



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

Original Post Date: 02/26/18

Amended* Post Date: 02/28/2018

The following documents are included in the packet for the Personnel Committee on March 1, 2018:

- 1) Agenda
- 2) Draft minutes from 01/18/2018
- 3) Resolution Relating to Creating a Program Aide Position
- 4) Resolution Creating one Chief Deputy County Treasurer and Eliminating One Deputy County Treasurer Position in the County Treasurer's 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: March 1, 2018 Time: 6:00 PM
Green Lake County Government Center,*

County Clerk Conference Room #1915, 571 County Rd A, Green Lake WI

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: 01/18/18
6. Correspondence
7. Resolutions/Ordinances
 - Resolution Relating to Creating a Program Aide Position
 - Resolution Creating One Chief Deputy County Treasurer and Eliminating One Deputy Treasurer Position in the County Treasurer's Office
8. Committee Discussion
 - Future Meeting Dates: March 22, 2018 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
January 18, 2018

The meeting of the Personnel Committee was called to order by Chair Joe Gonyo at 6:00 PM on Thursday, January 18, 2018 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: Robert Schweder
Robert Lyon
Paul Schwandt (6:02)
Joe Gonyo

Absent: Sue Wendt

Also Present: Liz Otto, County Clerk; Dawn Klockow, Corporation Counsel; Sheriff Mark Podoll; Mark Putzke, Chief Deputy

AGENDA

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

MINUTES

Motion/second (Schweder/Lyon) to approve the minutes of the November 16, 2017 meeting. All ayes. Motion carried.

CORRESPONDENCE - none

RESOLUTIONS/ORDINANCES

- **Create One Full-Time Deputy Patrol Position**

Sheriff Mark Podoll explained the need for the new position. He cited the need to fill boat patrol hours, snowmobile trail patrol, cut down on overtime, and also fill in for current employees when there are medical leaves, etc.
Discussion held.

Motion/second (Schweder/Lyon) to approve the resolution and forward to the Finance Committee to approve the fiscal note. All ayes. Motion carried.

COMMITTEE DISCUSSION

Future meeting date: Regular meeting – February 22, 2018 at 6:00 PM

Future agenda items:

ADJOURNMENT

Chair Gonyo adjourned the meeting at 6:38 PM.

Submitted by,

Liz Otto
County Clerk

RESOLUTION NUMBER -2018

RESOLUTION RELATING TO CREATING A PROGRAM AIDE POSITION

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 20th day of March 2018, does resolve as follows:

1 **WHEREAS**, Fox River Industries is a unit of Green Lake County Department of Health
2 & Human Services; and,

3 **WHEREAS**, Fox River Industries is a current provider of Adult Day Services and
4 Prevocational Services funded through Family Care; and,

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. -2018

Submitted by Health and Human Services Board:

Ayes , Nays , Absent , Abstain

Passed and Adopted/Rejected this 20th day of March, 2018.

Joe Gonyo, Chair

John Gende

County Board Chairman

Joy Waterbury

ATTEST: County Clerk
Approve as to Form:

Nancy Hoffman

Corporation Counsel

Richard Trochinski

Nick Toney, Vice-chair

Harley Reabe

Tom Reif

Brian Floeter

5 **WHEREAS**, Fox River Industries currently has two additional Family Care funded
6 consumers requesting full-time Day Services immediately, covering 87% of this cost;
7 and,

8 **WHEREAS**, Fox River Industries currently has one additional Prevocational Services
9 consumer funded through Adams County long-term supports requesting full time
10 services immediately, covering more than the remaining 13% of this cost; and,

11 **WHEREAS**, Demand for Adult Day Services will continue to grow as recent legislation
12 guides graduating students away from center-based employment and into Adult Day
13 Services and community employment; and,

14 **WHEREAS**, this additional position will be fully funded through additional Family Care
15 and Adams County long-term supports revenues.

16 **NOW, THEREFORE, BE IT RESOLVED**, that the Green Lake County Board of
17 Supervisors authorizes the creation of an additional Program Aide position within the
18 Department of Health & Human Services at Fox River Industries.

