



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

Original Post Date: 02/11/15

Amended* Post Date: 02/16/16

The following documents are included in the packet for the Personnel Committee on February 17, 2016:

- 1) Agenda
- 2) Draft minutes from the 01/18/2016 meeting
- 3) Job Description and 4 Points for ADRC Resource Specialist
- 4) Job Description and 4 Points for Child Support Administrator
- 5) Job Description and ***4 Points** for Paralegal/Office Manager



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: February 17, 2016 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: 01/18/16
6. Correspondence
7. *Job/Descriptions/Fill Vacant Positions
 - ADRC Resource Specialist
 - Child Support Administrator
 - * Paralegal/Office Manager
8. Voluntary Unpaid Leave Request
9. Resolutions/Ordinances
10. Monthly Vouchers
11. Clerk's Report
 - *Performance Management
 - Relating to agenda items
12. Committee Discussion
 - Future Meeting. Dates: Meeting March 17 at 5:30 pm
 - Future Agenda items for action & discussion
13. 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
January 18, 2016

The meeting of the Personnel Committee was called to order by Chair Joe Gonyo at 5:30 PM on Thursday, January 18, 2016 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
Sue Wendt
Paul Schwandt
Maureen Schweder
Harley Reabe

Also Present: Marge Bostelmann, County Clerk
Jack Meyers, Board Chair
Sheriff Podoll
Karen Davis, HHS
Jeanne Theune, Child Support
Tony Daley, Berlin Journal
Dawn Klockow, Corporation Counsel
Joy Waterbury, Supervisor
Mark Putzke, Chief Deputy
Paul Vander Sande, HHS
Rich Slate, Supervisor

AGENDA

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

MINUTES

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

CORRESPONDENCE – None

JOB DESCRIPTIONS

Change a Dual Diagnosis Clinical Therapist to a CLTS (Children Long Term Care)/CCS (Comprehensive Community Services) Coordinator and CSP (Community Support Program) Administrator
Discussion held.

Motion/second(Schwandt/Reabe) to approve the change in the job description as presented. Motion carried.

FILL VACANT POSITIONS

- CLST/CCS Coordinator and CSP Administrator: Davis explained the person in the Dual Diagnosis position will be taking a position in the Valley. Davis also explained the need for the position.

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

- Clinical Therapist: Davis explained that this is the position vacated by Paul Vander Sande.

Motion/second(Schwandt/Wendt) to approve filling the position. Motion carried.

- Receptionist/Data Entry Specialist: The person in this position is going to the Behavioral Health unit as case manager. The position will include backing up for reception and data entry.

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

- Child Support Administrator

Supervisor Rich Slate appeared to request that the position not be filled because there was not a full investigation of the department structure. He is requesting this be discussed at a County Board meeting. Reabe stated that the job description has not been updated since 2013 and there are some errors. Theune was able to clarify some questions on the job description.

Motion/second(Reabe/Schwandt) To send the job description back to the Judicial Law Enforcement and Emergency Management to review and update the job description. Motion carried.

LTE – LAND CONSERVATION

The Land Conservation Committee has approved hiring a limited term employee to fill in while one LCD employee is on medical leave. Discussion held.

Motion/second(Schwandt/Reabe) to approve the limited term employee in the Land Conservation Department in accordance with County Policy. Motion carried.

RESOLUTIONS/ORDINANCES – None

MONTHLY VOUCHERS – None

MOVE INTO CLOSED SESSION

Motion/second(Reabe/Schweder) 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). The closed session is regarding employment, compensation and promotion of an HHS employee. Roll call vote: 5 ayes, 0 nays, motion carried.

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

Motion/second (Wendt/Schweder) to reconvene into open session. Roll call vote: 5 ayes, 0 nays, motion carried.

Motion/second(Reabe/Wendt) to approve the Behavior Health Unit Manager starting at the 2nd step retroactive to August 12, 2015 with 2 weeks of vacation. Motion carried.

