



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

Original Post Date: 11/16/15

Amended* Post Date: 11/18/15

The following documents are included in the packet for the Personnel on November 19, 2015:

- 1) **Agenda**
- 2) **Draft minutes from October 21, 2015**
- 3) **Draft minutes from November 12, 2015**
- 4) **Job Description of Account Clerk Specialist/Accounting Specialist**
- 5) **Job Description of Clinical Therapist**
- 6) **Job Description of Judicial Assistant**
- 7) **Job Description of Register in Probate**
- 8) **Job Description of Account Clerk Specialist**
- 9) **Four Points for Accounting Specialist**
- 10) **Four Points for the Clinical Therapist**
- 11) **Letters and Four Points for Child Support Administrator**
- 12) **Child Support Administrator Job Description**
- 13) **Resolution Relating to County Employee 2016 Wages**



GREEN LAKE COUNTY OFFICE OF THE COUNTY CLERK

Margaret R. Bostelmann, WCPM
County Clerk

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

Personnel Committee Meeting Notice

Date: November 19, 2015 Time: 5:30 PM
Green Lake County Government Center,
County Board Room, 571 County Rd A, Green Lake WI

Amended*** AGENDA

Committee Members

Joe Gonyo,
Chairman
Sue Wendt, Vice-
Chair
Harley Reabe
Maureen Schweder
Paul Schwandt

Margaret R
.Bostelmann,
Secretary

1. Call to Order
2. Certification of Open Meeting Law
3. Pledge of Allegiance
4. Agenda
5. Minutes: 10/21/15 & **11/12/15
6. Correspondence
7. Appearances:
8. Job Descriptions
 - ***HHS Account Clerk Specialist-Accounting Specialist
 - *HHS- Clinical Therapist
 - *Judge's Office- Judicial Assistant, Register in Probate
9. Fill Vacant Positions
 - ***HHS Account Clerk Specialist-Accounting Specialist
 - *HHS Clinical Therapist
 - *Child Support Administrator
10. Voluntary Unpaid Leave Request
11. Time System for County Building
12. Resolutions/Ordinances
 - Relating to County Employees 2016 Wages
13. Monthly Vouchers
14. Clerk's Report
 - Relating to agenda items
15. Committee Discussion
 - Future Meeting. Dates: Meeting December 17th at 5:00 pm
 - Future Agenda items for action & discussion
16. Adjourn

Kindly arrange to be present, if unable to do so, please notify our office. Sincerely, Margaret R. Bostelmann

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 21, 2015

The meeting of the Personnel Committee was called to order by Chair Joe Gonyo at 5:30 PM on Thursday, October 21, 2015 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
Maureen Schweder
Harley Reabe

Absent: Paul Schwandt
Sue Wendt

Also Present: Marge Bostelmann, County Clerk
Jack Meyers, Board Chair
Sheriff Podoll
Linda Van Ness, HHS Director
Shelby Jensen, ESU Manager

Dan Sondalle, Assistant Corporation Counsel
Joy Waterbury, Supervisor
Mark Putzke, Chief Deputy
Terri Stellmacher, Child Support Administrator
Tony Daley, Berlin Journal

AGENDA

Motion/second (Reabe/Schweder) to approve the amended agenda. Motion carried.

MINUTES

Motion/second (Schweder/Reabe) to approve the minutes of September 17, 2015 as presented. Motion carried.

CORRESPONDENCE – None

APPEARANCE – None

JOB DESCRIPTIONS

HHS CSP Professional/Crisis Case Worker: Van Ness explained the change from Dual Diagnosis to CSP Professional/Crisis Case Worker. This reduces the qualification and pay.

Motion/second(Reabe/Schweder) to approve the changes in the job description. Motion carried.

Director of Health and Human Services: Van Ness presented the changes based on HHS Board input. This is substantially changed and gives a better explanation to people who are applying for the position. Van Ness will change the word “grand” to “grant”. Discussion on qualification was held.

Motion/second(Reabe/Schweder) to approve the changes in the Director of HHS job description. Motion carried.

FILL VACANT POSITIONS

- Deputy Sheriff: Sheriff Podoll explained the need to fill the position. The rationale was sent to the Committee.

Motion/second(Schweder/Reabe) to approve filling the position. Motion carried.

- HHS CSP Professional /Crisis Case Worker: Van Ness explained the need to fill the position with the job description changes.

Motion/second(Reabe/Schweder) to approve filling the position. Motion carried.

- HHS Director – HHS: Van Ness presented the information to fill the position.

Motion/second(Reabe/Schweder) to approve filling the position. Motion carried.

CHILD SUPPORT ADMINISTRATOR – CHAIRMAN’S LETTER

Bostelmann explained that the Terri Stellmacher gave her retirement notice. Bostelmann conferred with Deb Pagel, Schenck, who is recommending that the departmental structure be evaluated prior to filling the position. The Judicial Law and Emergency Management Committee requested this be discussed at County Board and Board Chair Meyers sent the enclosed letter to the Judicial Law and Emergency Management Committee that they meet with the Personnel Committee to discuss. No action was taken.

VOLUNTARY UNPAID LEAVE

Stefanie Meeker requested 2 days unpaid. This has been approved by her department head.

Motion/second(Reabe/Schweder) to approve the two unpaid days. Motion carried.

RESOLUTIONS/ORDINANCES

Resolution of Creation of another Economic Support Worker: Van Ness and Shelby Jensen appeared to discuss the case load of current staff. The work load has increase by 75% over the last 4 years. Additional fraud money has been received and the need for investigation is increasing. Jensen explained the funding available to offset the position.

Motion/second(Schweder/Reabe) to approve the resolution and send on to the County Board. Motion carried.

MONTHLY VOUCHERS – None

WAGE SCALE/WAGE INCREASE

Bostelmann presented information for consideration and budget proposed.

Step increases on the wage scale would be \$75,488.79

If those employees over steps in the merit section received 1% it would be \$55,319.05 \$130,807.84

If those employees over steps in the merit section received 1.5% it would be \$81,072.43 \$156,561.22

Motion/second(Schweder/Reabe) to provide the step increases and a 1% increase to those over the steps and in the merit section for a total wage increase of approximately \$130,808.84 Motion carried.

CLERK’S REPORT

Contract for HSA/FSA – Diversified: Bostelmann presented the contract for the change in administration for the HSA/FSA. The Contracts have been reviewed and approved by Corporation Counsel, Dawn Klockow.

Motion/second(Reabe/Schweder) to approve moving forward and approve Bostelmann signing the Contracts. Motion carried.

MOVE INTO CLOSED SESSION

Motion/second(Reabe/Schweder) to move into closed session pursuant to Wis § 19.85 (1)(f) considering financial, medical, social, or personal histories or disciplinary data of specific person, preliminary consideration of specific personnel problems or the investigation of changes against specific person except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to ins such histories or data, or involved in such problems or investigations. This closed session relates employee medical history.

Wis. Stat. section 19.85(1)(c) to consider employment, compensation or performance evaluation data of specific public employees over which the governmental body has jurisdiction or exercises responsibility). The closed session relates to performance and possible discipline if certain DHHS employees.

Wis. Stat. § 19.85(1) (g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved, This closed session relates to payment of invoices relating to investigation of potential litigation.

Roll call vote: 3 ayes, 0 nays, motion carried.

RECONVENE TO OPEN SESSION TO TAKE ACTION, IF APPROPRIATE, ON MATTERS DISCUSSED IN CLOSED SESSION.

Motion/second(Reabe/Schweder) to reconvene in open session. Roll call vote: 3 ayes, 0 nays, motion carried.