19 **BE IT FURTHER RESOLVED**, that this position will be fully funded by the combined
20 increased revenues from Family Care and Adams County long-term supports.

21 **BE IT FINALLY RESOLVED**, that if the funding is no longer available, this position will
22 be eliminated once the available to cover the cost of this position are depleted,
23 withdrawn or otherwise unavailable.

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: PROGRAM AIDE

DEPARTMENT: HEALTH & HUMAN SERVICES/FOX RIVER INDUSTRIES

LOCATION: FOX RIVER INDUSTRIES

SUPERVISOR: FOX RIVER INDUSTRIES UNIT MANAGER

SUMMARY:

This position will work up to full time. Flexible hours will be assumed. Provides client educational training, supervision and ongoing support in a variety of program areas, as needed, to individuals who are chronically mentally ill or have varying degrees of physical and developmental disabilities. The areas of instruction may be community-based services, community job sites, prevocational, and/or daily living skills.

DUTIES AND RESPONSIBILITIES:

- About 70% of time is spent providing training and supervision to clients of Green Lake County Human Services Department in the areas of community based services, daily living skills, day services, work activities, prevocational, and supported employment settings.
- Approximately 15% of the time may be driving a morning and afternoon van/bus route.
- Providing clients with assistance for toileting and hygienic needs consumes about 5% of time. This includes transferring clients in and out of wheelchairs and/or other special equipment.
- 5% of time is utilized maintaining records and charting associated with client behaviors, goals, time studies and objectives.
- 5% of time is spent in unit staff meetings, training, information sharing, and special projects.

SKILLS AND ABILITIES:

- Computer skills, Microsoft Word, Excel, Access, and e-mail
- Skill in the use of a typewriter, calculator, copy machine, computer terminal, fax machine, technical equipment, camera, measuring devices, and automobile. Various types of client lifting/ transferring equipment is used (wheelchair, prone stander, and lifts on vehicles). Hand tools: hammers, wrenches, screwdrivers, shovels, brooms, etc. Food preparation equipment: ovens, food warmers, dishwashers, and mixers, etc. Pallet jack and stopwatch may be required. Hearing and eye protection are required. Gloves are used.
- Basic everyday living skills are necessary for this position.
- Ability to understand and follow directions, and to read, write, add, and subtract.

QUALIFICATIONS:

EDUCATION: High school diploma or equivalent and a current valid Wisconsin driver's license are necessary.

EXPERIENCE / JOB KNOWLEDGE: Experience and/or training in working with the developmentally disabled population is preferred.

- Must be CPR and first aid certified or certifiable (training will be provided).
- Must have CNA license or be willing/able to acquire one in first 90 days of employment.
- Must have forklift safety certificate or be willing/able to acquire one in the first 90 days of employment

WORKING CONDITIONS:

PHYSICAL DEMANDS: 75% of the time requires talking, hearing, and far and near vision. About 50% of the time is spent standing with a lesser amount (25%) used in walking and low fingering (writing). Approximately 10% of the time is spent sitting, grappling (physically subduing a client), bending/twisting (to transfer clients), and reaching. Included in this 10% of time is lifting people weighing 100 lbs. or more, carrying them and involves a high degree of pushing (wheelchair). In unusual situations, stopping, kneeling, crouching, running, swimming, climbing, and pushing/pulling objects weighing 50-80 lbs

ENVIRONMENTAL DEMANDS: Over 75% of time is spent inside a building. 10% of time, more or less, is spent outside supporting clients where temperatures fluctuate between hot and cold, wet and humid conditions. An additional 10% of time is used in providing personal care to clients involving exposure to blood and body fluids; and the possibility of physical attack or injury from a client can occur. In unusual situations, the aide is exposed to high noise levels, odors, dust, and poor ventilation due to workshop activities, and community based job sites.

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.

