

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Jacki Gackstatter, Clerk of Court
INITIATED BY



Jacki Gackstatter, Clerk of Court
DRAFTED BY

Public Safety and Justice
SUBMITTED BY

June 21, 2021
DATE DRAFTED

ELIMINATING 2.0 DEPUTY CLERK POSITIONS AND CREATING 2.0 LEAD DEPUTY CLERK POSITIONS

1 **WHEREAS**, The Clerk of Circuit Court Office requests the County Board delete two Deputy Clerk
2 positions and create two Lead Deputy Clerk positions; and,
3

4 **WHEREAS**, the title of Lead Deputy Clerk is more indicative of the support role this position will
5 provide the Clerk of Circuit Court Office in the many varied duties they will be performing beyond
6 Deputy Clerk; and,
7

8 **WHEREAS**, the request is based on the need to establish lead positions for the training of new and
9 existing staff, perform quality control reviews to determine ongoing training needs in addition to the
10 duties of Deputy Clerk; and,
11

12 **WHEREAS**, staff turnover in the Deputy Clerk position has been significantly higher the last three years;
13 and,
14

15 **WHEREAS**, other departments of equivalent staff size have lead positions for training of new and
16 existing staff; and,
17

18 **WHEREAS**, the job duties of the Lead Deputy Clerk position are comparable to the job duties of the
19 Lead Child Support Specialist and Lead Economic Support Specialist; and,
20

21 **WHEREAS**, the creation of two Lead Deputy Clerks would add the possibility of advancement within
22 the department to eliminate the departure of staff for higher paying positions in other departments and be
23 a benefit for recruitment of new staff; and,
24

25 **WHEREAS**, funding is available in 2021 as there are five vacancies to fill.

26
27 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
28 this 12th day of August, 2021 move to delete two Deputy Clerk positions from AFSCME
29 Local 2489 Pay Range 3 and create two Lead Deputy Clerk positions in AFSCME Local
30 2489 Pay Range 1a.

Respectfully submitted,

PUBLIC SAFETY AND JUSTICE COMMITTEE

/s/Mary Beaver
Mary Beaver, Chair

/s/Jacob Taylor
Jacob Taylor

/s/Brian Knudson
Brian Knudson, Vice Chair

/s/Danette Rynes
Danette Rynes

/s/Ron Bomkamp
Ron Bomkamp

ELIMINATING 2.0 DEPUTY CLERK POSITIONS AND CREATING 2.0 LEAD DEPUTY CLERK POSITIONS

Page 2

COUNTY BOARD STAFF COMMITTEE

/s/Richard Bostwick
Richard Bostwick, Chair

/s/J. Russell Podzilni
J. Russell Podzilni

/s/Wes Davis
Wes Davis, Vice Chair

/a/Alan Sweeney
Alan Sweeney

/s/Tom Brien
Tom Brien

ABSENT
Bob Yeomans

/s/Kevin Leavy
Kevin Leavy

/s/Mary Beaver
Mary Beaver

/s/Louis Peer
Louis Peer

LEGAL NOTE:

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

s/Richard Greenlee

Richard Greenlee
Corporation Counsel

FISCAL NOTE:

The annualized cost of this change is approximately \$5,800. Due to position vacancies, there is sufficient funding in the 2021 Clerk of Courts budget for the remainder of the year. The increase will need to be included in the 2022 budget.

/s/Sherry Oja

Sherry Oja
Finance Director

ADMINISTRATIVE NOTE:

Recommended.

/s/Josh Smith

Josh Smith
County Administrator

POSITION DESCRIPTION		1. Position Control # 20021	2. Department, Division and Unit (if applicable) Clerk of Circuit Court
3. Name of Employee		4. Unit, Work Address Rock County Courthouse 51 S Main St / Janesville	
5. Classification Title of Position Deputy Clerk of Court		7. Name and Class of Former Incumbent Laura Schuler	
6. Class Title Option (to be filled out by Human Resources)		9. Name and Class of Employees Performing Similar Duties	
8. Department Working Title of Position		11. From Approximately What Date Has The Employee Performed the Work Described Below?	
10. Name and Class of First-Line Supervisor Chief Deputy Clerk of Circuit Court			
12. Does This Position Supervise Subordinate Employees in Permanent Positions?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
13. Position Summary - Please Describe Below the Major Goals of This Position Deputized by the Clerk of Circuit Court to perform/discharge duties in accordance with Wisconsin State Statute §59.40. In the absence of the Clerk of Circuit Court and Chief Deputy, may assume the responsibility of the office. Under general supervision, executes a wide variety of complex legal clerical tasks in an efficient, professional and courteous manner.			
14. Describe the Goals and Worker Activities of this Position - Goals: Describe the major achievements, outputs or results of this position. Prioritize and list them in descending order of importance (A, B, C, D, etc.) Estimate the percentage of time spent on each goal. - Worker Activities: Under each goal, list the worker activities performed to meet that goal (1., 2., 3., etc.)			
Time %	Priority	Goals / Worker Activities	
65%	A	Represent the court system through effective communication with the public and internal/external contacts: 1. Provide general procedural information. 2. Provide forms and answer general questions on form completion. 3. Provide or recite state and local court rules, court procedures and applicable fees.	
20%	B	Clerking for Family Court Commissioner. 1. Prepares minutes and supporting documentation of court activity 2. Manages and maintains court exhibits.	
10%	C	Record management §59.40(2): 1. File and keep all papers properly deposited in every action or proceeding. 2. Maintain and keep a court record history in every action or proceeding. 3. Prepare and keep a minute record of all proceedings. 4. Maintain and keep a judgment and lien docket. 5. Keep an index to the court record. 6. File, enter, record and keep documents, books and records as required by law. 7. Keep a record of all payments ordered by the court to be paid to the clerk of circuit court office.	
5%	D	Other duties as assigned.	