Motion/second(Reabe/Schweder) to approve shared leave based on the medical history of a county employee, the Committee will review the shared leave next month. Motion carried.

COMMITTEE DISCUSSION

- Future meeting date: Regular meeting on Wednesday, November 18, 2015 at 5:00 pm.
- Future Agenda items for action & discussion

ADJOURNMENT

Gonyo adjourned the meeting at 6:50 PM.

Submitted by,



Marge Bostelmann
County Clerk

PERSONNEL COMMITTEE MEETING

November 12, 2015

The meeting of the Personnel Committee was called to order by Vice-Chair Sue Wendt at 5:00 PM on Thursday, November 12, 2015 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 (5:15)
Paul Schwandt
Maureen Schweder
Harley Reabe
Sue Wendt

Also Present: Marge Bostelmann, County Clerk
Mindy Dale, Weld, Riley, Prenn, Ricci
Dawn Klockow, Corporation Counsel
Dan Borowski, von Briesen (by phone)

AGENDA

Motion/second (Reabe/Schweder) to approve the amended agenda. Motion carried.

MOVE INTO CLOSED SESSION

Motion/second(Schwandt/Reabe) to move into closed session pursuant to Wis. Stat. section 19.85(1)(c)(to consider employment, compensation or performance evaluation data of specific public employees over which the governmental body has jurisdiction or exercises responsibility) and Wis. Stat. § 19.85(1) (g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved, This closed session relates to payment of invoices relating to investigation of potential litigation. The closed session is regarding employment, compensation and performance data of an HHS Employee. Roll call vote: 4 ayes, 0 nays, 1 absent (Gonyo) motion carried.

Gonyo arrived at 5:15

Schwandt was excused at 6:10

RECONVENE TO OPEN SESSION TO TAKE ACTION, IF APPROPRIATE ON MATTERS DISCUSSED IN CLOSED SESSION

Motion/second(Reabe/Wendt) to reconvene into open session. Roll call vote: 4 ayes, 0 nays, 1 absent (Schwandt) motion carried. Dan Borowski participated in the Closed Session by phone.

Motion/second(Schweder/Reabe) to authorize legal counsel to proceed as agreed and directed in closed session. Motion carried.

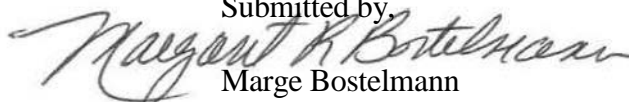
COMMITTEE DISCUSSION

- Future meeting date: Regular meeting on November 19th 2015 at 5:30 pm.
- Future Agenda items for action & discussion:

ADJOURNMENT

Gonyo adjourned the meeting at 6:40

Submitted by,



Marge Bostelmann
County Clerk

GREEN LAKE COUNTY DEPARTMENT OF HEALTH & HUMAN SERVICES

TITLE: ACCOUNT CLERK SPECIALIST

APPROXIMATE NUMBER OF EMPLOYEES IN CLASSIFICATION OR WITH SAME TITLE: 2

DEPARTMENT/UNIT: Health & Human Services/Administrative Unit

LOCATION: Green Lake County Government Center

REPORTS TO: Director/Deputy Director

PURPOSE OF POSITION: This is a responsible clerical position involving account-keeping and related clerical tasks to include: Maintain all accounts payable and receivable for the Department of Health & Human Services. The Account Clerk Specialist is expected to exercise independent judgment in establishing and adapting work procedures and regulations to routine matters.

FUNDAMENTAL JOB DUTIES AND RESPONSIBILITIES:

A. Essential Functions:

Accounts Payable spends time preparing State reports; preparing all reconciliations on all Units within the Agency. Time is spent coding bills/revenues for all Units for payment. Time is spent monitoring accounts and budgets for all the Units. This includes monitoring State/County contracts, meeting with Unit Managers regarding their accounts and budgets. Assists auditor in preparing the annual single audit.

Accounts Receivable time is spent establishing and maintaining the billing process to include sending statements, past due letters, etc. to clients and all potential third party payers and turns clients over for collection as policy dictates. This includes determining eligibility. Time is used to receive and process daily cash/checks for deposit with the County Treasurer.

Time is spent preparing financial reports as requested for management staff; keeping informed on the uniform fee system, Medicare, medical assistance policies, insurance company requirements, etc. Remaining time includes attending and participating in Administrative Unit team meetings, information-sharing, and special projects. Includes cross-training between Account Payable and Accounts Receivable functions.

B. Marginal or Non-essential Functions: None.

PHYSICAL DEMANDS OF THE ESSENTIAL FUNCTIONS: Over 75% of the time is spent hearing, using near vision, sitting and using low fingering (writing). Approximately 10% of time is spent walking, standing, feeling, talking, using far vision, low lifting, low handling, and keyboarding. In unusual situations it is necessary to stoop, kneel, crouch, balance, bend or twist, reaching, medium lifting, and medium carrying.

WORKING CONDITIONS WHILE PERFORMING ESSENTIAL FUNCTIONS: Nearly 100% of the work done by this position is inside.

EQUIPMENT USED TO PERFORM ESSENTIAL FUNCTIONS: Computer terminal, calculator, copy machine, typewriter and fax machine.

QUALIFICATIONS NEEDED (EDUCATION SKILLS): An Associate's Degree from a community college with two or more years of accounting experience. Prefer Bachelor's Degree in accounting or related field. Must present a positive and professional image to the public/co-workers and have excellent customer relation skills. Must have basic every day living skills, basic computer skills and knowledge of computer software, the ability to follow complex oral and written directions, good knowledge of office terminology, procedures and equipment of business, arithmetic and English, ability to type at a reasonable rate of speed, and have specific knowledge of clerical and accounting practices.

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.

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: ACCOUNTING SPECIALIST

DEPARTMENT: HEALTH & HUMAN SERVICES/ADMINISTRATIVE UNIT

LOCATION: GOVERNMENT CENTER

SUPERVISOR: DIRECTOR/DEPUTY DIRECTOR

SUMMARY:

This is a responsible clerical position involving account-keeping and related clerical tasks to include: Manage the Department's financial affairs across all programs within approved budgets. The Accounting Specialist is expected to exercise independent judgment in establishing and adapting work procedures and regulations to routine matters.

DUTIES AND RESPONSIBILITIES:

- Coordinate and oversee all department financial reporting and billing with financial team staff in consultation with the Director. Prepare and submit financial and statistical reports and surveys required for compliance with state and federal programs and for Health & Human Services Board review.
- Development and management of the Department's annual budget by providing direct budgetary/performance financial analysis, forecasts and trending information to the Director.
- Conduct monthly/annual reconciliations as required. Monitor the financial status of the department. Prepare year-end accruals and budget addendums. Monitor general operations to assure compliance with applicable laws, administrative directives, Medicaid programs and insurance companies' requirements.
- Provide managers and staff with fiscal information to aid in program development and management in a timely and professional manner.
- Participate in the Department's annual audit with the county auditing firm and the Office of the County Clerk.
- Recognize areas of Department operations that are inefficient and develop new procedures or recommend system design changes to promote efficiency.
- Assist in the development and management of the Department's internal management/data/financial systems and their coordination with the State and any other required outside systems in collaboration with the county Information Technology Director..
- Attend local, regional, and state meetings, trainings, and conferences beneficial to the financial operations of the agency.

- Participate in the Department's Administrative Unit and all-staff activities.
- Perform other duties as assigned by the Director.

