

# ***RESOLUTION NO.: 100—2017-18***

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN:

***MAJORITY***

The County Executive has requested the following position, and the same has been included in the 2018 COUNTY EXECUTIVE BUDGET:

Eliminate: (1) Full-time Support Specialist IV  
Create: (1) Full-time Junior Deputy Register of Deeds

NOW THEREFORE, the undersigned members of the Legislative/Audit & Human Resources Committee recommend adoption of the following resolution.

BE IT RESOLVED, that the Outagamie County Board of Supervisors does hereby and herewith authorize and approve of amending the TABLE OF ORGANIZATION FOR THE REGISTER OF DEEDS DEPARTMENT, COST CENTER, 1007200, by eliminating (1) full-time Support Specialist IV and by creating (1) full-time Junior Deputy Register of Deeds position effective January 1, 2018, as described in the attached which by reference are made a part hereof, and

BE IT FURTHER RESOLVED, that the aforementioned budget is hereby confirmed to include the new position(s) and the attendant budget expenditures and revenues as are detailed in the attached, and

BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a copy of this resolution to the Outagamie County Register of Deeds and the Outagamie County Human Resources Department.

Dated this \_\_\_\_ day of November 2017

Respectfully Submitted,

LEGISLATIVE/AUDIT &  
HUMAN RESOURCES COMMITTEE

\_\_\_\_\_  
Travis Thyssen

\_\_\_\_\_  
Cathy Spears

\_\_\_\_\_  
Shane Griesbach

\_\_\_\_\_  
Patrick Meyer

\_\_\_\_\_  
John Foss

Duly and officially adopted by the County Board on:\_\_\_\_\_

Signed: \_\_\_\_\_

Board Chairperson

\_\_\_\_\_  
County Clerk

Approved: \_\_\_\_\_

Vetoed:\_\_\_\_\_

Signed: \_\_\_\_\_

County Executive



## Organizational Change Request

*Every effort should be made to complete these requests during the annual budget process. Exceptions will be considered outside the budget process when appropriate and necessary*

**This form contains four separate parts. Title Changes require only Part I and Part II to be completed. Forms should be thoroughly completed and submitted to the Human Resources Director. If you have questions when completing this form, please contact the Human Resources Director at 832-1670 or [lisa.lux@outagamie.org](mailto:lisa.lux@outagamie.org).**

### **PART I: GENERAL INFORMATION**

Change(s) being Requested: Delete Position from TO & Add New Position

Effective Date of Change: 1/1/2018

Department: Register of Deeds

Department Head: Sarah R. Van Camp

Cost Center: 1007200

Employee Group: General

Justification for Change:

(Include: key benefits of adding position, impact of not adding position, amount of overtime currently being worked, backlog situation, etc... Avoid generalities and provide specific data points.)

\*adjustment in responsibilities with staff reduction

\*increase in counter applications with statewide issuance being effective 1/1/17

\*continuous updates to state statute because of statewide issuance

Other Alternatives Considered:

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Temporary Help  | <input type="checkbox"/> Part-Time vs. Full-Time | <input type="checkbox"/> Help from other depts. |
| <input type="checkbox"/> Use of Overtime | <input type="checkbox"/> Process Improvements    |   |

Fiscal Impact of Change:

- |  |   |  |
|--|---|--|
| <input checked="" type="checkbox"/> Cost Neutral | <input type="checkbox"/> Cost Reduction | <input type="checkbox"/> Cost Increase |
|--|---|--|

FTE Headcount Impact of Change\*:

- |   |  |   |
|---|--|---|
| <input checked="" type="checkbox"/> Headcount Neutral | <input type="checkbox"/> Headcount Reduction | <input type="checkbox"/> Headcount Increase |
|---|--|---|

(\*note: any change in FTE count or substantial fiscal impact requires approval by Committee of Jurisdiction, Finance Committee, Leg/Audit/HR Committee, and Board of Supervisors.)



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**PART II: CHANGE DETAILS** - Complete the appropriate section below for the type of change being requested.

**POSITION DELETION** (i.e. deletion of entire position or one or more of the same position)

Position Title: Support Specialist IV

Type of Deletion: ☐ Remove position title completely    ☒ Reduce position count\*

\*If reduction – reduce by how many? 1

Position is: ☒ Full-Time: ☐ Part-Time:

Additional Communications/Approval Required:

- ✓ Inform Committee of Jurisdiction
- ✓ Inform Leg/Audit/HR Committee
- ✓ Board of Supervisors Approval – *only if outside of budget process and if change impacts overall department FTE count or has significant fiscal impact.*

**POSITION ADDITION** (i.e. addition of entirely new position or one or more of the existing position)

Position Title: Jr. Deputy Register of Deeds

Type of Addition: ☐ Add completely new position    ☒ Add to existing position in TO

How many? 1

Position is: ☒ Full Time: ☐ Part Time:

Additional Communications/Approval Required:

- ✓ Provide updated Job Description to HR
- ✓ Comprehensive Position Questionnaire and Market Analysis completed (as determined by HR Director – for brand new or upgraded positions only)
- ✓ Inform Committee of Jurisdiction
- ✓ Approval from Leg/Audit/HR Committee
- ✓ Board of Supervisors Approval

**PART III: CURRENT AND FUTURE ORG VISUAL**

Attach a copy of your current Table of Organization and proposed Table of Organization for any change(s) indicated in this document.