CLERK'S REPORT – None

COMMITTEE DISCUSSION

- Future meeting date: February 17th at 5:30 PM
- Future Agenda items for action & discussion

ADJOURNMENT

Gonyo adjourned the meeting at 6:02 PM.

Submitted by,

Marge Bostelmann

DRAFT



GREEN LAKE COUNTY OFFICE OF THE COUNTY CLERK

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GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: ADRC (AGING & DISABILITY RESOURCE CENTER)
RESOURCE SPECIALIST

DEPARTMENT: HUMAN SERVICES/AGING/LTC

LOCATION: GOVERNMENT CENTER

SUPERVISOR: AGING/LTC UNIT MANAGER
AGING & DISABILITY RESOURCE CENTER DIRECTOR

SUMMARY:

The Resource Specialist conducts Financial and Functional eligibility screenings; provides LTC Options Counseling and Short Term Care Coordination. Under general supervision, the Resource Specialist provides to the general public, but particularly adults who are elderly or have a disability, information and assistance to a wide range of community resources; helps inform and educate people about their options and assist in connecting and enrolling them into public and private programs and services. The Resource Specialist is involved in raising community awareness and promoting the Aging and Disability Resource Center through marketing and outreach activities.

DUTIES AND RESPONSIBILITIES:

The following duties are illustrative, and the person holding this position may be required to perform other duties of a similar nature or otherwise related to the position.

- Fulfills a customer service role, ensuring that the consumer experiences a welcoming atmosphere and consumer satisfaction is achieved.
- Uses telephone skills (professional greeting, warm tone of voice, courteous and appropriate language) and interviewing techniques using active listening skills (over the phone, in person and via email), to build rapport with an unhurried attitude.
- Performs home visits at a time and place that best meets the consumer's schedule.
- Gathers sufficient information to accurately identify and clarify inquirer's problems and needs, explores needs beyond the presenting problem, looking at short and long term solutions, checking in with the inquirer and summarizing what they are requesting.
- Searches through the Information and Assistance resource database, as well as other written and computer-based information resources to identify, evaluate and suggest potential programs and services.
- Is creative in finding options, provides inquirer several options but helps to prioritize instead of overwhelm, gives specifics on eligibility and process to apply for services and resources.

- If appropriate, assists individual in connecting with a resource if they are unable; provides advocacy. As needed, researches additional or alternative resources.
- Provide information about programs, services (public and private) and public benefits, make referrals and, when needed, helps consumer get connected to appropriate services.
- Provides short-term service coordination according to ADRC contract.
- Provides follow up as needed to determine outcomes and provide additional assistance in locating resources and arranging services.
- Provides information about publicly funded long-term care and assists consumers throughout the eligibility determination and enrollment process.
- Assists individual in completing Medicaid application and other public benefit programs (e.g., Foodshare), if needed.
- Collects preliminary financial data (including medical and remedial expenses) and refers to Economic Support Unit for financial eligibility determination.
- Participates in various transition activities designed to help youth who have a disability transition from school to the adult service system.
- Participates in program development, marketing and outreach activities including representing the ADRC at public information fairs.
- Maintains accurate and complete documentation in a timely fashion with complete notes in the I&A database that contain accurate information without judgment.
- Administers the Long Term Care Functional Screen to determine functional eligibility.
- Completes required recordkeeping and ADRC activity reporting and 100% time reporting in a timely manner.
- Participates in Quality Assurance/Quality Improvement projects and activities.
- Arranges work schedule as necessary or directed to meet the program and consumer service needs.
- Participates in staff meetings and training activities.
- Complies with applicable federal and state laws, administrative rules, established agency procedures and accepted professional standards.
- Participates in on-going training, maintaining current knowledge to ensure compliance with federal and state regulations.
- Adheres to the AIRS national standards.
- Maintains the confidentiality of client information as required by State and Federal laws and regulations and professional practice standards.
- Performs other duties as assigned by the Director, Long Term Support Manager, or ADRC Coordinator.