SKILLS AND ABILITIES:

- Skill in the use of general office equipment, including but not limited to, Computer terminal, calculator, copy machine, and fax machine

QUALIFICATIONS:

EDUCATION: An Associate's Degree from a community college. Prefer Bachelor's Degree in accounting or related field

EXPERIENCE / JOB KNOWLEDGE: Two or more years of accounting experience. Must present a positive and professional image to the public/co-workers and have excellent customer relation skills. Must have basic everyday living skills, basic computer skills and knowledge of computer software, the ability to follow complex oral and written directions, good knowledge of office terminology, procedures and equipment of business, arithmetic and English, ability to type at a reasonable rate of speed, and have specific knowledge of clerical and accounting practices.

WORKING CONDITIONS:

PHYSICAL DEMANDS: Over 75% of the time is spent hearing, using near vision, sitting and using low fingering (writing). Approximately 10% of time is spent walking, standing, feeling, talking, using far vision, low lifting, low handling, and keyboarding. In unusual situations it is necessary to stoop, kneel, crouch, balance, bend or twist, reaching, medium lifting, and medium carrying.

ENVIRONMENTAL DEMANDS: Nearly 100% of the work done by this position is inside.

This is a public service position, and employee is required to be courteous, cooperative and respectful at all times with the public and clients; also establishes and maintains a courteous and cooperative and respectful working relationship 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.

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: CLINICAL THERAPIST

DEPARTMENT: HEALTH & HUMAN SERVICES/BEHAVIORAL HEALTH SERVICES UNIT

LOCATION: GOVERNMENT CENTER

SUPERVISOR: BEHAVIORAL HEALTH SERVICES UNIT MANAGER

SUMMARY:

To provide essential community based mental health services to persons with a mental illness and/or substance abuse that will enable them to obtain and/or maintain independent living in the community.

DUTIES AND RESPONSIBILITIES:

- About 60% of the time is spent providing psychiatric counseling and case management to the Community Support Program (CSP)/Comprehensive Community Services (CCS)/Crisis programs and other clients, their families, and significant others. This includes providing supportive counseling, education, advice, encouragement, facilitating conflict resolution and problem-solving. Additionally, this includes crisis counseling/crisis intervention/aftercare services and outpatient counseling.
- Approximately 10% of this position's time is spent conducting initial mental health and/or substance abuse assessments of individuals referred to the CSP/CCS/Crisis or Outpatient counseling and develop initial treatment plans. This also includes conducting an in-depth assessment of a referred client within one month after admission to the CSP/CCS to determine functioning and areas of service needs. This includes coordinating services collaborating with the other staff, service providers, the client and his/her staff in the development of the comprehensive treatment plan and documentation.
- Another 15% of this position's time is spent meeting regularly with clinical staffings for the purpose of supervision and case management coordination. Additionally, assists with client contacts in the community such as home visits, team meetings, group activities, daily living skills, training; attending and participating in unit meetings, staffing, as well as being part of the 24 hour on-call crisis team.

SKILLS AND ABILITIES:

Basic everyday living skills, the ability to understand, follow and provide directions; reading, writing (reports) is necessary. Additionally it is preferred to have comprehensive knowledge of the needs of individuals with chronic mental illness, substance abuse and other mental health issues, the CSP/CCS/Crisis program, comprehensive knowledge of

the principals and practices of counseling and recovery, crisis intervention and response; ability to relate to and communicate effectively with staff, community professionals, agencies and the general public. Must have a valid Wisconsin Driver's License and access to an insured vehicle. Skill in the use of general office equipment, including but not limited to: telephone, copy machine, calculator, dictation equipment, computer terminal, fax machine, and automobile. A video camera may also be used to tape interviews.

QUALIFICATIONS:

EDUCATION: A Master's degree in a Social Work, Clinical Psychology, Marriage and Family, or a related field

EXPERIENCE / JOB KNOWLEDGE: Must possess 3,000 hours post master's clinical supervision with at least 1,000 hours of the 3,000 being supervised post-degree clinical experience with chronically mentally ill persons. Must be Licensed as a Mental Health and Substance Abuse Counselor. (Clinical Social Worker, Professional Counselor etc., or License eligible in Wisconsin). Must be certified/certifiable medical assistance provider in Wisconsin.

WORKING CONDITIONS:

PHYSICAL DEMANDS: Over 75% of the time is listening. 15% of the time is spent talking, sitting, writing, reading or visually observing. About 10% of the time is spent standing, walking, reaching and low lifting. In unusual circumstances, it may be necessary to stoop, kneel, and lift/carry objects weighing up to 40 pounds.

ENVIRONMENTAL DEMANDS: Over 90% of work done is inside. In about 10% of the time situations develop where there is a threat of physical attack or injury from clients

This is a public service position, and employee is required to be courteous, cooperative and respectful at all times with the public and clients; also establishes and maintains a courteous and cooperative and respectful working relationship 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.

**GREEN LAKE COUNTY
POSITION DESCRIPTION**

TITLE: Judicial Assistant/Assistant Deputy Register in Probate (works up to 1,040 2080 hours per year)

DEPARTMENT: Register in Probate

LOCATION: Courthouse

REPORTS TO: Judge and Register in Probate

PURPOSE OF POSITION: Under general direction, provides office management and advanced secretarial, administrative and courtroom duties for a Circuit Court Judge **and Register in Probate**; ~~performs extensive administrative duties within the court system.~~

FUNDAMENTAL JOB DUTIES AND RESPONSIBILITIES: *(Illustrative, not inclusive)*

- **Assists in establishing** ~~Establishes~~ proper case management policy; ~~assists the Judge in determining~~ and coordinating case management; assists in office administration for the Court; initiates, develops implements and monitors procedures necessary for case efficiency throughout the system; manages all work flow.
- Maintains complex court calendar involving scheduling of court hearings, trials, conferences, legal appointments, meetings and activities of the Judge.
- Acts as receptionist by answering the telephone, assisting visitors and processing mail; contacts attorneys and parties regarding court dates, appointments and cancellations.
- Types opinions, correspondence and decisions, prepares reports, dispositions, memoranda, agenda, jury instructions, jury verdicts, orders and notices.
- Receives, reviews and may respond to communications from attorneys, judges, government agencies and the public with regard to policies, procedures, rules and decisions.
- Oversees, in coordination with the Register in Probate, Guardian ad Litem appointment system, including contacting physicians and attorneys for their services on facilitating independent evaluations and appointments.
- **Provides inventory control; monitors payment for items.**
- ~~Generates and assists in preparation of the annual budget. Monitors adherence to budget; prepares and monitors purchase requisitions, provides inventory control; monitors and authorizes payment for all court ordered fees including the in-chamber library.~~
- Establishes and sets up video conferencing equipment and prepares schedules for ~~county~~ courts, Sheriff's Departments, Wisconsin prison systems, multiple treatment facilities and other agencies for hearings and video conferences.
- Assists the Register in Probate, as required by assuming the duties of Register in Probate in his/her absence to include preparation for certification of documents,

assisting the public regarding probate procedures, maintaining records of guardianships, terminations of parental rights and adoptions, filing legal paperwork, assisting with verification of annual accounts in guardianship cases and other specific duties as identified by the Register in Probate.

- **If appointed deputy clerk under s.851.75, perform such duties as the clerk of circuit court directs.**
- Performs other related duties as assigned by the Judge.

PHYSICAL DEMANDS OF ESSENTIAL FUNCTIONS:

Approximately 90% of the time is spent sitting, using near and far vision, hearing, talking and low to medium fingering for typing and data entry. Standing, walking, kneeling, stooping and crouching are performed about 10% of the time. Other actions may be required in unusual or non-regular situations. Most work is performed in a sedentary position. Ability to function primarily in situations encountered in a normal office setting.