February 2015

1/22/2018

FISCAL NOTE - PERSONNEL COSTS

2018 Wage

DEPARTMENT:		DEPARTMENT OF HEALTH & HUMAN COMMITTEE: HUMAN SERVICES						ACCOUNT #:			
POSITION TITLE	NAME	RATE	HOURS	WAGE	FICA	RET-C	RET-E	H&A INS	L-INS	TOTAL	
HSFRI	Program Aide	*Vacant	14.99	1,820.00	27,281.80	2,087.06	0.00	0.00	22,484.00	25.00	51,877.86

100% of the \$51,877.86 will be generated from the additional revenues from 3 new funded consumers starting in January 2018. 2 new consumers are full-time Day Services which will generate 30 hours per week (1560 hours per year) at a rate of \$14.52/hour for a revenue total of \$22,651 per year for each, or \$45,302 for both combined. These two individuals are both Family Care funded. 1 additional new consumer is full-time Prevocational Services (Production) which will generate 30 hours per week (1560 hours per year) at a rate of 8.50/hour for a total of \$13,260 per year. This individual is funded directly through Adams County long-term supports. The total revenue increase from these three additional full-time consumers will be \$58,562. The additional Program Aide position will split time as needed between Production and Day Services, with any additional available time to be spent assisting with Supportive Home Care (SHC) services as we strive to meet a large increase Family Care funded demand for SHC services.

RESOLUTION NUMBER -2018

**RESOLUTION RELATING TO CREATION OF ONE CHIEF
DEPUTY TREASURER POSITION AND ELIMINATE ONE
DEPUTY TREASURER POSITION IN THE COUNTY TREASURER'S OFFICE**

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 20th day of March 2018, does resolve as follows:

- 1 **WHEREAS**, the County Treasurer has reviewed the needs of the office and has
- 2 determined that the creation and appointment of a Chief Deputy Treasurer position will
- 3 enhance the management of the County Treasurer's Office; and,

Approved by Personnel Disapproved by Personnel

Majority vote is needed to pass.

Roll Call on Resolution No. -2018

Submitted by Administrative
Committee:

Ayes , Nays , Absent , Abstain

Passed and Adopted/Rejected this 20th
day of March 2018.

Harley Reabe, Chair

Nick Toney, Vice-chair

County Board Chairman

Robert Lyon

ATTEST: County Treasurer
Approve as to Form:

Paul Schwandt

Corporation Counsel

Michael Starshak

4 **WHEREAS**, the position of Chief Deputy Treasurer will have additional supervisory and
5 financial duties, and in the absence of the County Treasurer would have the statutory
6 authority to act as the County Treasurer until the County Treasurer returns.

7 **WHEREAS**, the Chief Deputy Treasurer, in addition to supervisory duties, will still
8 perform the duties of a Deputy Treasurer; and,

9 **WHEREAS**, the job description for the Chief Deputy Treasurer is attached hereto and
10 approved.

11 **NOW, THEREFORE, BE IT RESOLVED**, that the Green Lake County Board of
12 Supervisors hereby create one position of Chief Deputy Treasurer effective April 2,
13 2018.

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: CHIEF DEPUTY COUNTY TREASURER

DEPARTMENT: COUNTY TREASURER'S OFFICE

LOCATION: GOVERNMENT CENTER

SUPERVISOR: COUNTY TREASURER

SUMMARY:

Under the supervision of the County Treasurer/Real Property Lister, the Chief Deputy County Treasurer performs a variety of responsible clerical and accounting duties in the department, while serving as principle assistant to the Treasurer. Responsible for locating, mapping, identifying, verifying, and keeping current the owner and legal description of every parcel of land in Green Lake County, along with respective land class and values. Maintains efficient operation of the office and performs related work as required.

DUTIES AND RESPONSIBILITIES: TREASURER

- Assists in the collection and receipting of all tax monies and general revenue monies from all taxpayers and County Departments.
- Responsibility for the overall management of the office in the absence of the County Treasurer.
- Completes daily deposit slips and deposits collected funds into the bank, after balancing all money and receipts, when needed.
- Researches general and technical information regarding assessments, taxes, and legal descriptions in response to telephone or personal inquiries. Identifies and locates parcels by the legal description.
- Performs data entry and handles all aspects of the Tax Collection Program including generating end of month reports, preparing tax bills, and preparing and maintaining tax rolls. Performs other related duties as assigned.
- Works cooperatively with office staff and local officials in the preparation of tax bills and rolls for all municipalities.
- Works cooperatively in the receipting of tax bills for all real and personal property and balancing the same for a bank deposit.
- Works cooperatively with office staff in the receipting of the first installment for those municipalities which the county collects that installment for, which involves balancing and transferring to the local municipality the correct funds received and balancing the same throughout the collection period.
- Assists the treasurer in entering data received from the local treasurers regarding first half tax payments.

