for the County and makes subsequent recommendations for the County Board.

## **6. Human Resources**

A. Administers the County's Handbook of Personnel Policies and Work Rules

B. Administers the County's employee fringe benefits programs

C. Reviews all recommendations for disciplinary suspensions or discharges

D. Develops hiring policies and monitors hiring practices and decisions to ensure that consistent and sound personnel policies are followed.

## **7. Property Management.**

A. Monitors the care and custody of all buildings, grounds and property of the County, and ensures that an accurate inventory of said property is maintained.

B. Directs the preparation of plans for the management of County properties and for the construction and alteration of physical facilities needed to render County services properly, said plans to be submitted to the Board, recommending the priority of projects.

-C. Coordinates, with the appropriate committee, the preparation of architectural plans for County buildings and their construction, and allocates space to County departments and agencies.

## **8. Community & Intergovernmental Relations.**

-A. Initiates contact with other state and local governmental agencies, to recognize policy shifts, resolve developing conflicts, identify opportunities for cooperation, explore and evaluate potential operational efficiencies and cost savings.

B. Invites other local units of government to cooperate with the County through the establishment of task forces, conference committees, and other similar arrangements.

C. Handles the public relations affairs of the County and the County Board. Serves as the chief administrative spokesperson for the County, which role is to be coordinated with the County Board Chair, who acts as the chief elected spokesperson.

D. Maintains good community relations, including ensuring timely investigation and response to citizen complaints and inquiries.

E. Maintains positive, professional, and business-like working relationships with the community and other units of government. *It is unlikely an employee will perform all the duties listed, nor is the list exhaustive in the sense it covers all the duties an employee may be required to perform. The examples are merely indicative, not restrictive. No provision of this position description is intended to vest any duty, or grant any authority which is vested by law in any other County Officer, Commission, Committee, or Board.*

**Supervisory Responsibilities** Appoints and supervises all Department Heads of the County, except those elected by the people or appointed by elected officers, after concurrence with the Chair of the Oversight Committee and the County Board Chair. Responsible for the overall direction, coordination, and evaluation of the County Administrator's Office. Carries out supervisory responsibilities in accordance with the County's policies and other applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. Reviews all recommendations for disciplinary suspensions and discharge of all employees.



## ACCOUNTING SUPERVISOR/DEPUTY COUNTY CLERK

Department: County Clerk

Reports To: County Clerk

### Purpose of Position

The purpose of this position is to perform accounting tasks within the office of Richland County Clerk and serve as Deputy Clerk.

### Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Manages the computerized Government Financial and Payroll Systems.
- <sup>59.23 (2)(d)</sup> Maintains Chart of Accounts for all County Funds. Responsible for coding, data entry, and posting of receipts, disbursements, and journal entries.
- Monthly closing of General Ledgers and distribution of account activity reports to all departments.
- Prepares monthly financial reports. <sup>59.23 (2)(e)</sup> Monthly reconciliation of Treasurers Cash, Highway Cost Accounting Cash, accounts receivables, and investments with County's financial system.
- Monitors accuracy of monthly CORE report for Child Support agency and reconciles through DWD CORE website.
- Monitors various Government Grants and reconciles with departments to assure compliance.
- 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.
- 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.
- 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

Finance



security, places calls and follow up with networking support provider, and other troubleshooting issues.

- Compiles financial data for State and Federal surveys, and statistical reports.
- Reports worker's compensation injuries to insurance company via internet ExPrs. Submits the annual summary of injuries to State of Wisconsin.
- Participates in employee interviews and trains new employees.
- Processes payroll in the absence of the Fiscal Clerk.
- Submits weekly EFTPS payment for payroll tax withholdings.
- Monitors monthly payroll payables for employee benefits to include: Health, Dental, Disability and Life Insurance.
- 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.
- Reconciles annual Wisconsin Retirement System reporting and prepares magnetic media for reporting to State of Wisconsin.

Finance

- 59.23 (1)(a)
- Serves as County Clerk in Clerk's absence.
  - Performs reception duties as needed.

#### Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma with three years accounting experience, or any combination of education and experience that provides equivalent knowledge, skills and abilities.

