

RICHLAND COUNTY

Office of Clinton Langreck, County Administrator

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November 4, 2020

NOTICE OF MEETING

Please be advised that the Richland County Administrator Transition Committee will convene at 1:00 p.m., Friday, November 6th, 2020, on videoconferencing as found through webex.com as found below:

<https://richlandcounty.my.webex.com/webappng/sites/richlandcounty.my/meeting/download/f8c995ace55c4bdf817deb4641170287?siteurl=richlandcounty.my&MTID=m85d9615e42b5a62fb2f03b8baca0fcc0>

Friday, Nov 6th, 2020 1:00 pm

Meeting number: 126 076 7679

Password: change

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Access code: 126 076 7679

Agenda:

1. Call to Order
2. Proof of Notification
3. Agenda Approval
4. Nominate and vote on a chair, vice-chair and secretary
5. Review County Administrator job description to evaluate staffing needs
6. Review County Clerk duties to evaluate staffing needs
7. Review information on County Clerk staffing levels state wide
8. Review job descriptions for current staff in Clerk's office
9. Proposed future agenda items
10. Adjourn

Sincerely,

Clinton Langreck
Richland County Administrator

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

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); planning, assigning, and directing work; appraising performance; rewarding and disciplining Department Heads (who are not elected by the people); addressing complaints and resolving problems. Reviews all recommendations for disciplinary suspensions and discharge of all employees.

C. 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.

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

F. In coordination with the oversight committees and department heads reviews and determines whether vacant positions should be filled.

G. 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.

H. 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.

I. 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, 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.*

Duties & Services of the County Clerk's Office

SERVICES TO THE COUNTY BOARD

- ☐ Recording secretary
- ☐ Prepare and publish agendas for county board and committee meetings
- ☐ Record meeting minutes for county board and committee meetings
- ☐ Certification of county board actions
- ☐ Publish official proceedings
- ☐ Ensure compliance with open meetings law
- ☐ Ensure compliance with records retention laws
- ☐ Ensure compliance with freedom of information requests
- ☐ Compile/publish/maintain current county directory
- ☐ Sign contracts, deeds and agreements as approved by county board

ELECTION ADMINISTRATION

- ☐ Serve as election officer of the county
- ☐ Receive and file the official oaths and bonds of all county officers
- ☐ Serve as the filing officer for county candidates and referenda questions
- ☐ Prepare and publish election notices
- ☐ Prepare/print/distribute ballots and supplies to municipal clerks
- ☐ Program election tabulation equipment
- ☐ Maintain Statewide Voter Registration System for general,

judicial and special elections

- ☐ Provide Statewide Voter Registration System services for local municipalities
- ☐ Tabulate and report election results
- ☐ Conduct Boards of Canvass and recounts
- ☐ Issue Certificates of Election
- ☐ Election training for municipal clerks and school districts

LICENSES AND PERMITS

- ☐ Issue marriage licenses and maintain index
- ☐ Issue domestic partnership certificates and domestic partnership terminations and maintain indexes
- ☐ Distribute state dog license and supplies to municipal treasurers
- ☐ Administer dog license fee accounts
- ☐ Process passport applications
- ☐ Issue conservation licenses
- ☐ Issue hayrack and sleigh ride permits
- ☐ Issue pawnbroker and secondhand dealer licenses
- ☐ Issue temporary and/or permanent vehicle license plate and registration renewals
- ☐ Issue work permits for minors

FINANCIAL FUNCTIONS

- ☐ Sign all orders for payment of money directed by the board
- ☐ Budgeting

- ☐ Apportionment of taxes
- ☐ General accounting
- ☐ Bonding/borrowing
- ☐ Payroll
- ☐ Purchase liability, property and other insurance
- ☐ Insurance maintenance
- ☐ GASB reporting
- ☐ Asset inventory
- ☐ Sale of tax deed property

OTHER STATUTORY DUTIES

- ☐ Annually compile and transmit list of municipal officers to secretary of state
- ☐ Zoning matters
- ☐ Farmland preservation
- ☐ Library reimbursement requirements
- ☐ Timber harvest notices
- ☐ Probate claim notices
- ☐ Miscellaneous highway department records
- ☐ Contracts, leases and agreements
- ☐ Claims against the county
- ☐ Historical Society
- ☐ Other non-mandated functions
- ☐ Administrative coordinator
- ☐ Personnel
- ☐ Data processing
- ☐ Purchasing
- ☐ Facilities maintenance
- ☐ Insurance
- ☐ Redistricting
- ☐ Website maintenance
- ☐ Other duties specific to local office