WORKING CONDITIONS: 99% of the time will be inside in a climate controlled building and will involve contact with Green Lake County employees, attorneys, physicians and the general public. 1% of the time could be spent attending training sessions.

EQUIPMENT USED WHILE PERFORMING ESSENTIAL FUNCTIONS:

General office equipment to include personal computer and printer, calculator, copy machine, fax machine and telephone.

KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of office terminology, practices and procedures; thorough knowledge of modern office equipment with a high degree of skill and ability to operate appropriately.
- Ability to strategically plan and schedule large volume of cases; ability to assess situations and solve problems, often under stressful circumstances or strict deadlines.
- Skill in composition, spelling and typing; knowledge of legal ~~and medical~~ terminology; ~~ability to take accurate dictation in shorthand or fast notes.~~
- ~~Considerable~~ Ability to maintain a high level of discretion, confidentiality and integrity.
- Ability to exercise initiative and sound judgment. **(bullet added, separated from above)**
- Ability to establish and maintain effective working relationships with various officials, agencies, media and individuals that work with the department; ability to communicate effectively with attorneys and the general public, both orally and in writing.
- Ability to independently prepare ~~reports, legal documents and~~ correspondence; ability to use a variety of computer programs and word processing software.
- Ability to type ~~60 wpm.~~ **(bullet added, separated from above)**

- Ability to read and understand Wisconsin Statutes, especially chapters which pertain to the Probate Office.
- Detailed knowledge of legal case management principles and standards; working knowledge of laws, regulations and procedures applicable to all types of court cases.
- Knowledge of **legal case management principles and standards** and ability to use CCAP.
- Skill in the use of teleconferencing and video equipment.

QUALIFICATIONS REQUIRED: ~~Graduation from high school, with vocational/technical secretarial training; legal background helpful; three or more years of relevant experience, or any combination of education, skill and experience that provides the necessary knowledge, skills and abilities, as determined by the Circuit Court Judge.~~ **A minimum of a high school diploma and two years of post-high school education or previous legal office experience required. Education or training as legal assistant or other legal course study desirable OR any equivalent combination of education and experience that provides the necessary knowledge, skills and abilities. Three to five years legal office experience preferred.**

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June 2012

**GREEN LAKE COUNTY
POSITION DESCRIPTION**

TITLE: Judicial Assistant/Deputy Register in Probate
(works up to 1,040 hours per year)

DEPARTMENT: Register in Probate

LOCATION: Courthouse

REPORTS TO: Judge and Register in Probate

PURPOSE OF POSITION: Under general direction, provides office management and advanced secretarial, administrative and courtroom duties for a Circuit Court Judge and Register in Probate.

FUNDAMENTAL JOB DUTIES AND RESPONSIBILITIES: *(Illustrative, not inclusive)*

- Assists in establishing proper case management policy and coordinating case management; assists in office administration for the Court; initiates, develops implements and monitors procedures necessary for case efficiency throughout the system; manages all work flow.
- Maintains complex court calendar involving scheduling of court hearings, trials, conferences, legal appointments, meetings and activities of the Judge.
- Acts as receptionist by answering the telephone, assisting visitors and processing mail; contacts attorneys and parties regarding court dates, appointments and cancellations.
- Types opinions, correspondence and decisions, prepares reports, dispositions, memoranda, agenda, jury instructions, jury verdicts, orders and notices.
- Receives, reviews and may respond to communications from attorneys, judges, government agencies and the public with regard to policies, procedures, rules and decisions.
- Oversees, in coordination with the Register in Probate, Guardian ad Litem appointment system, including contacting physicians and attorneys for their services on facilitating independent evaluations and appointments.
- Provides inventory control; monitors payment for items.
- Establishes and sets up video conferencing equipment and prepares schedules for courts, Sheriff's Departments, Wisconsin prison systems, multiple treatment facilities and other agencies for hearings and video conferences.
- Assists the Register in Probate, as required by assuming the duties of Register in Probate in his/her absence to include preparation for certification of documents, assisting the public regarding probate procedures, maintaining records of guardianships, terminations of parental rights and adoptions, filing legal paperwork, assisting with verification of annual accounts in guardianship cases and other specific duties.
- If appointed deputy clerk under s. 851.75, perform such duties as the clerk of circuit court directs.
- Performs other related duties as assigned by the Judge.

PHYSICAL DEMANDS OF ESSENTIAL FUNCTIONS:

Approximately 90% of the time is spent sitting, using near and far vision, hearing, talking and low to medium fingering for typing and data entry. Standing, walking, kneeling, stooping and crouching are performed about 10% of the time. Other actions may be required in unusual or non-regular situations. Most work is performed in a sedentary position. Ability to function primarily in situations encountered in a normal office setting.

WORKING CONDITIONS: 99% of the time will be inside in a climate controlled building and will involve contact with Green Lake County employees, attorneys, physicians and the general public. 1% of the time could be spent attending training sessions.

EQUIPMENT USED WHILE PERFORMING ESSENTIAL FUNCTIONS: General office equipment to include personal computer and printer, calculator, copy machine, fax machine, dictation equipment and telephone.

KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of office terminology, practices and procedures; thorough knowledge of modern office equipment with a high degree of skill and ability to operate appropriately.
- Ability to strategically plan and schedule large volume of cases; ability to assess situations and solve problems, often under strict deadlines.
- Skill in composition, spelling and typing; knowledge of legal terminology;
- Ability to maintain a high level of discretion, confidentiality and integrity;
- Ability to exercise initiative and sound judgment.
- Ability to establish and maintain effective working relationships with various officials, agencies, media and individuals that work with the department; ability to communicate effectively with attorneys and the general public, both orally and in writing.
- Ability to independently prepare correspondence; ability to use a variety of computer programs and word processing software;
- Ability to type.
- Knowledge of legal case management principles and standards and ability to use CCAP.
- Skill in the use of teleconferencing and video equipment.

QUALIFICATIONS REQUIRED: Graduation from high school, with any combination of education, skill and experience that provides the necessary knowledge, skills and abilities, as determined by the Circuit Court Judge.

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. The County retains and reserves any and all rights to change, modify, amend, add to or delete from any sections of this document as it deems in its judgment to be proper.

GREEN LAKE COUNTY POSITION DESCRIPTION

TITLE: Register in Probate

DEPARTMENT: Register in Probate/~~Circuit Court~~

LOCATION: ~~Green Lake County Government Center~~ Courthouse

REPORTS TO: ~~Circuit Court~~ Judge

POSITION SUMMARY:

Act as a court official in the capacity of Probate Registrar, Register in Probate and Probate Court Commissioner as specified by Wisconsin statutes to ensure effective administration of the probate process ~~and maintenance, to include model record keeping, in accordance of accurate and complete records in accordance with legal requirements.~~

~~The statutory jurisdiction of the Register in Probate includes: probate; testamentary trusts; guardianships (adults and minors); conservatorships; protective placements; and civil mental commitments.~~

~~This position performs all the duties and exercises powers of the Clerk of Juvenile Court as specified by Wisconsin statutes to ensure effective administration of the juvenile code and process, maintains accurate and complete records in accordance with statutory requirements. Juvenile Jurisdiction includes: as it relates to; adoptions, termination of parental rights, juvenile delinquencies, children in need of protection or services (CHIPS), juveniles in need of protection or services (JIPS).~~