- Assists in the preparation of payroll and general maintenance checks.
- Compiles and print reports relating to tax payments and balances.
- Compiles statistics and information for monthly, quarterly, and annual reports and meetings. Reports include: Taxes and License fees, Register in Probate, and Transfer Return.
- Assists in the preparation of financial statements and settlements as needed.
- Maintains a subsidiary ledger of receipted money and expenditures.
- Assists land description with the update of property description maintenance, as well as assisting the public with phone calls and inquiries regarding the same.
- Serves as a back-up for the Treasurer in regard to tax settlement verification and the ability to assume this function if necessary. The tax settlement determines the amount due to all taxing entities throughout the year.
- Assists the County Treasurer in keeping an account of all monies received for taxes, and a separate account of money received and disbursed by the County Treasurer.
- Serves as a back-up for the Treasurer in regard to the bond issue and repayment of the justice center loan and corresponding schedules of payments and investments.
- Performs routine filing and clerical work as required
- Researches, compiles, and maintains parcel/owner and other pertinent information regarding Tax Deed process.
- Maintains accounts receivable and collection of aged accounts.
- Researches, compiles, and maintains Lottery Credit information for parcels.
- Assists Real Property Lister in obtaining documents for maintaining land records.
- ~~Processes fire number applications and maintains accuracy of the applications for County, Municipality and Sheriff's Office.~~

DUTIES AND RESPONSIBILITIES: REAL PROPERTY LISTER

- Update landowner records from transfer documents which includes tracking ownership changes accurately through the Register of Deeds Office.
- Make and keep accurate listings and descriptions of all parcels, as well as mapping parcel changes.
- Enter all assessment changes on a yearly basis and supply assessor forms as requested, as well as producing assessment rolls.
- Provide county wide database information pertaining to all property records including new ownership names, addresses, parcel numbers, legal descriptions, surveys, plats, and acreage to other departments, agencies, private businesses, and the general public in person, over the telephone, fax, or internet.
- Notify zoning office of possible land division violations.
- Communicate with drafting parties any possible error contained in transfer documents, surveys, plats, and other recorded documents.
- Serve as the central office for landowners for securing new fire numbers, relaying numbers to interested departments/individuals, and updating fire number lists.
- Work closely with members of the Land Information Council.
- Maps parcel changes created by "splitting" parcels or changes referenced by recorded Certified Survey Maps.

SKILLS AND ABILITIES:

- Knowledge of and ability to understand rules that govern the office of the County Treasurer, taxes, and assessment. The qualified person must be able to explain tax bill preparation, mill rates, and assessments to taxpayers and interested parties.
- Knowledge of County programs, funding sources, and specific regulations governing expenditures and revenues.
- Skill and ability to accurately perform mathematical calculations with a 10-key calculator; skill and ability to type accurately and with attention to detail.
- Reading and writing involving complex legal descriptions and following metes and bounds descriptions.
- Knowledge of principles, practices, and techniques of public administration.
- Ability to work under pressure to meet deadlines.
- Thorough and extensive knowledge of standard accounting principles; skill to apply these principles to specific work products.
- Ability to manage multiple projects and prioritize multiple tasks and demands.
- Knowledge of and ability to learn detailed land descriptions.
- Excellent math skills required.
- Ability to make decisions in accordance with laws, regulations, and established procedures.
- Ability and skill to perform property maintenance on tax parcels, especially personal property parcels.
- Ability to maintain office equipment, including the replacement of paper, printer cartridges, and similar functions.
- Ability and skill in the use of various software, with emphasis on Word and Excel; computer literacy and proficiency in computer applications is essential.
- Proficiency with developing and using excel spreadsheets required.
- Knowledge of business correspondence format, grammar, English, and spelling.
- Ability to understand and effectively carry out written and oral instructions.
- Ability to work under limited supervision once the job training is completed.
- Ability and skill to perform proofreading; must be accurate and be a detail oriented person.
- Employee is expected to be presentable in proper work attire.