**PART IV: FINANCIAL DATA** - List the total expenditures, revenues and savings pertaining to this request.

**ANNUAL CURRENT EXPENDITURES**

Salary	\$ 37022
Fringe Benefits	\$ 23782
Travel/Training	\$
Supplies	\$
Purchased	\$
Capital Outlay	\$
<b>TOTAL</b>	\$ 60804

**ANNUAL PROPOSED EXPENDITURES**

Salary	\$ 39800
Fringe Benefits	\$ 23983
Travel/Training	\$
Supplies	\$
Purchased	\$
Capital Outlay	\$
<b>TOTAL</b>	\$ 63783



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### REVENUES

Description:

	\$
	\$
<b>TOTAL</b>	\$

### COST SAVINGS

Description:

Staff Position changes in 2017 entered at lower level	\$ 2979
	\$
<b>TOTAL</b>	\$ 2979

\* If you are requesting a position that will only be funded initially for a part of a year, please complete the Annual Salary and Annual Fringe Benefits Cost using the annual cost based on the start date of the change.

**NOTE:** If any changes are made in the above budget, please contact Human Resources Department, Lisa Lux, ext. 1670, and Financial Services, Brian Massey, ext. 1675 or Julie Beauchamp, ext. 1674. It is extremely important that the information contained here match the figures shown in the budget.

Reviewed By:	Lisa Lux	Date: 8/1/2017
Department Head:	<input type="checkbox"/>	Date: 7/31/2017
HR Director:	X	Date: 8/1/2017
County Executive:	<input type="checkbox"/>	Date: Click here to enter a date.

### REQUEST:

☐ Approved   ☐ Denied

Resolution Number: Click here to enter text.

**Outagamie County  
Position Description**

030.11.09

<b>Position Title:</b>	Junior Deputy Register of Deeds	<b>Date:</b>	June 19, 2012
<b>Department:</b>	Register of Deeds	<b>Union:</b>	2046
<b>Reports To:</b>	Register of Deeds	<b>Pay Grade:</b>	11

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**Purpose of Position**

Reporting to the Register of Deeds, the Junior Deputy Register of Deeds assists in the daily operation of the department with primary responsibility for reviewing, indexing, and recording real estate documents and filing vital records.

**Duties and Responsibilities**

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

- Serves as a lead person keying data into grantor and grantee indexing system, following specific guidelines, verifying keyed data and scanning documents into document imaging system.
- Assists beneficiaries of real property with informal probating procedures.
- Provides information from the Tract Index and plat maps to the general public, attorneys, surveyors, brokers and lending institutions; draws maps and sketches of areas as needed; and acts as back-up for entering documents in the Tract Index.
- Receives and examines paper and electronic real estate documents from attorneys, abstractors, and the public, ensuring compliance with state requirements and procedures; inspects electronic transfer receipts for completeness; collects recording and transfer fees.
- Processes vital statistics per state statute, including registering, filing and indexing death, marriage and domestic partnership certificates; provides copies to applicants either from the state vital records online program or from paper records; collects and receipts proper fees; monitors number from security paper for each certified copy issued.
- Ensures that copies of newly filed or amended death records are forwarded to deceased's county of residence, Outagamie County Public Health and Appleton Health Department if applicable.
- Records, indexes and scans Military Discharges.
- Provides copies of vital records, UCCs, real estate recordings, etc., in accordance with state statute collecting and receipting fees as required.
- Serves as backup receptionist, answering telephones, taking messages, greeting and directing the public, and furnishing information.
- Maintains regular and predictable attendance, works overtime/extra hours as required.
- Performs other duties as assigned.

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

Graduation from high school or G.E.D. with training in office practice, clerical skills, basic computer or general accounting, and at least one year of clerical experience preferably in legal or real estate work; OR any equivalent combination of education and experience that provides equivalent knowledge, skills, and abilities.