SWOT Analysis

<p style="text-align: center;">Strengths</p> <ul style="list-style-type: none"> • Loyal and dedicated staff • Communication • Willingness to make change • Services we provide to residents • Positive outlook between dept. heads and supervisors • Caring supervisors and dept. heads • Rural and scenic 	<p style="text-align: center;">Weaknesses</p> <ul style="list-style-type: none"> • Budget process • Lack of financial stability • No HR and finance departments • Communication/unclear processes • No centralization of departments
<p style="text-align: center;">Opportunities</p> <ul style="list-style-type: none"> • More assistance with HR rules • At a cross-road, chance to improve processes • Clear roles for supervisors and dept. heads • Desire to change • To address: lack of transparency and increase public satisfaction • Better quality of life for residents • Better overall picture of county fiscally • To make county more efficient and cost savings through streamlining • A centralized government entity • To budget a new position of leadership • Clear roles for supervisors and department heads 	<p style="text-align: center;">Threats</p> <ul style="list-style-type: none"> • Strained finances • Litigation (lack of HR) • Lack of transparency • Public dissatisfaction • Tax base in danger of eroding as farm industry slides downward • Cost of new position (salary, benefits, office space) • Failure to see big picture • County board will not like a coordinator and will work against that person. • County is poor • Population shift and state/federal dollars going to urban areas

The following criteria were identified as critical for the improved administration of Richland County:

1. Financial oversight of all department budgets. Work with departments to develop budget and possibly identify areas to improve efficiency
2. Evaluate county as a whole and identify possible areas of redundancy/deficiency and formulate plan to improve efficiency
3. Strategic plan implementation/capital expense plan
4. HR management to create uniform HR policy across departments
5. Supervise Department Heads
6. Create communication plan to disseminate information to employees and public
7. Create centralized services (where appropriate) to increase buying power and create efficiencies.
8. Eliminate “silos” (departments acting unilaterally)
9. Facilitation of coordination between county board and departments

RECOMMENDATION

After much research and deliberation, it is the recommendation of this committee that Richland County choose County Administrator (CA) as its form of administration. When considering all the criteria identified as critical for Richland County administration, this committee determined they could not be accomplished in a part-time position. The primary differences between a full-time administrative coordinator (AC) and county administrator are the amount of authority granted by statute. The AC is not given statutory authority for submission of an annual budget or supervising department heads, rather it would have to be explicitly granted by the County Board. It is the opinion of this committee that in order for the administration to be successful in implementing the criteria identified, the position would need to have the authority to handle the county budget as a whole, as well as supervise department heads. Since we want the position to have that authority, and not have it dependent on that authority being granted by the Board, the County Administrator form is best suited to meet the needs of Richland County.

While we were not tasked with discussion of the economic impact of our decision, the committee was mindful of the budget situation when making our recommendation. When comparing full-time administrative coordinator with a county administrator, the costs would be similar.

The committee recommends the job description be well written to address each of the nine criteria with clearly stated authority and expectations. The Board Rules and Committee Structure will also need to be re-written to align with the statutory authorities granted to this position.

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](#).

59.14 Publication of ordinances and proceedings.

(1) Whenever a board enacts an ordinance under this chapter the clerk shall immediately publish the ordinance either in its entirety, as a class 1 notice, under ch. [985](#), or as a notice, as described under sub. [\(1m\) \(b\)](#); and the clerk shall procure and distribute copies of the ordinance to the several town clerks, who shall file it in their respective offices.

(1m)

(a) In this subsection, "summary" means a brief, precise, and plain-language description that can be easily understood.

(b) A notice of an ordinance that may be published under this subsection shall be published as a class 1 notice under ch. [985](#) and shall contain at least all of the following:

1. The number and title of the ordinance.
2. The date of enactment.
3. A summary of the subject matter and main points of the ordinance.
4. Information as to where the full text of the ordinance may be obtained, including the phone number of the county clerk, a street address where the full text of the ordinance may be viewed, and a website, if any, at which the ordinance may be accessed.

(2) The board shall, by ordinance or resolution, provide for publication in one or more newspapers in the county as a class 1 notice, under ch. [985](#), a certified copy of all its proceedings had at any meeting, regular or special; said publication to be completed within 60 days after the adjournment of each session.

(3) The board may at any meeting, regular or special, provide by resolution for the publication in pamphlet form by the lowest and best bidder therefor, of a sufficient and designated number of copies of its duly certified proceedings, for general distribution.

(4) The board may order public notices relating to tax redemption and other affairs of the county to be published in a newspaper printed in any other than the English language, to be designated in such order, whenever the board considers it necessary for the better information of the inhabitants of the county, and it shall appear from the last previous census that one-fourth or more of the adult population of the county is of a nationality not speaking the English language, and that there shall have been a newspaper published in the county continuously for one year or more in the language spoken by that nationality; but all of the notices shall also be published in a newspaper published in the English language as provided by law. The compensation for all of the publications shall be paid by the county ordering the publications, and shall be the same as that prescribed by law for publication in the English language; and no extra charge shall be allowed for translation in any case. No irregularity, mistake or informality in any such publication shall affect the validity or regularity of any tax redemptions or other legal proceedings.

History: [1987 a. 378](#); [1995 a. 201](#) s. [244](#); Stats. 1995 s. 59.14; [2007 a. 72](#); [2017 a. 365](#) s. [112](#).

Sub. (1) is discussed in reference to the effect of the failure to distribute and the requirements of distribution and publication. 62 Atty. Gen. 81.

Codification and publication of ordinances is discussed. 70 Atty. Gen. 124.