#### Physical and Mental Abilities Required to Perform Essential Job Functions

##### Language Ability and Interpersonal Communication

- Ability to classify, compute and tabulate data and information, following a prescribed plan requiring the exercise of some judgment. Ability to compare, count, differentiate, measure and sort information. Ability to assemble, copy, record and transcribe data and information.
- Ability to advise and interpret on how to apply policies, procedures and standards to specific situations. Ability to explain, demonstrate and clarify to others within well-established policies, procedures and standards.



# RICHLAND COUNTY POSITION DESCRIPTION

**Position Title:** Accounts Payable Specialist      **Department:** County Clerk

**Reports to:** County Clerk

**Non-Union Pay Grade:** 16

**Date:** September 17, 2013

**Hours Per Week:** 35

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## PURPOSE OF POSITION

The purpose of this position is to provide financial and clerical services in order to ensure effective and efficient financial and administrative operations.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- 59.23(c) • Receive and verify invoices before preparing vouchers and making payments for all Courthouse Departments, Parks, UW-Extension, UW Food Service, UW Outlay, Sheriff's Department, County Fair, Land Conservation Symons Recreation, and MIS Departments.
- 59.23(c) • Make all vendor payments for all Richland County Departments.
- Maintain all Richland County Vendor files.
- 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.
- 59.23(di) • Collect payments for DNR licenses, marriage licenses, copies, plat books, and maps.
- 59.23(f) • Maintain money supply in cash box balancing on a bi-monthly basis against receipts.
- 59.23(di) • Keep report to verify money collected by County Clerk Office.
- Perform reception tasks. Greet visitors, answer telephone, take messages, answer routine questions, and prepare marriage and domestic partnership applications and licenses.
- DNR License sales. Issue DNR licenses to the general public, maintaining Automated License Issuance System (ALIS) and ordering current regulations and DNR information.
- 59.23(2)(a)(4) • Type County Board minutes for permanent record, Supervisor per diems, County Board Resolutions and Ordinances and weekly calendar of meetings.
- Maintain County personnel policies, Board rules and committee structure.
- Operates and maintain office equipment (computers, printers, typewriter, calculator, copier and shredder).
- 59.23(2)(i) • Enter voter information into the SVRS system after an election including new voter applications.
- 59.23(2)(i) • Take minutes at elections canvass meetings.
- 59.23(2)(i) • Record all elections results into the official elections results book.
- 59.23(2)(5) • Compile and maintain information for the Richland County Directory.
- Type and mail Tri-County Airport agenda to that committee's members.
- Perform a variety of other secretarial duties including: filing, duplicating and collating printed materials and compose routine replies to correspondence.



## **RICHLAND COUNTY POSITION DESCRIPTION**

**Position Title:** Payroll & Benefits Specialist

**Department:** County Clerk

**Reports to:** County Clerk

**Non-Union Pay Grade:** 19

**Date:** September 17, 2013

**Hours Per Week:** 35

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### **PURPOSE OF POSITION**

The purpose of this position is to perform various accounting duties with the primary emphasis on payroll and benefits administration for Richland County under the direction of the County Clerk.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- 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.
- 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.
- Accurately code and enter employee payroll changes including hires, terminations, wage rates, deductions, child support orders, garnishments, benefits and direct deposit accounts.
- 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
- Verify new hires social security numbers with the Social Security Business Services Online system
- Maintains all County personnel files.
- Maintains and balances Employee vacation, sick and comp times per County policies and/or union contracts.
- 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.
- Process the monthly benefit billings and ensures billing accuracy of employees listed on each bill.
- Generate required reports and remit deductions and withholdings to vendors and taxing authorities.
- Monitors Wisconsin Retirement eligibility for temporary part-time and call-in employees.
- Calculates and process all amounts due to State and Federal agencies for payroll withholdings; i.e. state and federal taxes, garnishments, and retirement contributions



- HR
- Reconciles and distributes W2's.
  - Process Unemployment compensation billings and eligibility forms.
  - Prepares and files monthly Labor statistics employment reports.
  - Prepares and files quarterly Federal wage tax, Multiple Worksite and Unemployment reports
  - Prepares annual payroll reports for auditors including workman's comp.
  - Completes salary and benefit surveys as requested.
  - 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.
  - Administers Consolidated Omnibus Budget Reconciliation Act (COBRA) and maintains detailed records on employees that elect to participate in COBRA.
  - Administers Family Medical Leave (FMLA) and maintains detailed records on employees that need to have FMLA.
  - 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.
  - 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.
  - Enter voter information into the SVRS system after an election including new voter applications.
  - Create lists of voter information based on customer request through the SVRS system.