~~The position requires Administrative duties in budgetary decision making; maintaining all files held within the office, supervise staff and act as court liaison to the County Board, local and state agencies; and, advanced secretarial, administrative and courtroom duties for a Circuit Court Judge.~~

~~This is an independent position with little supervision from the Judge.~~

Attached to this job description:

~~The position of the Register in Probate is defined by Wisconsin State Statute 851.71(1).~~

~~The duties of the Register in Probate are defined by Wisconsin State Statute 851.72.~~

FUNDAMENTAL JOB DUTIES AND RESPONSIBILITIES: *(Illustrative, not inclusive)*

- Knowledge and understanding of the Wisconsin State Statutes, pertaining to cases held within the office, with the ability to apply the law to cases overseen within the office of the Register in Probate, including knowledge in properly informing citizens, attorneys, law enforcement agents and Judges regarding proper procedures, petitions and time limitations.
- Conduct legal research and provide information and assistance in the preparation and filing of documents and the interpretation of cases and statutes; determines and explains appropriate options and procedures; and examines documents for accuracy, completeness, and validity.
- Authority to: draft and sign any order or certificate for matters authorized by the Judge or orders that fall under the auspices of the Circuit Court Commissioner in probate matters; to make discretionary, independent decisions as an officer of the Court; to allow accounts and approve sufficiency of bonds; to schedule and conduct non-contested probate proceedings; to conduct informal probate hearings; to accept or deny the petition for administration, sign orders, and grant domiciliary letters; to admit and order uncontested wills to probate; to grant domiciliary letters to estate administrators and issue letters of trust in cases where the will establishes a trust; to schedule Order to Show Cause hearings; and to appoint Guardian ad Litem and/or Adversary Counsel
- Administer **any** oaths and certify acknowledgements **required by law.**
- Maintain model recordkeeping (per Wisconsin State Statutes) in accepting, filing, and processing the court record for all probate case types, guardianships, protective placements, mental & alcohol commitments, adoptions, termination of parental rights, juvenile delinquencies, children in need of protection or services (CHIPS), juveniles in need of protection or services (JIPS), and juvenile ordinance citations per local/state/statutory guidelines
- Record accurate minutes of Probate and Juvenile Court hearings, mark exhibits, calendar events and activities in a timely manner, and serve as custodian of the record in conserving the court proceedings
- Act with integrity as Department Head in all relations with the County Board and other Agencies; prepare financial reports, the budget, and monitor receipts and expenditures, and report to the Judicial Law and Finance Committees
- Oversees financial operations, including billings, drafting of orders, collections of statutory and court ordered financial obligations **and** monitoring collection efforts.
- Responsible for preparing, submitting, and monitoring the office operating budget and the allocation of monies for the Probate and Juvenile Courts
- **Annually** Submit ~~an annual~~ a report to the chief judge of the judicial administrative District the statement required under s. 55.18 (5) regarding the completion of annual reviews of protective placement orders under s. 55.18 (1).
- Submit an annual report of the Office of the Register in Probate to the Supervisors of Green Lake County
- Responsible for drafting and implementation of policy and procedure for the Probate and Juvenile Courts, as well as working closely with the Clerk of Courts, Corporation Counsel, the Department of Human Services, and law enforcement on policy and procedure that overlap the departments
- Supervise probate deputy(s), juvenile court worker, and the Judicial Assistant—including, but not limited to, listing of position, interviewing, hiring recommendation, training, evaluating, disciplinary action, assigning work duties, review/approval of time sheets, expense requests, compensation time, sick leave, vacation leave, etc.
- Upon an appeal, prepare and submit the court record to the Appellate Court per Appellate Court Rules. Maintain an open-door policy. To be accessible, informative and helpful to others—not only as an officer **of the court, but as a representative of the county**
- **File and keep all papers properly deposited unless required to transmit such papers.**
- **Keep a court record of every proceeding in the court under chs. 54 and 851 to 879 under its proper title, a brief statement of the nature of the proceeding and of all papers filed therein, with the date of**

filing and a reference to where minute records can be found so that the court record is a complete index or brief history of each proceeding from beginning to final disposition.

- Keep a minute record and enter therein a brief statement of all proceedings of the court under chs. 54 and 851 to 879 during its sessions, all motions made and by whom, all orders granted in open court or otherwise, and the names of all witnesses sworn or examined.
- Keep an alphabetical index to the court record and the file containing the original documents or microfilm, optical disk, or electronic copies thereof.
- Perform any administrative duties as the judge directs.
- Perform the duties of clerk of the court assigned to exercise jurisdiction under chs. 48 and 938.
- If appointed deputy clerk under s. 851.75, perform such duties as the clerk of circuit court directs.
- Submit a monthly report to the department of health services of the deadlines for filing claims against estates set under s. 859.01 during that month in the register's county. The report shall be filed in a form and manner that may be prescribed by the department of health services.
- Make orders for hearings when the judge is away from the county seat or unable to discharge duties or when given authority in writing by the judge and an application is made to the court in a proceeding under chs. 54 and 851 to 879 requiring notice of hearing.
- Certify copies of papers, records and judicial proceedings.
- Shall have the duties and powers of a circuit court commissioner assigned to assist in probate matters and shall act in that capacity when designated to do so by the judge.
- To accept or deny the petition for administration, sign orders, and grant domiciliary letters; to admit and order uncontested wills to probate; to grant domiciliary letters to estate administrators and issue letters of trust in cases where the will establishes a trust;
- Perform the duties of the Judicial Assistant as needed.

ESSENTIAL SKILLS & ABILITIES

- Detailed knowledge of legal case management principles and standards; working knowledge of laws, regulations and procedures applicable to all types of court cases.
- ~~Knowledge of and ability to use CCAP.~~
- Ability to make discretionary, independent decisions under stressful circumstances. ~~To show self-discipline, initiative, and the ability to work independently without supervision, as well as with other individuals and departments/agencies~~
- To show initiative and the ability to work independently without supervision
- The ability to prioritize duties based upon time limitations, emergency procedures and complexity of cases.
- Ability to clerk numerous hearings within the day and effectively complete model record keeping.
- Possess excellent writing, listening, and communication skills, ~~as there is extensive interaction with not only co-workers, but the general public, emotional individuals, juveniles, parents, school administration, law enforcement, attorneys and Judges.~~
- Ability to establish and maintain effective working relationships with various officials, agencies, media and individuals that work with the department; ability to communicate effectively with attorneys and the general public, both orally and in writing
- ~~Considerable~~ Ability to maintain a high level of discretion, confidentiality and integrity; ~~ability to exercise initiative and sound judgment~~
- ~~Ability to maintain log of current state required forms, as well as ability to know which forms are being reviewed for additions, deletions, and changes. To be able to contact the proper committees when there needs to be changes.~~
- Knowledge of accounting principles and maintenance of accurate financial records for court-ordered fees, payment plans, distribution of monies, as well as the filing of judgments and tax

intercepts for the collection of delinquent fees

- Ability to write proposals to the Director of State Courts and CCAP for equipment and modern technology for use in Green Lake County
- Prepare reports to State/Vital Statistics Department on adoptions and termination of parental rights; prepare Annual Report of Actual Costs annually for the Director of State Courts; prepare quarterly reports for the State Public Defender's office
- Ability to independently prepare reports, legal documents and correspondence; ability to use a variety of computer programs and word processing software.
- Ability to type 60 wpm.
- Ability to consistently manage an office efficiently and personnel fairly
- Ability and willingness to assist the public in genealogy inquiries/searches
- Ability to be patient, flexible, creative, and compassionate as a representative of the court and a service provider to the community
- Demonstration of competent skills in the usage of general and unusual office equipment, as well as a willingness to learn and fully utilize the capabilities of the CCAP software in case, reports, and financials
- Willingness to cross train the Judicial Assistant and handle the duties of the Judicial Assistant when necessary
- Keep an alphabetical index for all court records of the Probate and Juvenile Courts
- Serve as notary public
- Learn and fully utilize the capabilities of the CCAP software.
- Ability to train the Judicial Assistant and handle the duties when necessary.