A county with a population of less than 250,000 is not required to designate an official newspaper. A county is not required to seek bids for the publication of legal notices. Even if a county does not competitively bid the publication of its own proceedings as provided in sub. (3), it may print its own proceedings or post them on its website. A county may not, in lieu of publication in a printed newspaper or posting on a physical bulletin board, post its legal notices on its official website. [OAG 2-08](#).

70.63 Apportionment of county and state taxes to municipalities.

(1) BY COUNTY CLERK. The county clerk shall apportion the county tax and the whole amount of state taxes and charges levied upon the county, as certified by the department of administration, among the towns, cities and villages of the county, according and in proportion to the valuation thereof as determined by the department of revenue. The county clerk shall carry out in the record book, opposite the name of each in separate columns, the amount of state taxes and charges and the amount of county taxes so apportioned thereto, and the amount of all other special taxes or charges apportioned or ordered, or which the clerk is required by law to make in any year to any town, city or village, to be collected with the annual taxes. The clerk shall certify to the clerk of and charge to each town, city and village, except in cities of the 1st class, the amount of all such taxes so apportioned to and levied upon it, and shall, at the same time, file with the county treasurer a certified copy of each apportionment.

(2) CITY OF FIRST CLASS. The county clerk shall certify in a similar manner to the commissioner of assessments of each city of the first class located within the limits of the county.

History: [1973 c. 90](#); [1981 c. 20](#); [1991 a. 156](#); [1997 a. 35](#).

The statutory duties of the county clerk under ch. 70 may not be transferred to the county auditor, but the county auditor may be granted supervisory authority over the manner in which such duties are exercised. [OAG 6-08](#).

[2013 Assembly BILL 613](#)

January 9, 2014 - Introduced by Representatives BERNIER, NERISON, STRACHOTA, NYGREN, BALLWEG, A. OTT, TAUCHEN, THIESFELDT, PETERSEN, LOUDENBECK, SWEARINGEN, WACHS, BERCEAU, BERNARD SCHABER, DANOU, RINGHAND, PRIDEMORE, RIPP, MARKLEIN, BILLINGS, JORGENSEN, KRUG, KLEEFISCH, BIES, KESTELL, DOYLE, MURPHY, TITTL, KULP, BROOKS, HESSELBEIN, OHNSTAD, VRUWINK, ENDSLEY, WEATHERSTON, T. LARSON, KOLSTE, KAHL, SARGENT, TRANEL, SCHRAA, JACQUE and JAGLER, cosponsored by Senators COWLES, T. CULLEN, GUDEx, HANSEN, LASEE, LEHMAN, MILLER, MOULTON, SHILLING, VINEHOUT and WIRCH. Referred to Committee on State Affairs and Government Operations.

1AN ACT *to repeal* 59.23 (2) (j) and 59.23 (2) (k); *to renumber* 59.23 (2) (d); *to*

2amend 5.62 (4) (b), 7.20 (1), 7.21 (2), 59.23 (1) (a), 59.23 (1) (b), 59.23 (1) (c), 359.23 (2) (a), 59.23 (2) (b), 59.23 (2) (c), 59.23 (2) (d) (title), 59.23 (2) (e), 59.23 4(2) (f), 59.23 (2) (h), 59.23 (2) (m) 2., 59.23 (2) (n), 59.23 (2) (q), 59.23 (2) (r), 59.23

5(2) (s) and 889.04; and **to create** 59.23 (2) (cm), 59.23 (2) (d) 2., 59.23 (2) (de), 659.23 (2) (dg), 59.23 (2) (di), 59.23 (2) (i) and 59.23 (2) (nm) of the statutes;

7relating to: modifying the duties of a county clerk; the counties in which a 8board of election commissioners is required; and staffing of a board of election 9commissioners in populous counties.

Analysis by the Legislative Reference Bureau

This bill makes a number of changes to the duties of a county clerk and specifies some of the clerk's duties in the statute that lists the requirements of that office. The bill does the following:

1. Specifies that full-time equivalent deputies of the clerk work exclusively in the clerk's office and that deputies may be removed only by the clerk.
 2. Specifies that the clerk may appoint as many assistants as the county board authorizes. Currently, this provision applies only to counties with a population exceeding 150,000.
-
3. Requires a county board to appoint an acting clerk within 90 days of the board adopting a resolution finding that the clerk is incapable of discharging his or her duties. Currently, the county board may appoint an acting clerk if the clerk is incapable of discharging his or her duties.
 4. Requires a clerk to create the agenda for board meetings, under the direction of the county board chairperson or committee chairperson, and file in the clerk's office copies of agendas and meetings of board and committee meetings.
 5. Requires a clerk to keep records of board and committee proceedings, orders for payments, receipts and disbursements of money, and reports of the treasurer related to receipts and disbursements of the county, without specifying the form or medium in which such records are kept. Currently, a clerk is required to keep such records in a book.
 6. Requires a clerk to notify a county commissioner of highways of the commissioner's election within ten days of the election and notify town officers of the levy and rate of tax for the county road and bridge fund. Currently, a clerk performed such notifications only in counties with a population of less than 150,000. Under current law, a clerk is required to transmit annually to the secretary of state a typed or printed list showing the name and post-office address of certain specified municipal officials. Under this bill, a clerk is required to transmit annually to the secretary of state a list of the name, phone number, e-mail address, and post-office address of these same municipal officials, other unspecified local officials, and elective and appointive officials of any other local governmental unit that is wholly or partly within the county. The bill also requires the clerk, secretary, or other administrative officer of a local governmental unit to provide the county clerk any information he or she needs to complete this requirement.
- The bill also repeals a number of obsolete provisions of current law. The bill repeals a requirement that a clerk transmit to the Department of Public Instruction certified copies of certain resolutions relating to raising money for school purposes, and repeals a requirement that a clerk transmit to the secretary of state a certified copy of an ordinance enacted by a village or town that relates to a change of the village's or town's name, the name of a newly organized town, or town boundary changes that result from county board action.