#### **MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

- High school diploma or equivalent is required.
- Preference for a 2-year or 4-year degree in Accounting or Human Resources.
- Preference for knowledge of working in an AS-400 environment
- Preference for experience with payroll and governmental accounting
- Preference for knowledge of State & Federal regulations related to wage, hour & payroll.
- Must be proficient in Microsoft Excel and Microsoft Word

#### **PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

##### **Language Ability and Interpersonal Communication**

- Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to criteria/standards. Ability to compare, count, differentiate, measure and/or sort data and information. Ability to assemble, copy, record and transcribe data. Ability to classify, compute and tabulate data.
- Ability to advise and interpret on how to apply policies, procedures and standards to a variety of specific situations.
- Ability to utilize advisory data and information such as Federal and State withholding guidelines, Wisconsin Retirement Fund rules and guidelines, union contracts, ACS, a Xerox company Payroll Operation Manual, Minnesota Life Insurance Manual, insurance billings, unemployment guidelines, non-routine correspondence and laws.
- Ability to communicate effectively with County Clerk, co-workers, all county employees, Department Heads, the general public and County Supervisors.



## CHAPTER 59

## COUNTIES

SUBCHAPTER I DEFINITIONS		SUBCHAPTER V POWERS AND DUTIES OF COUNTIES	
59.001	Definitions.	59.51	Board powers.
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59.02	Powers, how exercised; quorum.	59.535	Veterans affairs.
59.03	Home rule.	59.54	Public protection and safety.
59.04	Construction of powers.	59.55	Consumer protection.
59.05	County seat; change.	59.56	Cultural affairs; education; recreation.
59.06	County property.	59.57	Economic and industrial development.
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SUBCHAPTER III COUNTY BOARD OF SUPERVISORS		59.60	Budgetary procedure in certain counties.
59.10	Boards; composition; election; terms; compensation; compatibility.	59.605	Tax levy rate limit.
59.11	Meetings; adjournment; absentees.	59.61	Financial transactions.
59.12	Chairperson; vice chairperson; powers and duties.	59.62	Investment authority delegation.
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SUBCHAPTER IV COUNTY OFFICERS		59.66	Unclaimed funds.
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59.18	County administrator.	59.69	Planning and zoning authority.
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59.23	Clerk.	59.696	Zoning; filing fees.
59.24	Clerks of counties containing state institutions to make claims in certain cases.	59.697	Fees for zoning appeals.
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59.255	Comptroller.	59.70	Environmental protection and land use.
59.26	Sheriff; undersheriff; deputies.	59.71	Special counties; record keeping.
59.27	Sheriff; duties.	59.72	Land information.
59.28	Peace maintenance; powers and duties of peace officers, cooperation.	59.73	Surveys; expressing bearings, subdividing sections.
59.29	Transportation, apprehension of criminals.	59.74	Perpetuation of section corners, landmarks.
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59.31	Service on sheriff; how made.	59.76	Registration of farms.
59.32	Fees received by sheriff.	SUBCHAPTER VIII POPULOUS COUNTIES	
59.33	Powers after term.	59.79	Milwaukee County.
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59.35	Deputy coroner.	59.794	Milwaukee County; limitations on board authority and on intergovernmental cooperation, shared services.
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59.365	Moratorium on fee increases.	59.80	Milwaukee County; city-county crime commission.
59.37	Service when no coroner.	59.81	Cash flow, Milwaukee.
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59.39	Coroner or medical examiner as funeral director, limitation.	59.84	Expressways and mass transit facilities in populous counties.
59.40	Clerk of court.	59.85	Appropriation bonds for payment of employee retirement system liability in populous counties.
59.41	Not to act as attorney.	59.86	Agreements and ancillary arrangements for certain notes and appropriation bonds.
59.42	Corporation counsel.	59.87	Employee retirement system liability financing in populous counties; additional powers.
59.43	Register of deeds; duties, fees, deputies.	59.875	Payment of contributions in and employment of annuitants under an employee retirement system of populous counties.
59.44	County abstractor; appointment; duties; fees.	59.88	Employee retirement system of populous counties; duty disability benefits for a mental injury.
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59.46	Penalty for nonfeasance.		
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## SUBCHAPTER I

## DEFINITIONS

**59.001 Definitions.** In this chapter, unless the context clearly indicates to the contrary:

(1) “Board” means the county board of supervisors.