QUALIFICATIONS REQUIRED:

Graduation from high school, with any combination of education, skill and experience that provides the necessary knowledge, skills and abilities, as determined by the Circuit Court Judge.

~~Associate degree supplemented by legal coursework and 4-6 years of secretarial experience which include 2 years as a supervisor, 2 years of legal experience or court related experience and 3 years of accounting experience~~ **OR** a combination of education and experience.

~~Continuing education—attend Register in Probate and Juvenile Clerk of Court conferences, participate in training programs offered by the Director of State Courts or Wisconsin Guardianship Association, and any other relevant trainings/seminars~~

PHYSICAL DEMANDS OF ESSENTIAL FUNCTIONS:

Approximately ~~70~~ **90%** of the time is spent sitting, using near and far vision, hearing, talking and constant fingering for typing and data entry. Standing, walking (to address citizens, attorneys and law enforcement at the counter or courtroom and to retrieve files in active or closed status), kneeling, stooping, and crouching are performed about 30% of the time. Other actions may be required in unusual or non-regular situations. Most work is performed in a sedentary position. Ability to function primarily in situations encountered in a normal office setting.

WORKING CONDITIONS: 99% of the time will be inside in a climate controlled building and will involve contact with Green Lake County employees, attorneys, physicians and the general public. 1% of the time could be spent attending training sessions.

EQUIPMENT USED WHILE PERFORMING ESSENTIAL FUNCTIONS: General office equipment to include,

but is not limited to, personal computer, printer, calculator, copy machine, fax machine, **dictation equipment** and telephone. ~~Extensive equipment to include, but is not limited to, CCAP personal & high efficiency scanners, CCAP receipt printers, teleconferencing and video equipment, multi media tools.~~

This position description has been prepared to include the Statutorily required position, duties and authorities and 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.

March 2013

The position of the Register in Probate is defined by Wisconsin State Statute 851.71(1).

851.73 Powers of register in Probate.

(1) The register in probate:

(a) May make orders for hearings when the judge is away from the county seat or unable to discharge duties or when given authority in writing by the judge and an application is made to the court in a proceeding under chs. 54 and 851 to 879 requiring notice of hearing. The order and notice when signed "by the court, ..., register in probate" has the same effect as if signed by the judge.

(b) Has the same powers as clerks of court to certify copies of papers, records and judicial proceedings. Copies certified by registers in probate are receivable in evidence as if certified by clerks of court.

(c) Has the power to administer any oath required by law.

(d) Has, when appointed for this purpose, the powers of deputy clerks as provided in s. 59.40 (1).

(e) Has, when appointed for this purpose, the powers and duties of court reporters and assistant reporters specified in SCR 71.01.

(f) May refuse to accept any paper for filing or recording until the fee prescribed by s. 814.66 or other applicable statute is paid.

(g) Shall have the duties and powers of a circuit court commissioner assigned to assist in probate matters and shall act in that capacity when designated to do so by a judge assigned probate jurisdiction.

The duties of the Register in Probate are defined by Wisconsin State Statute 851.72.

851.72 Duties of registers in Probate. The register in probate shall:

(1) File and keep all papers properly deposited with him or her unless required to transmit such papers.

(2) Keep a court record of every proceeding in the court under chs. 54 and 851 to 879 under its proper title, a brief statement of the nature of the proceeding and of all papers filed therein, with the date of filing and a reference to where minute records can be found or to the microfilm or optical disk or electronic file where papers have been stored so that the court record is a complete index or brief history of each proceeding from beginning to final disposition.

(3) Keep a minute record and enter therein a brief statement of all proceedings of the court under chs. 54 and 851 to 879 during its sessions, all motions made and by whom, all orders granted in open court or otherwise, and the names of all witnesses sworn or examined. If this information is all included in the court record, the judge may direct that the minute record be no longer kept.

(5) Keep an alphabetical index to the court record and the file containing the original documents or microfilm, optical disk, or electronic copies thereof.

(6) Perform any other administrative duties as the judge directs.

(7) Except in counties having a population of 500,000 or more, perform the duties of clerk of the court assigned to exercise jurisdiction under chs. 48 and 938 unless these duties are performed by a person appointed under s. 48.04.

(8) When appointed deputy clerk under s. 851.75, perform such duties as the clerk of circuit court directs.

(9) In counties having a population of 500,000 or more, the register in probate shall be the department head as to all personnel, procurement, budget and related matters with reference to his or her office as register in probate. The register in probate shall appoint under ss. 63.01 to 63.16 as many deputy clerks as may be authorized by the county board, provided that the appointments shall be approved by the judge which the deputy shall serve. The deputy clerks shall aid the register in probate and deputy registers in probate in the discharge of their duties.

(10) Submit a monthly report to the department of health services of the deadlines for filing claims against estates set under s. 859.01 during that month in the register's county. The report shall be filed in a form and manner that may be prescribed by the department of health services.

(11) Annually submit to the chief judge of the judicial administrative district the statement required under s. 55.18 (5) regarding the completion of annual reviews of protective placement orders under s. 55.18 (1).

**GREEN LAKE COUNTY
POSITION DESCRIPTION**

TITLE: Register in Probate

DEPARTMENT: Register in Probate

LOCATION: Courthouse

REPORTS TO: Judge

PURPOSE OF POSITION: Acts as a court official in the capacity of Probate Registrar, Register in Probate and Probate Court Commissioner as specified by Wisconsin statutes to ensure effective administration of the probate process, guardianships and civil mental commitments.

Perform the duties of the Clerk of Juvenile Court as specified by Wisconsin statutes as it relates to; adoptions, termination of parental rights, juvenile delinquencies, children in need of protection or services (CHIPS) and juveniles in need of protection or services (JIPS).

FUNDAMENTAL JOB DUTIES AND RESPONSIBILITIES: *(Illustrative, not inclusive)*

- File and keep all papers properly deposited unless required to transmit such papers.
- Keep a court record of every proceeding in the court under chs. 54 and 851 to 879 under its proper title, a brief statement of the nature of the proceeding and of all papers filed therein, with the date of filing and a reference to where minute records can be found so that the court record is a complete index or brief history of each proceeding from beginning to final disposition.
- Keep a minute record and enter therein a brief statement of all proceedings of the court under chs. 54 and 851 to 879 during its sessions, all motions made and by whom, all orders granted in open court or otherwise, and the names of all witnesses sworn or examined.
- Keep an alphabetical index to the court record and the file containing the original documents or microfilm, optical disk, or electronic copies thereof.
- Perform any administrative duties as the judge directs.
- Perform the duties of clerk of the court assigned to exercise jurisdiction under chs. 48 and 938
- If appointed deputy clerk under s. 851.75, perform such duties as the clerk of circuit court directs.
- Submit a monthly report to the department of health services of the deadlines for filing claims against estates set under s. 859.01 during that month in the register's county. The report shall be filed in a form and manner that may be prescribed by the department of health services.
- Annually submit to the chief judge of the judicial administrative district the statement required under s. 55.18 (5) regarding the completion of annual reviews of protective placement orders under s. 55.18 (1).
- Make orders for hearings when the judge is away from the county seat or unable to discharge duties or when given authority in writing by the judge and an application is

made to the court in a proceeding under chs. 54 and 851 to 879 requiring notice of hearing.