Currently, in each county over 500,000 population, elections are administered on the county level by a board of election commissioners instead of by the county clerk. This bill provides that, in each county over 750,000 population, elections are administered on the county level by a board of election commissioners instead of by the county clerk.

Currently, counties, municipalities, and special purpose districts share responsibility for administering elections in their jurisdictions. For purposes of election administration, county clerks are responsible for county functions except that, in counties having a population of more than 500,000 (Milwaukee County), county election functions are delegated by law to a bipartisan board of election commissioners. The board of election commissioners may hire an individual to serve

as its executive director, whose employment and removal is subject to civil service standards. This bill provides that each county clerk is the chief election officer of the

county in which the clerk serves. The bill does not change the distribution of election

administration functions among governmental units. The bill also provides that, in counties having a population of more than 750,000, the county clerk shall serve as the executive director of the board of election commissioners. The change is effective

on the day on which the bill becomes law.

For further information see the *local* fiscal estimate, which will be printed as an appendix to this bill.

The people of the state of Wisconsin, represented in senate and assembly, do enact as follows:

1SECTION 1. 5.62 (4) (b) of the statutes is amended to read:

2 5.62 (4) (b) The county board of election commissioners in counties having a
3population of more than ~~500,000~~ 750,000 shall prepare the official primary ballot.

4The commissioners shall arrange the names of all candidates for each office whose
5nomination papers are filed at the county level, using the same method as that
used

6by the government accountability board under s. 5.60 (1) (b).

7SECTION 2. 7.20 (1) of the statutes is amended to read:

8 7.20 (1) A municipal board of election commissioners ~~and a county board of~~
9~~election commissioners~~ shall be established in every city ~~and county~~ over 500,000
10population. A county board of election commissioners shall be established in every
11county over 750,000 population.

12SECTION 3. 7.21 (2) of the statutes is amended to read:

13 7.21 (2) The county clerk shall serve as executive director of the county board
14of election commissioners ~~may hire an executive director who.~~ The clerk shall
15perform whatever duties the board of election commissioners assigns to him or
her.

16~~The county board shall determine the salary of that executive director.~~

~~Appointment~~

~~17and removal of that executive director shall be subject to civil service standards.~~
An

1executive director of the city board of election commissioners shall be appointed
2under s. 62.51.

3**SECTION 4.** 59.23 (1) (a) of the statutes is amended to read:

4 59.23 (1) (a) Every clerk shall appoint in writing one or more full-time
5equivalent deputies to work exclusively in the clerk's office and shall file the
6appointment in the clerk's office. A deputy appointed under this paragraph may be
7removed only by the clerk. The deputy or deputies shall aid in the performance of
8the duties of the clerk under the clerk's direction, and in case of the absence or
9disability of the clerk or of a vacancy in the clerk's office, unless another is
appointed

10therefor as provided in par. (c), shall perform all of the duties of the clerk during
the

11absence or until the vacancy is filled. The board ~~may, at any meeting,~~ shall
provide

12a salary for the deputy or deputies.

13**SECTION 5.** 59.23 (1) (b) of the statutes is amended to read:

14 59.23 (1) (b) In each county ~~having a population exceeding 150,000 according~~
15~~to the last state or national census,~~ the clerk may also appoint the number of
16assistants that the board authorizes and prescribes, and the assistants shall
receive

17salaries that the board provides and fixes.

18**SECTION 6.** 59.23 (1) (c) of the statutes is amended to read:

19 59.23 (1) (c) If a clerk is incapable of discharging the duties of office the board
20~~may shall~~ appoint an acting clerk, ~~who shall~~ within 90 days after the board
adopts

21a resolution finding that the clerk is incapable of discharging the duties of the
office.

22The acting clerk shall serve until the disability is removed. If the board is not in
23session at the time of the incapacity, the chairperson of the board may appoint an
24acting clerk, whose term shall not extend beyond the next regular or special
meeting

25of the board. A person appointed as acting clerk or appointed to fill a vacancy in
the

1office of clerk, upon giving an official bond with sureties as required of a clerk, shall
2perform all of the duties of the office; and thereupon the powers and duties of the
3deputy of the last clerk shall cease.

