



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

Original Post Date: 11/09/17

Amended* Post Date:

The following documents are included in the packet for the Personnel Committee on November 16, 2017:

- 1) Amended Agenda
- 2) Draft minutes from 10/19/17
- 3) Correspondence
- 4) Resolution Creating one Chief Deputy position and Eliminating one Court Records Clerk position in the Clerk of Circuit Court Office



GREEN LAKE COUNTY OFFICE OF THE COUNTY CLERK

Elizabeth Otto
County Clerk

Office: 920-294-4005
FAX: 920-294-4009

Personnel Committee Meeting Notice

Date: November 16, 2017 Time: 6:00 PM
Green Lake County Government Center,
County Board Room, 571 County Rd A, Green Lake WI

Amended AGENDA*

Committee Members

Joe Gonyo,
Chairman
Paul Schwandt, Vice-
Chair
Robert Lyon
Robert Schweder
Sue Wendt

Elizabeth Otto,
Secretary

1. Call to Order
2. Certification of Open Meeting Law
3. Pledge of Allegiance
4. Agenda
5. Minutes: *October 19, 2017
6. Correspondence
7. Resolutions/Ordinances
 - Creating one Chief Deputy position and Eliminating one Court Records Clerk position in the Clerk of Circuit Court Office
8. Committee Discussion
 - Future Meeting Dates: Meeting December 21, 2017 at 6:00 pm
 - Future Agenda items for action & discussion
9. Adjourn

Kindly arrange to be present, if unable to do so, please notify our office. Sincerely, Elizabeth Otto

Please note: Meeting area is accessible to the physically disabled. Anyone planning to attend who needs visual or Audio assistance, should contact the County Clerk's Office, 294-4005, not later than 3 days before date Of the meeting.

PERSONNEL COMMITTEE MEETING
October 19, 2017

The meeting of the Personnel Committee was called to order by Chair Joe Gonyo at 6:00 PM on Thursday, October 19, 2017 in the County Board Room, Green Lake County Government Center, Green Lake, WI. The requirements of the open meeting law were certified as being met. The Pledge of Allegiance was recited.

Present: Joe Gonyo
Robert Schweder
Sue Wendt
Robert Lyon
Paul Schwandt

Also Present: Liz Otto, County Clerk Dawn Klockow, Corporation Counsel
Cathy Schmit, County Administrator Nicole Geschke, HR Coordinator
Mark Podoll, Sheriff

AGENDA

Motion/second (Schwandt/Schweder) to approve the amended agenda. All ayes. Motion carried.

MINUTES

Motion/second (Wendt/Schweder) to approve the minutes of the September 21, 2017 meeting. All ayes. Motion carried.

CORRESPONDENCE – none

RESOLUTIONS/ORDINANCES

• **Modify Health Insurance Plan Design and Update Personnel Policies and Procedures Manual**

Supervisor Robert Lyon excused himself and exited the meeting. County Clerk Liz Otto and County Administrator Cathy Schmit explained the changes to the deductibles for health insurance. Discussion held. *Motion/second (Schwandt/Wendt)* to approve the Resolution to Modify Health Insurance Plan Design and Update Personnel Policies and Procedures Manual with the modification to change the verbiage to “Good Friday” instead of “Spring Holiday to be recognized on the Friday before Easter”. Roll call vote on motion to approve resolution – Ayes – 4, Nays – 0. Motion carried.

Motion/second (Schweder/Wendt) to reconsider the motion. Ayes – 2 (Schweder, Wendt), Nays – 2 (Gonyo, Schwandt). Tie vote – motion failed.

Supervisor Robert Lyon joined the meeting.

• **Eliminate Mail Clerk Position from the Maintenance Department**

Motion/second (Schweder/Gonyo) to approve the Resolution to Eliminate Mail Clerk Position from the Maintenance Department. County Administrator Cathy Schmit explained the resolution. Discussion held.

Roll call vote on motion to approve resolution – Ayes – 3, Nays – 1 (Lyon), Abstain – 1 (Wendt). Motion carried.

• **Eliminate Part Time Deputy Register of Deeds Position**

Motion/second (Schweder/Gonyo) to approve the Resolution to Eliminate Part Time Deputy Register of Deeds Position. County Administrator Cathy Schmit explained the resolution. Discussion held.

Roll call vote on motion to approve resolution – Ayes – 4, Nays – 1 (Wendt). Motion carried.

- **Reduce UWEX/Fair Program Specialist Position to Part Time Position**

Motion/second (Schweder/Lyon) to approve the Resolution to Reduce UWEX/Fair Program Specialist Position to Part Time Position. County Administrator Cathy Schmit explained the resolution. Discussion held.