Time %	Priority	Goals / Worker Activities

15. Knowledge, Skills and Abilities (KSAs)

- Considerable knowledge of court practices, terminology and procedures.
- Considerable knowledge of the purpose, function and scope of the circuit court.
- Working knowledge of the statutory powers and limitations of the circuit court.
- Provide exceptional customer service; exhibit advanced interpersonal skill set.
- Ability to establish and maintain effective and professional public and working relationships.
- Ability to embrace and adapt to changing responsibilities and assignments.
- Aptitude for writing mechanics and grammar; detail-oriented with quality standards.
- Ability to comprehend and comply with oral and written directives.
- Self-managing; ability to effectively direct own activities toward the timely achievement of office objectives.
- Proficient computer software knowledge and expertise of modern office methods and practices.

16. Job Requirements

Associate degree - legal administrative professional / administrative professional, or an equivalent combination of training and experience.

Four (4) or more years of responsible administrative professional experience; court setting or legal field preferred.

Ability to type fifty (50) net words per minute.

17. Essential Job Functions (physical elements, equipment use and working conditions) Critical features of this job are described under the headings below. They may be subject to change at any time due to reasonable accommodation or other reasons.

Ability to stand for extended periods of time at service counter.

Ability to sit for extended periods of time during court proceedings.

Ability to reach, bend and file.

May be required to lift up to 25 lbs.

Ability to use modern office equipment.

Court house setting. Large number of staff and background noise / distractions (cubical environment).

18. Employees designated as "essential to operations." To be completed by the Department manager/supervisor. Approximately 600 county employees in public safety departments, 24-hour operations, and support departments have been designated as "essential to operations" in an emergency situation (i.e. a blizzard). Employees in these positions must report to work even if county facilities are closed due to inclement weather. (See HR Policies & Procedures.)

Is this position "essential to operations?" Yes No

19. Supervisory Section - To Be Completed By the First-Line Supervisor of this Position

a. The supervision, direction and review of the work of this position by the supervisor is close general minimal

b. The statements and time estimates above and on attachments accurately describe the work assigned to the positions.

Signature of First-Line Supervisor _____ Date _____

20. Updated Form - To be completed by the first-line supervisor of this position.

The most recent update to this position description was done on 06-30-14, and an electronic copy of the form was sent to the HR Department.

21. Employee Section - To Be Completed By the Incumbent of this Position

I have read and understand that the statements and time estimates above and on attachments are a description of the functions assigned my position. (Please initial and date attachments.)