4**SECTION 7.** 59.23 (2) (a) of the statutes is amended to read:

5 59.23 (2) (a) *Board proceedings.* Act as clerk of the board at all of the board's
6regular, special, limited term, and standing committee meetings thereof; under the
7direction of the county board chairperson or committee chairperson, create the
8agenda for board meetings; keep and record in a book therefor true minutes of all
the

9proceedings of the board; in a format chosen by the clerk, including all committee
10meetings, either personally or through the clerk's appointee; file in the clerk's
11office
12copies of agendas and minutes of board meetings and committee meetings; make
13regular entries of the board's resolutions and decisions upon all questions; record
14the
15vote of each supervisor on any question submitted to the board, if required by
16any
17member present; publish ordinances as provided in s. 59.14 (1); and perform all
18duties prescribed by law or required by the board in connection with its meetings
19and
20transactions.

21**SECTION 8.** 59.23 (2) (b) of the statutes is amended to read:

2259.23 (2) (b) *Recording of proceedings.* Record at length ~~in a book therefor~~ every
23resolution adopted, order passed and ordinance enacted by the board.

24**SECTION 9.** 59.23 (2) (c) of the statutes is amended to read:

2559.23 (2) (c) *Orders for payment.* Sign all orders for the payment of money
26directed by the board to be issued, and keep ~~in a book therefor~~ a true and correct
27account ~~thereof~~ of such orders, and of the name of the person to whom each order
28is

29issued; but he or she shall not sign or issue any county order except upon a
30recorded

31vote or resolution of the board authorizing the same; and shall not sign or issue
32any

33such order for the payment of the services of any clerk of court, district attorney or
34sheriff until the person claiming the order files an affidavit stating that he or she
35has

36paid into the county treasury all moneys due the county and personally collected
37or

38received in an official capacity; and shall not sign or issue any order for the
39payment

40of money for any purpose in excess of the funds appropriated for such purpose
41unless

42first authorized by a resolution adopted by the county board under s. 65.90 (5).

43**SECTION 10.** 59.23 (2) (cm) of the statutes is created to read:

4459.23 (2) (cm) *Apportionment of taxes.* Apportion taxes and carry out other
45responsibilities as specified in s. 70.63 (1).

46**SECTION 11.** 59.23 (2) (d) (title) of the statutes is amended to read:

4759.23 (2) (d) (title) *Accounts, access to financial records.*

48**SECTION 12.** 59.23 (2) (d) of the statutes is renumbered 59.23 (2) (d) 1.

49**SECTION 13.** 59.23 (2) (d) 2. of the statutes is created to read:

5059.23 (2) (d) 2. Without regard to whether the board creates an office of county
51audit or under s. 59.47 (2), have free access to the books, accounts, bills,
52vouchers,

53and receipts as described in s. 59.47 (1), as often as may be necessary to perform

the

17 duties required under this section and the duties described under s. 59.47 (1),
and

18 the clerk shall report in writing the results of the examinations conducted under
s.

19 59.47 (1) to the board.

20 SECTION 14. 59.23 (2) (de) of the statutes is created to read:

21 59.23 (2) (de) *Property*. To the extent authorized by the board, exercise the
22 authority under s. 59.52 (6).

23 SECTION 15. 59.23 (2) (dg) of the statutes is created to read:

24 59.23 (2) (dg) *Dogs*. Perform the responsibilities relating to dog licensing,
25 which are assigned to the clerk under ch. 174, and the dog fund specified in ch.
174.

1 SECTION 16. 59.23 (2) (di) of the statutes is created to read:

2 59.23 (2) (di) *Marriage licenses, domestic partnerships*. Administer the
3 program for issuing marriage licenses as provided in ch. 765 and the program for
4 forming and terminating domestic partnerships as provided in ch. 770.

5 SECTION 17. 59.23 (2) (e) of the statutes is amended to read:

6 59.23 (2) (e) *Reports of receipts and disbursements*. Record ~~in a book therefor~~
7 the reports of the treasurer of the receipts and disbursements of the county.

8 SECTION 18. 59.23 (2) (f) of the statutes is amended to read:

9 59.23 (2) (f) *Recording receipts and disbursements*. Keep a true and accurate
10 account ~~in a book therefor~~ of all money which comes into the clerk's hands by
virtue

11 of the clerk's office, specifying the date of every receipt or payment, the person
from

12 or to whom the receipt or payment was received or paid, and the purpose of each
13 particular receipt or disbursement, and keep the book at all times open to the
14 inspection of the county board or any member of the board.

15 SECTION 19. 59.23 (2) (h) of the statutes is amended to read:

16 59.23 (2) (h) *Books of account*. Keep all of the accounts of the county and all
17 books of account ~~as~~ in a manner that the board directs. Books of account shall be
18 maintained on a calendar year basis, which shall be the fiscal year in every
county.

19 SECTION 20. 59.23 (2) (i) of the statutes is created to read:

20 59.23 (2) (i) *Chief election officer, election duties*. As the chief election officer
21 of the county, perform all duties that are imposed on the clerk in relation to the
22 preparation and distribution of ballots and the canvass and return of votes at
23 general, judicial, and special elections.