Roll call vote on motion to approve resolution – Ayes – 5, Nays – 0. Motion carried.

COMMITTEE DISCUSSION

Future meeting date: Regular meeting – November 16, 2017 at 6:00 PM

Future agenda items:

ADJOURNMENT

Chairman Gonyo adjourned the meeting at 6:43 PM.

RECONVENE

Chairman Gonyo reconvened the meeting at 6:46 PM due to a procedural error on the passage of the Resolution to Modify Health Insurance Plan Design and Update Personnel Policies and Procedures Manual. Supervisor Robert Lyon excused himself and exited the meeting.

Motion/second (Schwandt/Schweder) to amend the resolution to read “Good Friday” and to strike out “Spring Holiday to be recognized on the Friday before Easter”. Roll call vote on motion to amend – Ayes – 4, Nays – 0. All ayes.

Motion/second (Wendt/Schwandt) to pass the resolution as amended – Ayes - 3, Nays – 1 (Schweder). Motion carried.

ADJOURNMENT

Chairman Gonyo adjourned the meeting at 6:49 PM.

Submitted by,

Liz Otto
County Clerk

GREGORY J. POTTER
Chief Judge
Wood County Circuit Court, Branch 1
PO Box 8095
Wisconsin Rapids, WI 54495-8905
Email: Gregory.Potter@wicourts.gov
Telephone: (715) 421-8520

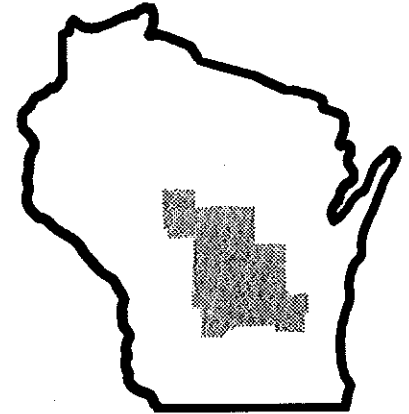
STATE OF WISCONSIN

SIXTH JUDICIAL DISTRICT

3317 BUSINESS PARK DRIVE, SUITE A
STEVENS POINT, WISCONSIN 54482

GUY DUTCHER
Deputy Chief Judge
Waushara County Circuit
P.O. Box 508
Wautoma, WI 54982-0508
Email: Guy.Dutcher@wicourts.gov
Telephone: (920) 787-0448

FAX: (715) 345-5297
TTY Users: Call WI TRS at 1-800-947-3529
District6.Office@wicourts.gov



RON LEDFORD
District Court Administrator
3317 Business Park Drive, Suite A
Stevens Point, WI 54482
Email: Ron.Ledford@wicourts.gov
Telephone: (715) 345-5295

October 30, 2017

Regarding: **The Creation of a Chief Deputy Clerk of Court Position in Green Lake County**

I have been advised that Green Lake County is considering the creation of a Chief Deputy Clerk of Court position. I support that idea wholeheartedly and ask you to consider the following as you move this concept forward.

I have been an executive manager in various court systems for 35+ years with experience in small-rural and large-urban court systems with budgets ranging from a few hundred thousand dollars to over \$6,000,000 with staffing levels from 5-to-100 people. In each, I had a chief deputy clerk that was not only invaluable to me as the senior executive in the office but to the county and the justice system as a whole.

Because of best business practices and from decades of practical experience, please understand chief deputy clerks play a vital role in the justice system because...

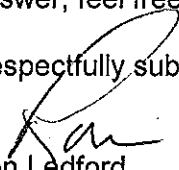
- ... they are generally knowledgeable about everything that may impact the clerk's office and can speak for the clerk when the clerk of court is not available
- ... like sergeants in the military, they turn policy into action by ensuring office policies and goals are implemented and catered to
- ... they are often the most vital communication link between line staff and the elected official
- they solve problems for the courts, litigants, the public and the staff
- ... they provide a support function for staff such as dealing with unhappy customers
- ... they are generally able to "run" the clerk of court office in the event of some type of long term vacancy of the clerk of clerk
- ...they provide continuity in the clerk's office during times of transition

In summary, having a chief deputy clerk of court makes a system more effective, efficient and economical in numerous ways. Chief Deputies add value! Please don't fall into the old adage... *we've never had one in a 100 years, why do we need one now?* True, but your momma's Chevrolet isn't today's Chevrolet.