QUALIFICATIONS:

EDUCATION: High school diploma or GED equivalency; one to two years post-high school education in accounting or business courses preferred.

EXPERIENCE / JOB KNOWLEDGE: Computer, printers, telephone, copy machine, typewriter, calculator, folding machine, and fax machine. Any equivalent combination of education and experience which provides the necessary knowledge, skills, and abilities.

WORKING CONDITIONS:

PHYSICAL DEMANDS: Up to 75% of the time is spent talking, hearing, handling objects, or fingering, which includes typing or writing. Walking, standing, or sitting, and using far and near vision is used 100% of time. Activities done 5% of the time include: stooping, kneeling, climbing, reaching, and low to medium lifting (10 lbs. to 20 lbs.), carrying (10 lb. objects). Crouching, balancing, bending, or twisting would be required.

Management's assignment of essential functions is not designed to limit the manner in which duties may be accomplished. Management shall comply with all applicable workplace laws and shall communicate with any employee with a disability to determine the availability of a reasonable accommodation(s) to allow the employee to perform the essential functions of the job.

ENVIRONMENTAL DEMANDS: 95% of the time is spent indoors; 5% of the time is spent on duties out of the office.

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.

Green Lake County provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, Green Lake County complies with applicable state and local laws governing nondiscrimination in employment in every location in which the Green Lake County has facilities. This policy applies to all terms and conditions of employment.

Created: February 2018

**GREEN LAKE COUNTY
PERSONNEL COSTS**

DEPARTMENT:

TREASURER

*round off all totals to the nearest dollar

JOB TITLE	RATE	HOURS	ANNUAL SALARY	OVERTIME	RETIREMENT	SOCIAL SECURITY	HEALTH	LIFE	TOTAL FRINGE BEN.	TOTAL
NEW POSITION PROPOSED - Pay Group 12:										
CHIEF DEPUTY COUNTY TREASURER	22.04	2080	\$ 45,843		\$ 3,072	\$ 3,508	\$ 22,484	\$ 36	\$ 29,101	\$ 74,944
OLD POSITION VACATED - Pay Group 13:										
DEPUTY TREASURER	19.14	2080	\$ 39,811		\$ 2,668	\$ 3,046	\$ 22,484	\$ 36	\$ 28,235	\$ (68,046)
Grand Total			\$ 6,032		\$ 404	\$ 462	\$ -	\$ -	\$ 866	\$ 6,898

Wisconsin Retirement
General Employee -

0.0670

2018 Health Insurance

92% CoShare

Single **\$8,446.27**

Limited **\$17,440.50**

Family **\$22,484.14**

Social Security

0.0765

***While this looks like an increase for the department this will be offset by the total wage for the part-time deputy treasurer position.**

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: DEPUTY COUNTY TREASURER (PT)

DEPARTMENT: COUNTY TREASURER'S OFFICE

LOCATION: GOVERNMENT CENTER

SUPERVISOR: COUNTY TREASURER

SUMMARY:

Under the **general** supervision of the County Treasurer, the Deputy County Treasurer (PT) performs a variety of responsible clerical and accounting duties in the department, while serving as **principle** an assistant to the Treasurer; maintains efficient operation of the office and performs related work as required.

DUTIES AND RESPONSIBILITIES:

- Assists in the collection and receipting of all tax monies and general revenue monies from all taxpayers and County Departments.
- Completes daily deposit slips and deposits collected funds into the bank, after balancing all money and receipts, when needed.
- ~~Researches general and technical information regarding assessments, taxes and legal descriptions, in response to telephone or personal inquiries. Identifies and locates parcels by the legal description.~~
- Performs data entry and handles all aspects of the Tax Collection Program including generating end of month reports, preparing tax bills, and preparing and maintaining tax rolls. Performs other related duties as assigned.
- Works cooperatively with office staff and local officials in the preparation of tax bills and rolls for all municipalities.
- Works cooperatively in the receipting of tax bills for all real and personal property and balancing the same for a bank deposit.
- Works cooperatively with office staff in the receipting of the first installment for those municipalities which the County collects that installment for. ~~which involves balancing and transferring to the local municipality the correct funds received and balancing the same throughout the collection period.~~
- Assists the treasurer in entering data received from the local treasurers regarding first half tax payments.
- ~~Assists in the preparation of payroll and general maintenance checks.~~
- Compiles and prints reports relating to tax payments and balances.
- ~~Compiles statistics and information for monthly, quarterly & annual reports and meetings. Reports include: Taxes and License fees, Register in Probate and Transfer Return.~~