24 SECTION 21. 59.23 (2) (j) of the statutes is repealed.

25 SECTION 22. 59.23 (2) (k) of the statutes is repealed.

1 SECTION 23. 59.23 (2) (m) 2. of the statutes is amended to read:

2 59.23 (2) (m) 2. Except as otherwise provided, receive and file the official oaths
3 and bonds of all county officers and upon request shall certify under the clerk's

4signature and seal the official capacity and authority of any county officer so filing
5and charge therefor the statutory fee. Upon the commencement of each term every
6clerk shall file the clerk's signature and the impression of the clerk's official seal in
7the office of the secretary of state.

8**SECTION 24.** 59.23 (2) (n) of the statutes is amended to read:

9 59.23 (2) (n) ~~Taxes; election duties.~~ Perform all duties that are imposed on the
10clerk in relation to the assessment and collection of taxes, ~~and to the preparation~~
11~~and~~
12~~distribution of ballots and the canvass and return of votes at general, judicial and~~
13~~special elections.~~

13**SECTION 25.** 59.23 (2) (nm) of the statutes is created to read:

14 59.23 (2) (nm) *Timber harvest notices.* Provide notice to a town chairperson
15regarding the harvesting of raw forest products, as described in s. 26.03 (1m) (a)
2.

16**SECTION 26.** 59.23 (2) (q) of the statutes is amended to read:

17 59.23 (2) (q) *County highway commissioner; notify of election.* ~~Except in~~
18~~counties having a population of 150,000 or more, notify~~ Notify a county
commissioner

19of highways of the commissioner's election within 10 days thereafter.

20**SECTION 27.** 59.23 (2) (r) of the statutes is amended to read:

21 59.23 (2) (r) *County tax for road and bridge fund.* ~~Except in counties having~~
22~~a population of 150,000 or more, notify~~ Notify the proper town officers of the levy
and

23rate of any tax for the county road and bridge fund.

24**SECTION 28.** 59.23 (2) (s) of the statutes is amended to read:

159.23 (2) (s) ~~List of municipal officers~~ local officials. Annually, on the first
2Tuesday of June, transmit to the secretary of state a ~~typewritten or printed~~ list
3showing the name, phone number, electronic mail address, and post-office address
4of local officials, including the chairperson, mayor, president, clerk, treasurer,
5council and board members, and assessor of each municipality, and of the elective
6or
7appointive officials of any other local governmental unit, as defined in s. 66.0135 (1)
87(c), that is located wholly or partly within the county. Such lists shall be placed on
9file for the information of the public. The clerk, secretary, or other administrative
10officer of a local governmental unit, as defined in s. 66.0137 (1) (ae), shall provide
11the
12county clerk the information he or she needs to complete the requirements of this
13paragraph.

12**SECTION 29.** 889.04 of the statutes is amended to read:

13**889.04 County and municipal ordinances.** Matter entered or recorded in
14any ordinance ~~or,~~ record book, or other format authorized under ss. 59.23 (2) (b),
1560.33 (1) and (2), 61.25 (3) and 62.09 (11) (c) or printed in any newspaper, book,
16pamphlet, or other form purporting to be so published, entered or recorded by
any

17county, town, city or village in this state as a copy of its ordinance, bylaw,

resolution

18or regulation, is prima facie evidence thereof; and after 3 years from the date of such

19publication, entry or recording such book or pamphlet shall be conclusive proof of the

20regularity of the adoption and publication of the ordinance, bylaw, resolution or
21regulation.

County	# deputies	Notes	Other staff	population	Administration
Price	1			14046	County Administrator
Bayfield	1		1 PT clerk, 1 accountant, 1 bookkeeper	15327	County Administrator
Burnett	1		1 office specialist, 1 election project specialist	15508	County Administrator
Ashland	1	1 account clerk/bookkeeper	1 admin assistant	16030	County Administrator
Sawyer	2	1 accounts payable, 1 payroll		16828	County Administrator
Richland	3			17919	County Administrator
Green Lake	2	1 PT deputy, 1 purchasing agent		19174	County Administrator
Kewaunee	1	account clerk		20786	County Administrator
Iowa	1			23867	County Administrator
Waushara	1		1 finance supervisor	24441	County Administrator
Door	?	no staff listed but no directory to confirm 0 staff		28463	County Administrator
Marinette	1			41382	County Administrator
Polk	2			44380	County Administrator
Douglas	1		1 web/technology specialist	44443	County Administrator
Barron	1			46336	County Administrator
Monroe	1		1 purchasing/license clerk	46393	County Administrator
Calumet	1			63568	County Administrator
Chippewa	2			64551	County Administrator
Jefferson	2	1 deputy, 1 program assistant/deputy election clerk		84352	County Administrator
St. Croix	3			88583	County Administrator
Ozaukee	1			88667	County Administrator
Dodge	2			89949	County Administrator
Eau Claire	1		1 admin assistant	102816	County Administrator
Walworth	1		3 admin assistants	103535	County Administrator
Sheboygan	0		2 clerk assistants	115924	County Administrator
La Crosse	2		1 clerk (other 2 were designated as deputies)	119193	County Administrator