Things are changing at many levels. The clerks office is very complex and is growing increasingly more complex as the courts move further and further into technology and paperless court systems. From business processes to customer service to day-to-day demands, clerks offices have changed. The need for a chief deputy clerk is more pressing and more needed than ever before.

I ask you support the need for a deputy clerk of court and if you have any questions that I may answer, feel free to contact me at 715-345-5295.

Respectfully submitted,



Ron Ledford
DCA

RESOLUTION NUMBER -2017

Creation of One Chief Deputy Position and eliminate one Court Records Clerk Position in the Clerk of Courts Office

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 14th day of November 2017, does resolve as follows:

- 1 **WHEREAS**, the Clerk of Circuit Court has reviewed the needs of the office and has
- 2 determined that the creation and appointment of a Chief Deputy Clerk position will
- 3 enhance the management of the Clerk of Courts Office; and,
- 4 **WHEREAS**, the position of Chief Deputy Clerk is recommended by District Court
- 5 Administration; and,
- 6 **WHEREAS**, the position of Chief Deputy Clerk will have additional supervisory and
- 7 financial duties, and in the absence of the Clerk of Court would have the statutory
- 8 authority to act as the Clerk of Court until the Clerk of Court returns.

Fiscal note is attached. Approved by Finance Disapproved by Finance

Approved by Personnel Disapproved by Personnel

Majority vote is needed to pass.

Roll Call on Resolution No. -2017

Submitted by Judicial/Law Enforcement & Emergency Management Committee:

Ayes , Nays , Absent , Abstain 0

Passed and Adopted/Rejected this 14th day of November 2017.

Michael Starshak, Chair

Larry Jenkins, Vice-chair

County Board Chairman

Sue Wendt

ATTEST: County Clerk
Approve as to Form:

Peter Wallace

Corporation Counsel

9 **WHEREAS**, the Chief Deputy Clerk, in addition to supervisory duties, will still perform
10 the duties of a Court Records Clerk; and,

11 **WHEREAS**, the job description for Chief Deputy Clerk is attached hereto and approved.

12 **NOW THEREFORE BE IT RESOLVED** that the Green Lake County Board of
13 Supervisors hereby eliminates one position of Court Records Clerk, effective December
14 31, 2017.

15 **BE IT FURTHER RESOLVED** that the Green Lake County Board of Supervisors hereby
16 creates one position of Chief Deputy Clerk effective January 1, 2018.

**GREEN LAKE COUNTY
PERSONNEL COSTS**

DEPARTMENT: CLERK OF COURT

*round off all totals to the nearest dollar

JOB TITLE	RATE	HOURS	ANNUAL SALARY	OVERTIME	RETIREMENT	SOCIAL SECURITY	HEALTH	LIFE	TOTAL FRINGE	TOTAL
NEW POSITION PROPOSED - Pay Group 12:										
CLERK OF COURT CHIEF DEPUTY	22.05	2080	\$ 45,864		\$ 3,073	\$ 3,509	\$ 17,441	\$ 111	\$ 24,133	\$ 69,997
OLD POSITIONS VACATED - Pay Group 13:										
CRT RECORDS CLERK	20.77	2080	\$ 43,202		\$ 2,895	\$ 3,305	\$ 17,441	\$ 111	\$ 23,751	\$ (66,953)
Grand Total										\$ 3,044

Wisconsin Retirement
General Employee - 0.0670

Social Security 0.0765

2018 Health Insurance
% CoShare
Single \$8,446.27
Limited \$17,440.50
Family \$22,484.18

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: CHIEF DEPUTY CLERK OF COURT

DEPARTMENT: CLERK OF CIRCUIT COURT

LOCATION: GOVERNMENT CENTER

SUPERVISOR: CLERK OF CIRCUIT COURT

SUMMARY:

The Chief Deputy Clerk of Circuit Court serves as the principle Deputy of the office and assumes the authority of the office in the absence of the Clerk of Circuit Court. Under limited supervision, the Chief Deputy Clerk of Court performs a wide variety and highly responsible clerical work requiring individual judgment, initiative, and thorough familiarity with court operations. Assists the Clerk of Court in the discharge of the duties of the office. Performs related duties as required.

DUTIES AND RESPONSIBILITIES:

Chief Deputy Duties and Responsibilities:

- Responsibility for overall management of the office in the absence of the Clerk of Court.
- Assists the Clerk of Court in planning, directing, supervising, and evaluating the operation of the office.
- Attends various trainings or meetings as directed by the Clerk of Court.
- Assists with establishing and implementing departmental policies and operational procedures.
- Assist in preparing monthly and annual reports including those required for county and state agencies.
- Serves as the Network Administrator and Supervisor for the CCAP computer system. Is the liaison between CCAP and Green Lake County.
- Assists in training of new employees within the office.
- Responsible for financial aspects of office including doing adjustments, disbursements and month end work.
- Signs checks with co-signature of Clerk of Court.
- Transmit required records to the Court of Appeals.