- Certify copies of papers, records and judicial proceedings.
- Administer any oath required by law.
- Shall have the duties and powers of a circuit court commissioner assigned to assist in probate matters and shall act in that capacity when designated to do so by the judge.
- To accept or deny the petition for administration, sign orders, and grant domiciliary letters; to admit and order uncontested wills to probate; to grant domiciliary letters to estate administrators and issue letters of trust in cases where the will establishes a trust;
- Oversees financial operations, including billings, collections of statutory and court ordered financial obligations and monitoring collection efforts.
- Submit an annual report to the Supervisors of Green Lake County
- Perform the duties of the Judicial Assistant as needed.

PHYSICAL DEMANDS OF ESSENTIAL FUNCTIONS:

Approximately 90% of the time is spent sitting, using near and far vision, hearing, talking and low to medium fingering for typing and data entry. Standing, walking, kneeling, stooping and crouching are performed about 10% of the time. Other actions may be required in unusual or non-regular situations. Most work is performed in a sedentary position. Ability to function primarily in situations encountered in a normal office setting.

WORKING CONDITIONS: 99% of the time will be inside in a climate controlled building and will involve contact with Green Lake County employees, attorneys, physicians and the general public. 1% of the time could be spent attending training sessions.

EQUIPMENT USED WHILE PERFORMING ESSENTIAL FUNCTIONS: General office equipment to include personal computer and printer, calculator, copy machine, fax machine, dictation equipment and telephone.

ESSENTIAL SKILLS & ABILITIES

- Detailed knowledge of legal case management principles and standards; working knowledge of laws, regulations and procedures applicable to all types of court cases.
- Ability to make discretionary, independent decisions under stressful circumstances.
- To show initiative and the ability to work independently without supervision
- The ability to prioritize duties based upon time limitations, emergency procedures and complexity of cases.
- Ability to clerk numerous hearings and effectively complete model record keeping.
- Possess excellent writing, listening, and communication skills.
- Ability to establish and maintain effective working relationships with various officials, agencies, media and individuals that work with the department; ability to communicate effectively with attorneys and the general public, both orally and in writing
- Ability to maintain a high level of discretion, confidentiality and integrity
- Knowledge of accounting principles and maintenance of accurate financial records for court-ordered fees and payment plans, as well as the filing of judgments and tax intercepts for the collection of delinquent fees

- Prepare reports to State/Vital Statistics Department on adoptions and termination of parental rights; prepare Annual Report of Actual Costs annually for the Director of State Courts; prepare quarterly reports for the State Public Defender's office
- Ability to; independently prepare correspondence; use a variety of computer programs and word processing software;
- Ability to type.
- Ability and willingness to assist the public in genealogy inquiries/searches
- Learn and fully utilize the capabilities of the CCAP software.
- Ability to train the Judicial Assistant and handle the duties when necessary

QUALIFICATIONS REQUIRED: Graduation from high school, with any combination of education, skill and experience that provides the necessary knowledge, skills and abilities, as determined by the Circuit Court Judge.

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. The County retains and reserves any and all rights to change, modify, amend, add to or delete from any sections of this document as it deems in its judgment to be proper.

July 2015

POSITION REVIEW

Account Clerk Specialist

- a. **Job Description.** The Account Clerk Specialist job description was reviewed, revised and changed to Accounting Specialist.
- b. **Job Designation.** The position will have a starting wage is \$17.67 based on knowledge and experience. The position is increased to 40 hours per week. An Associate's Degree or Bachelor's (preferred).
- c. **Necessity.** This position primarily provides all fiscal support for the Department.

Evaluation of Existing Staff. This position is vacant and therefore needs to be filled in order do the functions required of this position.

POSITION REVIEW

Clinical Therapist

- a. **Job Description.** The Dual Diagnosis Clinical Therapist description was reviewed and changed to a Clinical Therapist.
- b. **Job Designation.** This is a Master's Level position requiring a Master's Degree or LPC (Licensed Professional Counselor). This position provides essential community based mental health services to persons with a mental illness and/or substance abuse that will enable them to obtain and/or maintain independent living in the community. The position will have a starting wage of \$25.40.
- c. **Necessity.** This position primarily provides community mental health services to people with mental illness that enables them to live in the community and reduces hospitalization.
- d. **Evaluation of Existing Staff.** There is insufficient staff to do the functions required of this position. The caseloads of the Behavioral Health Unit require additional staff, as this position will fill a vacated position.

05/09/14, 7/20/2015, 10/16/15, 11/12/15

OCTOBER 14, 2015

TO: GREEN LAKE COUNTY JUDICIAL / LAW ENFORCEMENT COMMITTEE
FROM: TERRI STELLMACHER, CHILD SUPPORT ADMINISTRATOR
RE: FILLING VACANCY OF POSITION

I have announced that I will be retiring, effective January 1, 2016.

I would like to take this opportunity to thank you for the opportunities that I have experienced working for the Green Lake County Child Support Agency. I have genuinely enjoyed working for Green Lake County.

Attached please find the job description of the Child Support Administrator, along with the justification of why I feel the position should be filled. Please consider filling the vacancy that I will be leaving.

The Green Lake County Child Support Agency is one of the top performing counties in the State of Wisconsin. I would like to see that continue.

Thank you for your consideration.

GREEN LAKE COUNTY CHILD SUPPORT ADMINISTRATOR

JOB DESCRIPTION: The job description of the Green Lake County Child Support Administrator has been reviewed. I recommend no changes to the job description, at this time. I have reviewed the educational requirements and/or experience requirements, and feel that no changes should be made. I also feel that a 40 hour work week is sufficient to accomplish the tasks of the Child Support Administrator.

JOB DESIGNATION: I am not certain why the Child Support Administrator pay scale is two grades lower than the unit managers in the Health & Human Services Department. The Child Support Administrator position is in Pay Group #9. There are no changes to the duties and responsibilities of the Administrator, and therefore it would not be appropriate for the pay to be in a lower pay group.

NECESSITY: The Child Support program is 66% funded by the State and Federal Government. In addition, the Child Support program earns "incentive" payments from the State for a job well done. It is crucial that the position of Child Support Administrator be retained in Green Lake County, not only to maintain the existing funding that is being received, but to keep the program running smoothly. Green Lake County has consistently been one of the top performing counties in the State of Wisconsin, as evident by the Certificates of Excellence that are received by the agency nearly every year.

EVALUATION OF EXISTING STAFF: At this time, the Green Lake County Child Support Agency consists of 3.25 positions. That includes one Administrator, two Specialists, and a 25% Receptionist. The two Specialists are currently dealing with caseloads of over 450 cases each. There would be no way that the duties of the Child Support Administrator could be distributed to these Specialists. They are already overwhelmed with their existing workload.

October 14, 2015

REASONS TO KEEP THE CHILD SUPPORT AGENCY AS A “STAND ALONE” OFFICE:

GOVERNANCE / ORGANIZATIONAL STRUCTURE: How is the leadership approach and organizational structure appropriate for the child support program? Governance would relate to consistent management, cohesive policies, support for the program, guidance, process and decisions, and communication.

PROGRAM OBJECTIVES: The Child Support program is an establishment and enforcement / collection program, (more than a social/human service agency). The issues of human services and child support are very different. The Human Services Department grants public assistance benefits. The Child Support Agency goal is to get customers off public assistance benefits.