Marathon	0		1 assistant clerk, 1 administrative specialist, 1 administrative specialist/mail clerk	135922	County Administrator
Rock	0	directory present with no staff listed for clerk		160349	County Administrator

County	# deputies	Notes
Menominee	?	no staff listed but no directory to confirm 0 staff
Florence	?	no staff listed but no directory to confirm 0 staff
Iron	1	
Pepin	1	
Forest	1	deputy/bookkeeper
Buffalo	1	
Price	1	
Rusk	2	
Bayfield	1	
Marquette	1	
Burnett	1	
Washburn	2	
Ashland	1	1 account clerk/bookkeeper
Crawford	2	
Sawyer	2	1 accounts payable, 1 payroll
Lafayette	2	
Richland	3	
Green Lake	2	1 PT deputy, 1 purchasing agent
Langlade	?	no staff listed but no directory to confirm 0 staff
Taylor	1	payroll/benefits
Adams	2	
Kewaunee	1	account clerk
Jackson	1	
Vilas	1	
Iowa	1	
Waushara	1	
Juneau	1	Purchasing/secretary/deputy
Door	?	no staff listed but no directory to confirm 0 staff
Lincoln	1	
Trempealeu	2	
Vernon	2	1 deputy/financial accts mgr, 1 confidential admin
Clark	0	directory present with no staff listed for clerk
Oneida	2	
Green	1	
Oconto	1	
Marinette	1	
Shawano	?	no staff listed but no directory to confirm 0 staff
Pierce	1	
Polk	2	

[illegible]

Other staff	population	Administration
	4258	Administrative Coordinator
	4454	Administrative Coordinator
	5921	Administrative Coordinator
	7391	Administrative Coordinator
payroll clerk	9227	Administrative Coordinator
	13699	Administrative Coordinator
	14046	County Administrator
	14754	Administrative Coordinator
1 PT clerk, 1 accountant, 1 bookkeeper	15327	County Administrator
	15408	Administrative Coordinator
1 office specialist, 1 election project specialist	15508	County Administrator
	15929	Administrative Coordinator
1 admin assistant	16030	County Administrator
	16737	Administrative Coordinator
	16828	County Administrator
	17010	Administrative Coordinator
	17919	County Administrator
	19174	County Administrator
	20131	Administrative Coordinator
	20746	Administrative Coordinator
	20786	Administrative Coordinator
	20786	County Administrator
1 book keeper	20800	Administrative Coordinator
1 admin secretary	21771	Administrative Coordinator
	23867	County Administrator
1 finance supervisor	24441	County Administrator
1 central duplicating	27117	Administrative Coordinator
	28463	County Administrator
	28862	Administrative Coordinator
	29767	Administrative Coordinator
1 payroll administrator, 1 sr. admin assist.	30248	Administrative Coordinator
	34743	Administrative Coordinator
	38383	Administrative Coordinator
1 office associate	36967	Administrative Coordinator
	38476	Administrative Coordinator
	41382	County Administrator
	41655	Administrative Coordinator
1 switchboard/reception	42021	Administrative Coordinator
	44380	County Administrator

[illegible]

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.
- 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. 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

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.
- 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.

- Ability to use advisory data and information such as financial statements, census reports, State EEO report, minutes, County resolutions and ordinances, computer software operating manuals, resolutions and ordinances, computer software operating manuals, procedures, guidelines, non-routine correspondence and laws.

Mathematical Ability

- Ability to add and subtract, multiply and divide, and calculate percentages, fractions and decimals.

Judgment and Situational Reasoning Ability

- Ability to apply situational reasoning ability by exercising judgment, decisiveness and creativity in situations involving the evaluation of information against measurable criteria.
- Ability to use functional reasoning development in performing activities within rational systems involving diversified work requiring exercise of judgment.

Physical Requirements

- Ability to coordinate eyes, hands, feet and limbs in performing coordinated movements such as grasping, walking and placing.
- Ability to exert very light physical effort in sedentary to light work, involving handling, fingering, feeling, lifting, carrying, pushing and pulling. Ability to operate keyboard/typewriter, photocopier, calculator, computer printer, telephone, etc.
- Ability to recognize individual characteristics of sound.

Environmental Adaptability

- Ability, in regard to environmental factors such as temperature variations, odors, toxic agents, violence, noise, vibrations, wetness, disease and/or dust, to work under very safe and comfortable conditions.

Richland 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 employer.

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

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.

- 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.
- 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.
- Collect payments for DNR licenses, marriage licenses, copies, plat books, and maps. Maintain money supply in cash box balancing on a bi-monthly basis against receipts. Keep report to verify money collected by County Clerk Office.
- 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.
- 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).
- Enter voter information into the SVRS system after an election including new voter applications.
- Take minutes at elections canvass meetings.
- Record all elections results into the official elections results book.
- 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.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

- High school diploma or equivalent is required.
- Preference for 2-year work experience with Accounts Payable.
- Preference for knowledge of working in an AS-400 environment.
- Preference for knowledge of State and Federal regulations related to filing 1099 forms.
- 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 utilize advisory data and information such as County personnel policies, and directories.
- Ability to communicate effectively with County Clerk, County Department heads and employees, DNR personnel, the general public, vendor representatives, delivery personnel.