**Minimum Knowledge, Skills, and Abilities Required to Perform Essential Job Functions**

- Knowledge of and demonstrated ability to conform to goals, policies, and procedures of the Department as well as the Outagamie County Work Rules and Terms of Employment.
- Knowledge of state statutes regarding the Register of Deeds operation, and the ability to communicate and interpret those statutes.
- Knowledge of real estate law as it applies to the Register of Deeds operation.
- Knowledge of office procedures grammar, and spelling.
- Ability to follow instructions accurately and follow specific keying guidelines for indexing documents.
- Ability to operate office equipment including computer terminals and printers, scanners, telephones, typewriters, calculator, etc.
- Ability to use mainframe computer, automated recordkeeping software, and keyboard with accuracy.
- Must have good penmanship, excellent sight verification skills and a good memory.
- Ability to work well with other employees, the public, and other departments.
- Ability to effectively communicate in English and understand and follow written and oral instructions.
- Ability to handle large amounts of money and make change.
- Ability to add, subtract, multiply, and divide simple mathematical calculations and perform basic accounting procedures.
- Ability to lift, carry, push, pull or otherwise move up to 50 pounds, understanding and utilizing proper body mechanics.
- Ability to work well under pressure and accurately meet deadlines.
- Ability to maintain confidentiality.

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

\_\_\_\_\_  
Department Signature Date

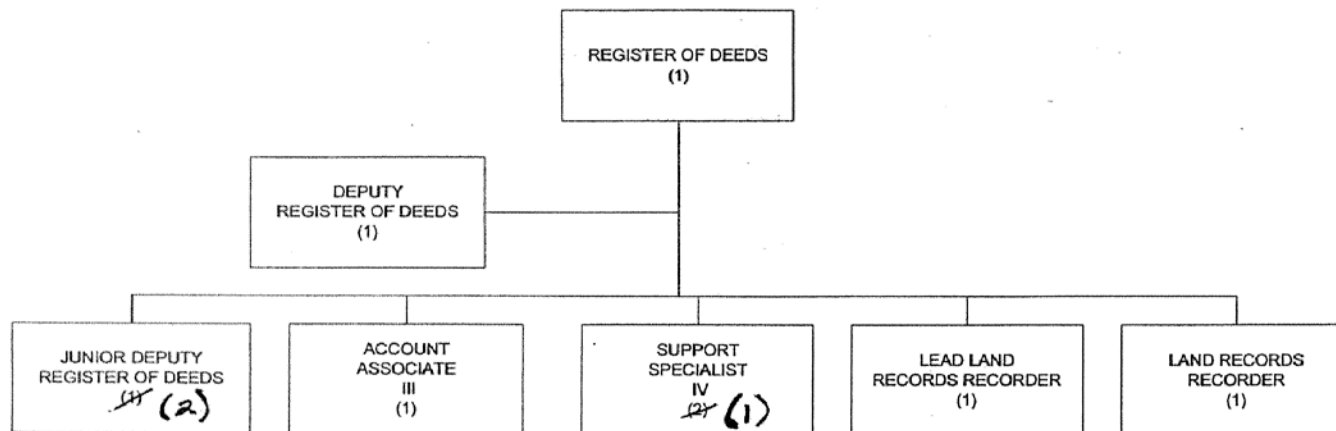
\_\_\_\_\_  
Human Resources Signature Date

BLOODBORNE PATHOGENS  
EXPOSURE RISK CATEGORY C

FUND:	GENERAL 100	COST CENTER NAME: REGISTER OF DEEDS
DEPARTMENT NAME:	REGISTER OF DEEDS	COST CENTER NUMBER: 1007200

	<u>2014</u>		<u>2015</u>		<u>2016</u>		<u>2017</u>		<u>Proposed</u> <u>2018</u>
<u>POSITION COUNT</u>	<u>FT</u>	<u>PT</u>	<u>FT</u>	<u>PT</u>	<u>FT</u>	<u>PT</u>	<u>FT</u>	<u>PT</u>	<u>FT</u> <u>PT</u>
<b>REGULAR POSITIONS:</b>									
ACCOUNT CLERK II	1	0	1	0	1	0	0	0	
ACCOUNT ASSOCIATE III	0	0	0	0	0	0	1	0	1
ASSISTANT CHAIN OF TITLE RECORDER	2	0	0	0	0	0	0	0	
CHAIN OF TITLE RECORDER	0	0	1	0	1	0	0	0	
LAND RECORDS RECORDER	0	0	0	0	0	0	1	0	1
SUPPORT SPECIALIST IV	0	0	0	0	0	0	2	0	1
CLERK TYPIST IV	3	0	3	0	3	0	0	0	
DEPUTY REGISTER OF DEEDS	1	0	1	0	1	0	1	0	1
JUNIOR DEPUTY REGISTER OF DEEDS	1	0	1	0	1	0	1	0	2
LEAD CHAIN OF TITLE RECORDER	1	0	1	0	1	0	0	0	
LEAD LAND RECORDS RECORDER	0	0	0	0	0	0	1	0	1
REGISTER OF DEEDS	1	0	1	0	1	0	1	0	1
<b>TOTAL POSITIONS-REGULAR:</b>	10	0	9	0	9	0	8	0	
<b>TOTAL ALL POSITIONS:</b>	10	0	9	0	9	0	8	0	8





11/07/2016

REGISTER OF DEEDS

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