Signature of Employee _____ Date _____

22. Signature of Human Resources Manager _____ Date _____

23. Distribute Copies of Signed Form to:

Human Resources Personnel File Employee Department File

POSITION DESCRIPTION		1. Position Control #	2. Department, Division and Unit (if applicable)
3. Name of Employee		4. Unit, Work Address Rock County Courthouse 51 S Main St, Janesville, WI 53545	
5. Classification Title of Position Lead Deputy Clerk of Circuit Court		7. Name and Class of Former Incumbent	
6. Class Title Option (to be filled out by Human Resources)		9. Name and Class of Employees Performing Similar Duties	
8. Department Working Title of Position Lead Deputy Clerk of Circuit Court		11. From Approximately What Date Has The Employee Performed the Work Described Below?	
10. Name and Class of First-Line Supervisor Division Leader Deputy Clerk			
12. Does This Position Supervise Subordinate Employees in Permanent Positions?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
13. Position Summary - Please Describe Below the Major Goals of This Position Deputized by the Clerk of Circuit Court to perform/discharge duties in accordance with Wisconsin State Statute §59.40. In the absence of the Clerk of Circuit Court and Chief Deputy, may assume the responsibility of the office. Under general supervision, executed a wide variety of complex legal clerical tasks in an efficient, professional and courteous manner. In addition, will assist the Chief Deputy Clerk of Court with training new employees and mentoring Deputy Clerk of Courts with questions or problems with cases or the use of the CCAP software and other software.			
14. Describe the Goals and Worker Activities of this Position - Goals: Describe the major achievements, outputs or results of this position. Prioritize and list them in descending order of importance (A, B, C, D, etc.) Estimate the percentage of time spent on each goal. - Worker Activities: Under each goal, list the worker activities performed to meet that goal (1., 2., 3., etc.)			
Time %	Priority	Goals / Worker Activities	
30%	A	Serve as a lead work for Deputy Clerks performing complex legal clerical tasks. 1. Training of new and existing Deputy Clerks. 2. Perform quality control reviews to determine ongoing training needs. 3. Support new and existing staff with questions regarding court and office procedures, state or court rules, or problems with CCAP or other software.	
25%	B	Clerking for Circuit Courts 1. Prepares minutes and supporting documentation of court activity. 2. Manages and maintains court exhibits.	
25%	C	Record management §59.40(2): 1. File and keep all papers properly deposited in every action or proceeding. 2. Maintain and keep a court record history in every action or proceeding. 3. Prepare and keep a minute record of all proceedings. 4. Maintain and keep a judgment and lien docket. 5. Keep an index to the court record.	

Time %	Priority	Goals / Worker Activities
		<p>6. File, enter, record and keep documents, books and records as required by law.</p> <p>7. Keep a record of all payments ordered by the court to be paid to the clerk of circuit court office.</p>
15%	D	<p>Represent the court system through effective communication with the public and internal/external contacts:</p> <p>1. Provide general procedural information.</p> <p>2. Provide forms and answer general questions on form completion.</p> <p>3. Provide or recite state and local court rules, court procedures and applicable fees.</p>
5%	E	Other duties as assigned.

15. Knowledge, Skills and Abilities (KSAs)

- **Considerable knowledge of court practices, terminology and procedures.**
- **Considerable knowledge of the purpose, function and scope of the circuit court.**
- **Working knowledge of the statutory powers and limitations of the circuit court.**
- **Provide exceptional customer service; exhibit advanced interpersonal skill set.**
- **Ability to establish and maintain effective and professional public and working relationships.**
- **Ability to embrace and adapt to changing responsibilities and assignments.**
- **Aptitude for writing mechanics and grammar; detail-oriented with quality standards.**
- **Ability to comprehend and comply with oral and written directives.**
- **Self-managing; ability to effectively direct own activities toward the timely achievement of office objectives.**
- **Proficient computer software knowledge and expertise of modern office methods and practices.**

16. Job Requirements

Associate degree - legal administrative professional / administrative professional, or an equivalent combination of training and experience.

Four (4) or more years of responsible administrative professional experience; court setting or legal field preferred.

Knowledge of CCAP software

17. Essential Job Functions (physical elements, equipment use and working conditions) Critical features of this job are described under the headings below. They may be subject to change at any time due to reasonable accommodation or other reasons.

Ability to stand for extended periods of time at service counter.

Ability to sit for extended periods of time during court proceedings.

Ability to reach, bend and file.

May be required to lift up to 25 lbs.

Ability to use modern office equipment.

Court house setting. Large number of staff and background noise / distractions (cubical environment).

18. Employees designated as "essential to operations." To be completed by the Department manager/supervisor. Approximately 600 county employees in public safety departments, 24-hour operations, and support departments have been designated as "essential to operations" in an emergency situation (i.e. a blizzard). Employees in these positions must report to work even if county facilities are closed due to inclement weather. (See HR Policies & Procedures.)

Is this position "essential to operations?" Yes No

19. Supervisory Section - To Be Completed By the First-Line Supervisor of this Position

a. The supervision, direction and review of the work of this position by the supervisor is close general minimal

b. The statements and time estimates above and on attachments accurately describe the work assigned to the positions.

Signature of First-Line Supervisor _____ Date _____

20. Updated Form - To be completed by the first-line supervisor of this position.

The most recent update to this position description was done on _____, and an electronic copy of the form was sent to the HR Department.

21. Employee Section - To Be Completed By the Incumbent of this Position

I have read and understand that the statements and time estimates above and on attachments are a description of the functions assigned my position. (Please initial and date attachments.)

Signature of Employee _____ Date _____

22. Signature of Human Resources Manager _____ Date _____

23. Distribute Copies of Signed Form to:

Human Resources Personnel File Employee Department File