Mathematical Ability

- Ability to add, subtract, multiply and divide, and calculate percentages, fractions and decimals.

Judgment and Situational Reasoning Ability

- Ability to apply situational reasoning ability by exercising judgment, decisiveness and creativity in situations involving a variety of predefined duties subject to frequent change.
- Ability to use functional reasoning development in the performance of semi-routine functions involving standardized work with some choice of action.

Physical Requirements

- Ability to handle, finger and feel, and coordinate eyes, hands, feet and limbs in performing coordinated movements.
- Ability to operate a variety of office equipment including computer keyboard, typewriter, telephone, calculator, photocopier, postage meter, etc.
- Ability to handle, load and unload, move and guide material using simple tools. Ability to perform routine equipment and machinery maintenance.
- Ability to recognize and identify individual characteristics of colors, forms, sounds, tastes, odors, textures etc. associated with objects, materials and ingredients.

Environmental Adaptability

- Ability, in regard to environmental factors such as temperature variations, odors, toxic agents, violence, noise, vibrations, wetness, disease and/or dust, to work under unsafe and uncomfortable conditions.

Richland County is and 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 employer.

Employee's Signature

Supervisor's Signature

Date

Date

RESOLUTION NO. 13 - 116

A Resolution Reclassifying Two Positions In The County Clerk's Office And Approving New Job Descriptions.

WHEREAS it is necessary from time to time for the County Board to reclassify positions and change job descriptions in order to better reflect the actual duties of those positions and meet the ever-changing needs of County government, and

WHEREAS it is provided in Rule 24 of the Rules of the Board that Resolutions which result in an increase in compensation to any County employee will only be considered by the County Board at its August or September sessions, except in the case of an emergency, and

WHEREAS the Finance and Personnel Committee 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 the following reclassifications in the County Clerk's office are approved:

1. Reclassify the Secretary position, which is currently held by Ms. Amy Louis, at the 5-year rate for Grade 6 in the Courthouse union (\$16.70 per hour) to a new classification of Accounts Payable Specialist at Grade 16 in the County's Job Classification and Salary Plan (after-probation rate: \$17.31 per hour), with Ms. Louis to hold this reclassified position at the after-probation rate.
2. Reclassify the Fiscal Clerk position, which is currently held by Ms. Tami Hendrickson, at the 5-year rate for Grade 7 in the Courthouse union (\$17.01 per hour) to a new classification of Payroll and Benefits Specialist at Grade 19 in the County's Job Classification and Salary Plan (after-probation rate: \$19.94 per hour), with Ms. Hendrickson to hold this reclassified position at the after-probation rate, and

BE IT FURTHER RESOLVED that the positions of Secretary and Fiscal Clerk in the County Clerk's office are eliminated and the job descriptions for the reclassified positions which are on file in the County Clerk's office are hereby approved, and

BE IT FURTHER RESOLVED that this Resolution shall be effective at the start of the first pay period in January, 2014.

VOTE ON FOREGOING RESOLUTION

AYES _____ NOES _____

RESOLUTION Adopted

Victor U. Wood
COUNTY CLERK

DATED September 17, 2013

RESOLUTION OFFERED BY THE FINANCE AND
PERSONNEL COMMITTEE

	FOR	AGAINST
<u>James B. Omy</u>	✓	
<u>Jeanette R. Ruppert</u>	✓	
<u>W. B. Ruppert</u>	✓	
<u>W. B. Ruppert</u>	✓	
<u>Rayford R. Deeds</u>	✓	
<u>Robert C. Ruppert</u>	✓	
<u>John Van Vleet</u>	✓	

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

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

- 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.

Mathematical Ability

- Ability to add, subtract, multiply and divide, calculate percentages, decimals and fractions and interpret basic descriptive statistical reports.

Judgment and Situational Reasoning Ability

- Ability to apply situational reasoning ability by exercising judgment, decisiveness and creativity in situations involving the evaluation of information against measurable criteria.
- Ability to use functional reasoning development in performing activities within rational systems involving diversified work requiring exercise of judgment.

Physical Requirements

- Ability to coordinate eyes, hands, feet, and limbs in performing moderately coordinated movements such as pressing, pumping and smoothing. Ability to grasp and place objects. Ability to recognize and identify sounds.
- Ability to exert light physical effort in sedentary to light work, involving lifting, carrying pushing and pulling. Ability to handle, finger and feel.
- Ability to operate a variety of office equipment and machinery including personal computer, telephone, calculator, photocopier, fax, etc. Ability to move and guide material using simple tools.

Environmental Adaptability

- Ability, in regard to environmental factors such as temperature variations, odors, toxic agents, violence, noise, vibrations, wetness, disease and/or dust, to work under very safe and comfortable conditions.

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Employee's Signature

Supervisor's Signature

Date

Date