(2) “Clerk” means the county clerk.

(2m) “Members-elect” means those members of the governing body of a county, city, village or town, at a particular time, who have been duly elected or appointed for a current regular or unexpired term and whose service has not terminated by death, resignation or removal from office.

(2r) “Municipal clerk” means the clerk of a municipality.

(3) “Municipality” means any city, village or town.

(3m) “Municipal treasurer” means the treasurer of a municipality.

(3r) “Professional land surveyor” means a professional land surveyor licensed under ch. 443.

(4) “Treasurer” means the county treasurer.

**History:** 1989 a. 260, 268; 1995 a. 201; 2013 a. 358.

Board of Supervisors can provide, fix, or change the pay of unclassified employees, unless and until board action interferes with the Milwaukee County Executive's day-to-day control of a county department or subunit. *Lipscomb v. Abele*, 2018 WI App 58, 384 Wis. 2d 1, 918 N.W.2d 434, 17–1023.

The Milwaukee County Executive's day-to-day control power under s. 59.794 (3) (a) has the express intent of removing and clarifying some authority of the Milwaukee County Board of Supervisors (Board) under sub. (2) and increasing and clarifying the authority of the Milwaukee County Executive. The Milwaukee County Executive's day-to-day control power prevents the Board from taking actions that effectively direct what duties may or must be accomplished by employees or officers or how they may or must perform those duties, even when a Board action may result in a compensation change. *Lipscomb v. Abele*, 2018 WI App 58, 384 Wis. 2d 1, 918 N.W.2d 434, 17–1023.

A county ordinance implementing a collective bargaining agreement providing for the payment to county employees, upon their leaving government employment, compensation for accumulated sick leave, earned both before and after the effective date of the ordinance, is valid. 59 Atty. Gen. 209.

A county board may not adopt a step-salary plan for elective offices related to experience of the officeholder as compensation is for the office, not the officer, and the officer is entitled to the compensation as an incident of the office. 61 Atty. Gen. 165, 403.

When it is the duty of a county traffic officer to testify or assist in the prosecution of county traffic offenses, the officer is not entitled to witness fees but may be paid additional compensation if a court appearance takes place outside regular working hours. 62 Atty. Gen. 93.

A county board may not deny a salary to an elected official during a period of sickness. A board does not have power to establish sick leave and vacation benefits for elected county officials. 65 Atty. Gen. 62.

The authority to establish salaries for the staff employed by a county's 51.42/51.437 board lies with that board, subject to the general budgetary control of the county board. 65 Atty. Gen. 105.

Discretionary authority to grant increases to elected county officials based upon performance or length of service may not be delegated to a committee of the county board because the board itself lacks the authority to establish such a compensation scheme. 80 Atty. Gen. 258.

**59.23 Clerk. (1) DEPUTIES; SALARIES; VACANCIES.** (a) Every clerk shall appoint in writing one or more deputies and file the appointment in the clerk's office. The deputy or deputies shall aid in the performance of the duties of the clerk under the clerk's direction, and in case of the absence or disability of the clerk or of a vacancy in the clerk's office, unless another is appointed therefor as provided in par. (c), shall perform all of the duties of the clerk during the absence or until the vacancy is filled. The board may, at its annual meeting or at any special meeting, provide a salary for the deputy or deputies.

(b) In each county the clerk may also appoint the number of assistants that the board authorizes and prescribes, and the assistants shall receive salaries that the board provides and fixes.

(c) If a clerk is incapable of discharging the duties of office the board shall appoint an acting clerk within 90 days after the board adopts a resolution finding that the clerk is incapable of discharging the duties of the office. The acting clerk shall serve until the disability is removed. If the board is not in session at the time of the incapacity, the chairperson of the board may appoint an acting clerk, whose term shall not extend beyond the next regular or special meeting of the board. A person appointed as acting clerk or appointed to fill a vacancy in the office of clerk, upon giving an official bond with sureties as required of a clerk, shall perform all of the duties of the office; and thereupon the powers and duties of the deputy of the last clerk shall cease.