PERFORMANCE/ACCOUNTABILITY: The State program measures county performance in four federal targeted areas: Establishment of Paternities, Establishment of Child Support Orders, Collections of Current Child Support Due**, and Collection of Past Child Support Due (Arrears). These are basically considered the four most important measures in determining the success of the child support program. Department of Children and Families provides funding to counties based upon county performance for each of the four measures. The amount of funding/incentives for a particular measure is based upon federal and state targets.

SUPERVISION: Oversight of the day to day operation is extremely important. There are numerous reports and worklists to work every day, compliance with federal regulations and timelines, as well as state statutes and Bureau of Child Support policies and procedures. There is a need for backup for areas of the program, not just court actions, but entering court orders, and financial responsibilities. Will the supervision of the Child Support staff be done by an individual knowledgeable about the program?

CUSTOMER SERVICE: Customer service for child support can be difficult and complex. A large portion of child support participants have no contact with Human Services. Example: Child Support Specialists with caseload of 450 cases, have to actually satisfy 900 people – both the payee and the payer. Many times interference is opposed by both. Child Support can be a highly emotionally charged program.

*****Green Lake County ranks 2nd in the State of Wisconsin, for collecting current child support.***

October 14, 2015

CHILD SUPPORT AGENCY – Fiscal Note:

2014 Actual Expenses:

Including Salaries and

Office Expenditures: \$ 248,757.28

Fees paid to State for Services: \$ 2,892.46
(tax intercept & locate services)

Total: **\$ 251,649.74**

2014 Revenue:

Salaries & Office Expenditures: \$ 187,735.04

Incentive and GRP Funding Earned: \$ 81,501.33

Direct Reimbursements from Payers: \$ 3,670.05
(for cost debts)

Total: **\$ 272,906.42**

2014 Net Revenue to Green Lake County

Earned by the Child Support Agency: \$ 21,256.68



GREEN LAKE COUNTY
OFFICE OF THE COUNTY CLERK

Margaret R. Bostelmann, WCPM
County Clerk

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

October 7, 2015

TO: Judicial Law Enforcement & Emergency Management Committee
Terry Stellmacher, Child Support Administrator

FR: Marge Bostelmann, Administrative Coordinator

RE: Vacant Child Support Administrator Position

On September 15th Terry Stellmacher provided her retirement notice to me effective January 1, 2016. I received Terry's request to fill the vacant position on Monday and have not had the opportunity to speak with Terry regarding her request and documentation.

I spoke with Deb Pagel, Schenck, who will be recommending in her organizational assessment report that the structure of the Child Support Department be reviewed if a vacancy occurs. I have sent a request to all County HR departments for their Child Support Administrator's job description, departmental structure, if the department is a stand-alone department or combined with other departments.

I recommend that until other information is gathered, reviewed and taken into consideration the position not be approved as presented. I will provide the information that I receive to your committee as soon as it is accumulated.

GREEN LAKE COUNTY CHILD SUPPORT AGENCY

Updated February 5, 2013

TITLE: CHILD SUPPORT ADMINISTRATOR

DEPARTMENT / UNIT: CHILD SUPPORT AGENCY

LOCATION: GREEN LAKE COUNTY JUSTICE CENTER

REPORTS TO: JUDICIAL / LAW ENFORCEMENT COMMITTEE

PURPOSE OF POSITION: TO MANAGE AND DIRECT THE CHILD SUPPORT PROGRAM IN GREEN LAKE COUNTY

FUNDAMENTAL JOB DUTIES AND RESPONSIBILITIES:

ESSENTIAL FUNCTIONS:

- Administrative - Develop and maintain a child support program plan for Green Lake County, which meets all federal and state laws, rules, regulations and policies
- Contract with the State of Wisconsin for all support related activities in the county
 - Coordinate all locate child support agency functions
 - Develop office policy and procedures
 - Establish a cooperative working relationship with the county IV-A agency and other county and state agencies involved in the child support and paternity program
 - Negotiate cooperative agreements with other county agencies, per federal requirements
 - Supervise and evaluate other child support staff
 - Complete all required administrative reports
 - Develop the county budget for the child support program
 - Provide public information and education regarding the child support program
- Case Management- Paternity determination activities
- Prepare legal documents
 - Develop procedures for, schedule, and administer genetic testing
 - Court related activities
 - Prepare all legal documents
 - Appear and assist the Corporation Counsel at court hearings
 - Create and maintain an individual case record system which will meet the requirements as set forth in 45 CRF 303.2
 - Work with specialists to determine appropriate enforcement actions
 - Prepare documents for referral of criminal non-support cases to the District Attorney's Office; work with the District Attorney's Office in prosecution of criminal cases

PHYSICAL DEMANDS OF THE ESSENTIAL FUNCTIONS:

About 30% of the time is spent typing or keying on the computer while sitting; approximately 25% of the time is spent talking while seated or standing; approximately 25% of the time is spent listening while seated or standing, 5% of the time is spent reaching, stooping, kneeling, crouching, and lifting/carrying objects up to 10 pounds; 15% of the time is spent reading, writing, or visually observing.

WORKING CONDITIONS WHILE PERFORMING ESSENTIAL FUNCTIONS:

100% of the child support work is done indoors. About 30% of the time, situations could develop where there is verbal conflict with a customer either over the telephone or at the counter. There may be approximately a 1% chance of physical attack or injury from persons visiting the office or outside the office.

EQUIPMENT USED TO PERFORM ESSENTIAL FUNCTIONS:

Telephone, copy machine, calculator, typewriter, personal computer and printer, fax machine, instant camera, and automobile.

QUALIFICATIONS NEEDED (EDUCATION SKILLS):

Bachelor's degree in Business Administration, Management, Police Science/Administration, or a related field is desired. Or equivalent combination of education and 3-5 years management experience with increasing responsibilities relating to family law, investigation, supervision, computerization and business management, preferably in a child support agency setting.

ESSENTIAL SKILLS:

A thorough knowledge of child support laws as they pertain to enforcement, paternity establishment, collection hierarchy, and public assistance rules; knowledge of legal forms and terminology, business mathematics and English; investigative skills, supervisory skills; considerable skill and knowledge in computer use; knowledge of human behavior with the ability to relate to people from varied backgrounds; ability to obtain cooperation from others in situations of conflicting goals or values; ability to evaluate information and exercise judgment to make recommendations and decisions according to office policy and in conformity with the law.

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions, and necessary 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, for any section of this document as it deems in its' judgment, to be proper.

Relating to County Employees 2016 Wages

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 15th day of December 2015, does resolve as follows:

WHEREAS, Green Lake County Board of Supervisors approved and accepted the wage study and compensation structure and salary ranges for county employees on November 12th, 2013; and

WHEREAS, in accordance with the approved wage compensation structure, employees below market range receive step increases in 2.5% increments as defined in the compensation structure to advance to market range over time; and

WHEREAS, the Personnel Committee proposes a wage increase for employees above market range at an increment of 1%;

NOW THEREFORE BE IT RESOLVED that the Green Lake County Board of Supervisors approves the 2016 wage increases for county employees as approved in the wage compensation structure and at an increment of 1% for employees above market range.

2016 Fiscal Note: \$130,807.84

Roll Call on Resolution No. -2015

Submitted by Personnel Committee:

Ayes , Nays , Absent , Abstain

Passed and Adopted/Rejected this 15th day of December 2015

Joe Gonyo, Chair

Sue Wendt, Vice Chair

County Board Chairman

Harley Reabe

ATTEST: County Clerk
Approve as to Form:

Paul Schwandt

Corporation Counsel

Maureen Schweder