

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

David O'Leary  
INITIATED BY



Renee Grover  
DRAFTED BY

County Board Staff Committee  
SUBMITTED BY

August 30, 2018  
DATE DRAFTED

**ELIMINATING 2.0 FTE CLERK TYPIST II AND 1.0 FTE CLERK TYPIST III POSITIONS AND  
CREATING 3.0 FTE ADMINISTRATIVE ASSISTANT POSITIONS**

- 1 **WHEREAS**, the District Attorney's Office has requested these personnel actions in the 2019 budget;
- 2 and
- 3
- 4 **WHEREAS**, having Clerk Typist II positions perform receptionist duties and a Clerk Typist III position
- 5 handle the subpoena clerk function limits the flexibility of our office to cross train staff and increase the
- 6 responsible level of work performed; and
- 7
- 8 **WHEREAS**, the subpoena function is an important and time sensitive function in our office and when
- 9 this position is vacant or using benefit time, training, or otherwise absent the Legal Support Specialists
- 10 are then tasked with managing subpoenas in lieu of other important case management tasks; and
- 11
- 12 **WHEREAS**, the Victim Witness Division and the Deferred Prosecution Division both utilize
- 13 Administrative Assistants to perform a variety of administrative, clerical and reception duties; and
- 14
- 15 **WHEREAS**, the elimination of the different tier positions and the creation of three (3) Administrative
- 16 Assistants will allow our office to better utilize staff able to perform all current duties of the front desk,
- 17 subpoena clerk, e-referral traffic, and other duties as assigned; and
- 18
- 19 **WHEREAS**, we currently have a vacancy in the Clerk Typist III position which would be futile to fill
- 20 when the position is requested to be eliminated the beginning of 2019 and the short staffing is putting
- 21 more strain on the Legal Support Specialists and remaining clerical staff; and
- 22
- 23 **WHEREAS**, there are funds available for the small increase in salary costs associated with the higher
- 24 paid positions of Administrative Assistants for the last two months of 2018 due to the vacancies and
- 25 turnover we have experienced; and
- 26
- 27 **WHEREAS**, the effective date of this action should be November 3, 2018 as this is the last day of a pay
- 28 period and provides sufficient time for Human Resources to provide required notices and to begin the
- 29 recruitment process for the new Administrative Assistant positions.
- 30
- 31 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly
- 32 assembled this 13<sup>th</sup> day of September, 2018 does hereby eliminate the two (2) Clerk Typist II and
- 33 one (1) Clerk Typist III positions and create three (3) Administrative Assistant Positions and that this
- 34 action take effect on November 3, 2018.

180-9A-081

ELIMINATING TWO (2) CLERK TYPIST II AND ONE (1) CLERK TYPIST III POSITIONS AND CREATING THREE (3) ADMINISTRATIVE ASSISTANT POSITIONS

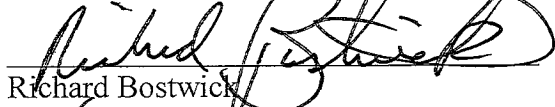
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COUNTY BOARD STAFF COMMITTEE

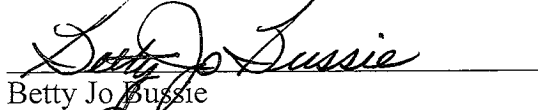
  
J. Russell Podzilni, Chair

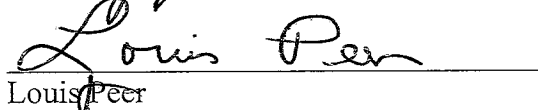
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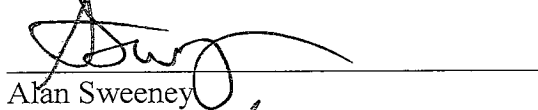
Mary Mawhinney, Vice Chair

  
Richard Bostwick

  
Henry Brill

  
Betty Jo Bussie

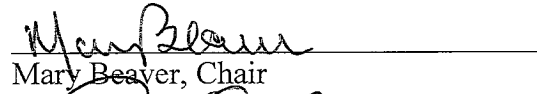
  
Louis Peer

  
Alan Sweeney

  
Terry Thomas

  
Bob Yeomans

PUBLIC SAFETY AND JUSTICE COMMITTEE

  
Mary Beaver, Chair

  
Phillip Owens, Vice Chair

  
Terry Fell

  
Kara Hawes

  
Brian Knudson


FISCAL NOTE:

The increase in salaries will be funded by vacancies for 2018. The higher cost positions will be need to be included in the 2019 budget.

  
Sherry Oja  
Finance Director


ADMINISTRATIVE NOTE:

Recommended.

  
Josh Smith  
County Administrator

LEGAL NOTE:

The County Board is authorized to take this action pursuant to §59.22(2), Wis. Stats.

  
Richard Greenlee  
Corporation Counsel

## EXECUTIVE SUMMARY

As part of a reorganization of our office we have requested in the 2019 Budget to eliminate the two Clerk Typist 2 positions and the Clerk Typist 3 position and replace with 3 Administrative Assistants. Each will have primary duties but will be trained to perform all of the duties assigned to Administrative Assistants. These duties will include all the current receptionist and subpoena clerk duties with additional responsibilities such as some dictation, e-filing queue management, traffic intake, file pulling and check off for court, all e-referred case entry and may include other case entry or closed case scanning or other duties as required. Having these 3 positions mirrored will reduce or eliminate these duties being pushed back onto Legal Support Specialists when a position is vacant or during vacations or sick leave. Volumes of new reports, traffic, subpoena work, etc. have peaks and lows and having a team of three working together to perform all of these duties will allow work flow to be more consistent for all. Another advantage to this restructure is that with the additional responsibilities we are teaching our entry level staff more skills which would make them better prepared to transition to Legal Support Specialists when openings occur. However, we currently have a vacancy in the Clerk Typist III position. It is not realistic to hire for a position slated to end in four months yet the duties of this position are vital and time sensitive putting additional strain on the Legal Support Specialists. Currently slightly over 50 percent of our Legal Support Specialists are being trained or doing the training and keeping this position unfilled until 2019 is burdensome. Due to the vacancies there is money in our budget to cover the additional wages of the new positions for the last 2 months of the year. We are requesting the change occur on November 3, 2018 which realistically allows enough time for required notices and recruitment for the new positions and will let us fill these positions sooner.