**(2) DUTIES.** The clerk shall:

(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.

(b) **Recording of proceedings.** Record at length every resolution adopted, order passed and ordinance enacted by the board.

(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).

(cm) **Apportionment of taxes.** Apportion taxes and carry out other responsibilities as specified in s. 70.63 (1).

(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.

(de) **Property.** To the extent authorized by the board, exercise the authority under s. 59.52 (6).

(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.

(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.

(e) **Reports of receipts and disbursements.** Record the reports of the treasurer of the receipts and disbursements of the county.

(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.

(g) **Payments to treasurer.** Keep in the manner prescribed in par. (f) a separate account of all moneys paid the treasurer by the clerk.

(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.

(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.

(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.

(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.

(n) *Taxes.* Perform all duties that are imposed on the clerk in relation to the assessment and collection of taxes.

(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.

(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.

(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.

(q) *County highway commissioner; notify of election.* Notify a county commissioner of highways of the commissioner's election within 10 days thereafter.

(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.

(s) *List of local officials.* 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.

(t) *General.* Perform all other duties required of the clerk by law.

**History:** 1995 a. 201 ss. 261, 263, 264, 275; 1995 a. 225 ss. 147 to 150; 1997 a. 27; 1999 a. 9; 2013 a. 373; 2019 a. 19.

Under s. 59.17 (8) [now sub. (2) (h)], the clerk keeps only those accounts designated by the board. *Harbick v. Marinette County*, 138 Wis. 2d 172, 405 N.W.2d 724 (Ct. App. 1987).

Except for their elected superior's power to appoint and discharge, chief deputies are subject to the Municipal Employment Relations Act, ss. 111.70 to 111.77, and are not excluded from a collective bargaining unit as a matter of law. *Oneida County v. WERC*, 2000 WI App 191, 238 Wis. 2d 763, 618 N.W.2d 891, 00-0466.

Statutory powers of the county clerk with respect to budgeting and record keeping cannot be transferred by the county board to a new position of finance officer. 63 Atty. Gen. 196.

A county board can only grant powers of indirect supervision to a finance director with respect to the accounting or bookkeeping duties of a county clerk. 65 Atty. Gen. 132.

**59.24 Clerks of counties containing state institutions to make claims in certain cases.** The clerk of any county that is entitled to reimbursement under s. 16.51 (7) shall make a certified claim against the state, without direction from the board, in all cases in which the reimbursement is directed in s. 16.51 (7), upon forms prescribed by the department of administration. The forms shall contain information required by the clerk and shall be filed annually with the department of corrections on or before June 1. If the claims are approved by the department of corrections, they shall be certified to the department of administration and paid from the appropriation made by s. 20.410 (1) (c), if the claim is for reimbursement of expenses involving a prisoner in a state prison named in s. 302.01, or from the appropriation under s. 20.410 (3) (c), if the claim is for reimbursement of expenses involving a juvenile in a juvenile correctional facility, as defined in s. 938.02 (10p).

**History:** 1989 a. 31, 359; 1995 a. 27, 77; 1995 a. 201 s. 265; Stats. 1995 s. 59.24; 1997 a. 35; 2005 a. 344.

**59.25 Treasurer.** (1) **ELIGIBILITY.** No person holding the office of sheriff, undersheriff, circuit judge, district attorney, clerk of the circuit court, clerk or member of the board shall be eligible to the office of treasurer or deputy treasurer.

(2) **DEPUTIES; OATH; SALARY; TEMPORARY VACANCY.** (a) The treasurer shall appoint one deputy to aid the treasurer, under the treasurer's direction, in the discharge of the duties of the office of treasurer. The appointment shall be in writing and shall be filed and recorded in the treasurer's office. Such deputy, in the absence of the treasurer from the treasurer's office or in case of a vacancy in said office or any disability of the treasurer to perform the duties of the office of treasurer, unless another is appointed therefor as provided in par. (b), shall perform all of the duties of the office of treasurer until such vacancy is filled or such disability is removed. The person so appointed shall take and file the official oath. The person shall file his or her appointment with the clerk. The board may, at its annual meeting or at any special meeting, provide a salary for the deputy.