General Duties:

- File court cases of all case types in the Consolidated Courts Automation Program (CCAP) and maintain the status of these cases in said program. Able to determine when a court case is acceptable for filing including knowledge of the appropriate filing fees.

- Maintain a court record of the parties' names, attorneys, and a brief statement of the nature of the action in every civil and criminal action or proceeding.
- Maintain and update court records in every action or proceeding as to the dates of hearings, motions, objections, scheduling instructions, filing deadlines, court orders and the disposition of each case type.
- Prepare and interpret minutes from court proceedings. Proceed accordingly on all orders/directives issued by the Court.
- Prepare cases and documents necessary for court proceedings.
- Maintain a judgment and lien docket of all money judgments, transcripts of judgments, and lien dockets of other Wisconsin and federal courts, warrants for unemployment and delinquent tax or income liens.
- Computer operation – CCAP program, Microsoft Word, Excel.
- Set up court calendars and arrange for notification to the appropriate agencies.
- Jury management – issue summons to jurors; assist Clerk in preparing the courtroom for jury trial; prepare vouchers for payment of jurors, bailiffs, misc. expenses; annual juror qualification.
- Customer service – assist customers at the counter; answer the telephone; handle requests for information; mail.
- Docket and satisfy tax warrants issued by the State of Wisconsin.
- Reads and comprehends Wisconsin Statutes pertaining to the legal and court system.
- Issue and cancel warrants, injunctions, no contact orders and timely contact the appropriate agencies and parties.
- Carry out instructions given by the Judge during court proceedings.
- Receipt monies, prepare deposits and financial reports.
- Exhibit management.
- Work with Department of Corrections, Division of Probation and Parole, Law Enforcement Agencies, District Attorney's Office, Family Court Commissioner, Child Support Agency and others to maintain accurate information regarding cases and work towards optimal communication with all agencies that interact with the Circuit Court.
- Perform all other duties that are requested by the Clerk of Circuit Court that are required, by law.

SKILLS AND ABILITIES:

- Excellent knowledge of office terminology and practices, procedures, equipment, and of business Math and English.
- Ability to classify, compute, and tabulate data, following a prescribed plan requiring the exercise of some judgment.
- Ability to compare, count, differentiate, measure and/or sort data, as well as assemble, copy and record and transcribe data and information.
- Ability to utilize a variety of advisory data and information such as court calendars/schedules, various state court administrative publications, court notices,

motions, stipulations, court orders, judgments, satisfactions, Wisconsin Statutes, computer software manuals, recordkeeping manuals, procedures, and guidelines .

- Good knowledge of court proceedings.
- Knowledge, understanding, and ability to use Microsoft Word and Excel.
- Ability to keyboard at a reasonable rate of speed.
- Ability to get along well with others.
- Ability to make sound decisions in accordance with laws, regulations, and established procedures.
- Good judgment, tact, courtesy.

QUALIFICATIONS:

EDUCATION: High School diploma is required.

EXPERIENCE / JOB KNOWLEDGE: A minimum of five years employment in an Office of Clerk of Circuit Court. Must have considerable knowledge and experience with court practices, legal documents, and legal terminology.

WORKING CONDITIONS:

PHYSICAL DEMANDS: Up to 90% of the time is spent talking, hearing, handling objects or fingering (which includes keyboarding and writing). Walking, sitting, use far and near vision are used 95% of the time. Activities done 5% of the time include stooping, kneeling, climbing, reaching, low to medium lifting (10 to 20 pounds), carrying (10 pound objects). Crouching, balancing, bending or twisting would be required.

ENVIRONMENTAL DEMANDS: 100% of the time is spent indoors.

This is a public service position. Employees are required to be courteous, cooperative and respectful at all times with the public and clients. This includes establishing and maintaining courteous, cooperative and respectful working relationships with other employees, supervisors and public officials.

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions and needed skills. It is not intended as a complete list of job duties, responsibilities and/or essential functions. This description is not intended to limit or modify the rights of any supervisor to assign, direct, and control the work of employees under supervision. The county retains and reserves any and all rights to change, modify, amend, add to or delete from, any section of this document as it deems, in its' judgment, to be proper.

October 26, 2017