- Assists in the preparation of financial statements and settlements as needed.
- Maintains a subsidiary ledger of receipted money and expenditures.
- ~~Assists land description with the update of property description maintenance as well as assisting the public with phone calls and inquiries regarding the same.~~
- ~~Serves as a back-up for the Treasurer in regard to tax settlement verification and the ability to assume this function if necessary. The tax settlement determines the amount due to all taxing entities throughout the year.~~
- ~~Serves as a back-up for the Treasurer in regard to the bond issue and repayment of the justice center loan and corresponding schedules of payments and investments.~~
- Performs routine filing and clerical work as required.
- Researches, compiles, and maintains parcel/owner and other pertinent information regarding Tax Deed process.
- Maintains accounts receivable and collection of aged accounts.
- Researches, compiles, and maintains Lottery Credit information for parcels.
- ~~Assists Real Property Lister in obtaining documents for maintaining land records.~~
- Processes fire number applications and maintains accuracy of the applications for County, Municipality, and Sheriff's Office.

SKILLS AND ABILITIES:

- Knowledge of and ability to understand rules that govern the office of the County Treasurer, taxes and assessment. The qualified person must be able to explain tax bill preparation, mill rates, and assessments to taxpayers and interested parties.
- Skill and ability to accurately perform mathematical calculations with a 10-key calculator; skill and ability to type accurately and with attention to detail.
- Thorough and extensive knowledge of standard accounting principles; skill to apply these principles to specific work products.
- Knowledge of and ability to learn ~~detailed~~ basic land descriptions.
- Excellent math skills required.
- Ability to make decisions in accordance with laws, regulations, and established procedures.
- Ability and skill to perform property maintenance on tax parcels, especially personal property parcels.
- Ability to maintain office equipment, including the replacement of paper, printer cartridges, and similar functions.
- Ability and skill in the use of various software, with emphasis on Word and Excel; computer literacy and proficiency in computer applications is essential.
- Proficiency with developing and using excel spreadsheets required.
- Knowledge of business correspondence format, grammar, English, and spelling.
- Ability to understand and effectively carry out written and oral instructions.
- Ability to work under limited supervision once the job training is completed.
- Ability and skill to perform proofreading; must be accurate and be a detail oriented person.
- Employee is expected to be presentable in proper work attire.

QUALIFICATIONS:

EDUCATION: High school diploma or GED equivalency; one to two years post-high school education in accounting or business courses **preferred**.

EXPERIENCE / JOB KNOWLEDGE: Computer, printers, telephone, copy machine, **typewriter**, calculator, folding machine, and fax machine. Any equivalent combination of education and experience which provides the necessary knowledge, skills, and abilities.

WORKING CONDITIONS:

PHYSICAL DEMANDS: Up to 75% of the time is spent talking, hearing, handling objects, or fingering, which includes typing or writing. Walking, standing, or sitting, and using far and near vision is used 100% of time. Activities done 5% of the time include: stooping, kneeling, climbing, reaching, and low to medium lifting (10 lbs. to 20 lbs.), carrying (10 lb. objects). Crouching, balancing, bending, or twisting would be required.

Management's assignment of essential functions is not designed to limit the manner in which duties may be accomplished. Management shall comply with all applicable workplace laws and shall communicate with any employee with a disability to determine the availability of a reasonable accommodation(s) to allow the employee to perform the essential functions of the job.

ENVIRONMENTAL DEMANDS: 95% of the time is spent indoors; 5% of the time is spent on duties out of the office.

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.

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