(b) If any treasurer is incapable of discharging the duties of the office of treasurer, the board may, if it sees fit, appoint a person treasurer who shall serve until such disability is removed. A person so appointed or appointed to fill a vacancy in the office of treasurer, upon giving an official bond with like sureties as are required of such treasurer, shall perform all the duties of such office, and thereupon the powers and duties of any deputy performing the duties of the last treasurer shall cease.

(3) **DUTIES.** The treasurer shall do all of the following:

(a) 1. Receive all moneys from all sources belonging to the county, and all other moneys which by statute or county ordinance are directed to be paid to the treasurer, and, except in counties having a population of 750,000 or more, in the case of the payment of delinquent property taxes or the redemption of land subject to a tax certificate, make out and deliver to the clerk duplicate receipts therefor, and file in the treasurer's office the duplicate receipts delivered to the treasurer by the clerk for money received by the clerk.

2. In counties having a population of 750,000 or more, file a duplicate receipt in the treasurer's office.

(b) Pay out all moneys belonging to the county only on the order of the board, signed by the clerk and countersigned by the chairperson, except when special provision for the payment thereof is otherwise made by law; and, except in counties having a population of 750,000 or more, pay out all moneys belonging to the county road and bridge fund on the written order of the county commissioner of highways, signed by the clerk and countersigned by the chairperson of the board.

(c) Pay all county orders described in par. (b) in the order of time in which they are presented for payment; but where 2 or more are presented at the same time, give precedence to the order of the oldest date, but the treasurer shall receive of municipal treasurers all county orders issued in the county, which the municipal treasurers may present in payment of county taxes, to the amount of the county taxes actually collected by any municipal treasurer in the year for which the orders are offered in payment, which amount shall be determined by the affidavit of the municipal treasurer.

(d) Keep a true and correct account of the receipt and expenditure of all moneys which come into the treasurer's hands by virtue of the treasurer's office in books kept therefor, specifying the date of every receipt or payment, the person from or to whom the same was received or paid, and the purpose of each particular receipt or payment; keep also in like manner a separate account of all fees received, a separate account of all moneys received for taxes, and a separate account of money received upon redemption of lands from sales thereof for nonpayment of taxes, further specifying in the 2 last accounts the description of the property on account of which such money was paid, which books shall be open at all times to the inspection of the board or any member thereof and to



## Calumet County Position Description

**Job Title:** Deputy County Clerk  
**Salary Level:** Grade 5  
**Department:** County Clerk  
**Reports To:** County Clerk  
**FLSA Status:** Non-exempt  
**Approved By:** Salary and Personnel Committee  
**Approved Date:** October 22, 2001  
**Updated By:** Michelle L. Wright, Human Resources Manager  
**Updated Date:** March 12, 2020

**Summary** Performs difficult and responsible office work involving a considerable degree of independent judgment and initiative. Assists the County Clerk in the discharge of the duties of the office. Performs related duties as required.

**Essential Duties and Responsibilities** *include the following. Other duties may be assigned.*  
Maintains the office in the absence of the County Clerk.

Assists with the preparation and distribution of election materials; prints various election reports; enters data into the statewide voter registration system; and may be a member of the Board of Canvass for elections.

Serves as Receptionist for the Courthouse and explains departmental policies, procedures, and instructions in response to telephone or personal inquiries from co-workers and the public. Performs general clerical duties including, but not limited to preparing letters, memorandum, reports, agendas, and minutes; maintains manual records and computer records; maintains office supplies; and distributes and maintains forms.

Processes all incoming and outgoing mail of departments. Reconciles postage amounts per department; and prepares shipping docket and billing for UPS service.

Prepares marriage applications and licenses.

Collects and receipts revenues, deposits with Treasurer and maintains a variety of complex records, which may include bookkeeping accounts and statistics. Prepares and remits corresponding reports.

Provides clerical support to the County Board including preparation of County Board and committee agendas and minutes. In the absence of the County Clerk, takes minutes for County Board and for Committee meetings for which the County Clerk is Recording Secretary. Operates voting system as necessary.

Assists with the preparation, publication and distribution of the Official County Directory, and County Board Proceedings Book. Indexes County Board resolutions and ordinances and logs motions.

Registers County Board Supervisors for conferences and procures lodging, as required.

Maintains dog license receipts from municipalities and prepares dog settlement to municipalities annually.

Attends meetings, conferences and seminars as required.

Performs other duties necessary to carry out the responsibilities required of the County Clerk's Office as set by Wisconsin Statute.

It is unlikely an employee will perform all the duties listed on a regular basis, nor is the list exhaustive in the sense it covers all the duties that an employee may be required to perform. The examples are merely indicative, not restrictive.

### **Supervisory Responsibilities**

This job has no supervisory responsibilities.

**Qualifications** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **Education and/or Experience**

One year certificate from college or technical school in Administrative Assistant; two to three years related office experience and/or training; or equivalent combination of education and experience. Election experience is desired.

### **Language Skills**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence and take minutes. Good knowledge of business English, spelling and composition. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the County.

### **Mathematical Skills**

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

### **Reasoning Ability**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

### **Computer Skills**

To perform this job successfully, an individual should have knowledge of word processing, financial and spreadsheet software, and county and statewide data systems.

### **Certificates, Licenses, Registrations**

None.

### **Other Skills and Abilities**

Thorough knowledge of current office practices and procedures. Ability to perform a variety of complex clerical tasks; and type and operate a variety of office equipment including an electronic mail machine.

Good knowledge of departmental programs, operations and policy with respect to general function performed; and record keeping required to maintain departmental records and ability to handle money accurately.

Ability to establish and maintain effective public and working relationships with County Board Supervisors, County departments, and the general public.

Ability to accept and exercise independent judgment with minimum supervision.

Good knowledge of organizational, analytical, and writing skills.

### **Other Qualifications**

None

**Physical Demands** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to stand and reach with hands and arms. The employee is occasionally required to walk and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and peripheral vision and ability to adjust focus.

**Work Environment** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this Job, the employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually quiet.

## **PORTAGE COUNTY POSITION DESCRIPTION**

Name:

Class Title: Chief Deputy County Clerk

Position No. 120000002

Department: County Clerk

Grade: 24E

Regular Hours: 40 hours per week

Date Duties Began:

### **POSITION SUMMARY:**

Under general direction, this appointed position assists County Clerk in the discharge of official duties and to perform related work as required by Wisconsin State Statutes, DNR Regulations, County Ordinances/Resolutions, Postal Regulation, Wisconsin Elections Commission, Wisconsin Ethics Commission, Statewide Vital Records Information System (SVRIS), Help America Vote Act, WisVote, and MUNIS. Resolves problems and deals with customers in a professional matter to ensure all customers are given prompt, efficient and accurate service. This is a salary position and is required to work more than 40 hours per week as needed.

### **SUPERVISION RECEIVED:**

Work is performed under the general supervision of the County Clerk. The position is an appointed position per Wisconsin State Statutes 59.23 (1).

### **ESSENTIAL FUNCTIONS:**

- Assists County Clerk in supervising, selecting, evaluating and disciplining staff. Supervise staff and administer duties in County Clerk's absence.
- Provides backup for County Clerk in her absence and backup at County Board meetings. Performs all aspects of all office duties and responsibilities while maintaining confidentiality.
- County Board/Committees - preparation and maintenance of agendas, minutes, correspondence and information processed as well as publishing appropriate legal notices ensuring accuracy and proper format
- Marriage Licenses, Domestic Partnerships, Termination of Domestic Partnerships – processes applications, document validity, verifies and approves licenses and duplicates in SVRIS, processes amendments with the Statewide Vital Records Information System (SVRIS)
- Election Process - assists County Clerk, Chief Election Officer, regarding the Administration of Elections – order/maintain related documents and supplies, municipal documents coordinator, ballot design and proofing and ordering, WisVote coordinator – maintain WisVote and related documents, maintains and updates State Canvass System, backup for testing handicap voting equipment, maintains election website and programs with election results, assists with recount elections, conducts canvass board of State and County offices in County Clerk's absence and general election information
- Codified Ordinances – format, accuracy, updating and maintaining website
- Tax Deed Process – assists County Clerk with Tax deed processes per Wisconsin Statutes
- Dog Licenses –distribution of dog tags and forms to municipal Treasurers and balances tags with municipal Treasurers at year end

- Commercial Animal Establishment Licenses – processes licenses with owners, coordinates inspections with Humane Society and Planning and Zoning or municipal Zoning Administrator, related issues and questions
- Maintain staff work and vacation schedule
- Payroll – maintains and updates payroll for County Clerk personnel and obtains documentation and processes/updates payroll and expenses for County Board of Supervisors and Citizen Committee Members
- Large Assemblies, Solicitor Applications, Sexually Oriented Business Applications, Pawnbroker Applications –
- ordering, approval, document verification, accounting and related issues/ questions
- Business Continuation Plan – format, accuracy, updating and revisions
- Budget status – assists County Clerk with preparation of budget
- Assists County Clerk with processing the apportionment of taxes to all municipalities
- Assists County Clerk with Redistricting
- General Office Operations – responsible for but not limited to providing general county, town, village, city information via telephone, internet, fax, email or in person. Notary services, parking permits, maintain accurate County maps, timber cutting permits, relocation orders, rezoning petitions, claims against the County, various county contracts and leases, Farmland Preservation Agreements, compiles County directory with staff
- Verifies and approves daily deposits, requests for items, County Board Proceedings and other related office reports.
- Serve as backup for making deposits in Administrative Associate I absence
- Provides backup for Administrative Associate I duties in his/her absence – sorts incoming mail and processes outgoing mail and inter-departmental mail to appropriate departments
- Reviews and distributes email request/questions from County website
- Processes Quarterly Survey of Selected Non-Property Taxes – obtains report from the Department of Revenue and completes survey on U.S. Census Bureau website providing quarterly general sales and gross receipt taxes for Portage County
- Attends and takes minutes at County Board meetings and required Committee meetings
- Administers Election Day and evening results to County website and Wisconsin Election Committee Canvass System

**NON-ESSENTIAL FUNCTION:**

- In case of a disaster may be required to assist in disaster relief efforts

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Extensive knowledge of Wisconsin State Statutes, County Ordinances/Resolution, Postal Regulations, Federal/State Election Regulations, Bureau of Vital Statistics Regulations, Help America Vote Act, WisVote, SVRIS, MUNIS
- Extensive knowledge of office methods/procedures, policies, equipment and machines as pertains to duties in County Clerk's Office
- Knowledge of Federal, State, County and municipal government laws, rules, regulations, codes and/or statutes
- Knowledge of and ability to follow department policies and procedures
- Knowledge of business math, English and spelling
- Skills in extensive Data Entry and Computer Skills
- Skills to use county office equipment and programs including but not limited to: email, telephone, computer, photocopier, printer, mail machine, fax and Microsoft Office programs
- Skills in delegating and prioritizing work
- Skills to communicate effectively orally and in writing as well as etiquette and protocol
- Ability to maintain a high degree of composure under stressful situations
- Ability to maintain confidentiality
- Ability to plan and process work efficiently and accurately under pressure and carry out assigned projects to completion
- Ability to follow written and oral instructions with accuracy
- Ability to manage a number of tasks concurrently
- Ability to become a notary public
- Ability to maintain regular, consistent and reliable attendance
- Ability to successfully pass a criminal and financial background check
- Ability to possess a valid Wisconsin driver's license and have access to insured vehicle for work-related travel
- Ability to maintain regular, consistent and reliable attendance
- In case of a disaster may be required to assist in disaster relief efforts

#### **EDUCATION AND EXPERIENCE:**

- Associate degree required;
- Four years of government experience;
- Or any combination of education and experience that would qualify the person to perform the essential functions of the position.

#### **PHYSICAL DEMANDS OF POSITION:**

- Ability to lift up to 25 lbs.
- Ability to work extended periods of time

#### **Blood-Borne Pathogens Category:**

This position is in the no risk category for blood-borne pathogens and will follow all recommended training and procedures for this category.

This position description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirement of the job. The incumbents may be required to perform job-related responsibilities and tasks other than those stated on this description.

This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Portage County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employee.

**SIGNATURES:**

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief Deputy County Clerk

\_\_\_\_\_  
Date