SKILLS AND ABILITIES:

Skill in the use of general office equipment including, but not limited to, telephone, typewriter, calculator, copy machine, computer terminal, fax machine, camera, measuring devices, shovels, brooms, first aid equipment, cooking utensils, ovens, food warmers, and an automobile.

QUALIFICATIONS:

EDUCATION: A Bachelor's Degree in Social Work, or a closely related professional field is required. .

EXPERIENCE / JOB KNOWLEDGE: Minimally a Bachelor's Degree in Social Work or closely related professional field is required with at least 2 years experience working with the elderly and/or disabled is preferred. Must be certified/certifiable as a Social Worker in Wisconsin. Must be certified in AIRS (Alliance of Information and Referral System) or be willing to obtain certification within one year. Must be eligible for certification as an adult functional screener. Must be able to work under timelines and complete reports and tasks on time. Follow basic everyday directions; reading writing (reports) is necessary. Additionally, it is important to have comprehensive knowledge of the needs of the elderly, developmentally disabled, and/or physically disabled; ability to relate to the general public.

Must have a valid Wisconsin Driver's License, access to an insured vehicle and ability to work flexible hours.

WORKING CONDITIONS:

PHYSICAL DEMANDS: Over 75% of the time is spent talking, hearing (listening), use of near vision, low handling and low fingering skills. 50% of the time is spent sitting. Approximately 25% of the time is spent in low carrying skills. About 10% of the time is spent standing, walking, stooping, climbing, bending/twisting, feeling, use of far vision, low to medium lifting (up to 40 pounds), medium carrying (20-40 pounds), low to medium pushing/pulling fingering, medium handling, and medium fingering. In unusual or non-routine situations, it may be required to kneel, crouch, run, grapple, climb, balance, high to very high lifting (over 100 pounds), high to very high carrying, and high to very high pushing/pulling.

ENVIRONMENTAL DEMANDS: Over 75% of the time is spent inside with poor ventilation. About 10% of the time there may be exposure to outside conditions, humid conditions, fast moving vehicles, and dust. In unusual situations, there may be a threat of physical attack or injury from clientele, exposure to electrical hazards, extreme cold/heat, wet conditions, noise and vibrations

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.

3/94 Revised 4/07, 5/08, 12/08, 9/1/11, 2/16

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III. RECRUITMENT AND APPLICATION PROCEDURES

Filling of Vacancy – ADRC Resource Specialist

- a. **Each position description must be reviewed at the time of the vacancy.** The ADRC Resource Specialist job description was reviewed and updated.
- b. **The designated classification of the position must be reviewed.** The qualifications and duties of this position basically remain unchanged.
- c. **The program or service provided by the position must be reviewed for continued need of that program or service.** The Resource Specialist Position is required by the State ADRC Contract. Green Lake County DHHS is part of a 4 county ADRC Consortium with Adams, Marquette and Waushara counties. There are two Resource Specialist positions in each county. The Resource Specialists are responsible for all incoming inquiries from the general public about services available to the elderly and adults with disabilities in all four counties. The Resource Specialist connects individuals with resources in the community, provides options and enrollment counseling, determines financial and functional eligibility for Family Care programs, provides short term case management, and does public speaking and community education/outreach. The Resource Specialist works mainly out of the Green Lake office, but provides services to consumers from all four counties, and in all four counties.

Starting wage for the ADRC Resource Specialist position is \$20.43, and is 100% funded by ADRC funding.

- d. **A review of existing staff and personnel must occur to determine the feasibility of whether the position tasks can be accomplished through other means.** There are two Resource Specialists. One person is responsible for incoming calls at all times. In addition to manning the ADRC phones, the Resource Specialists work outside the office in the community, in consumers' homes, in long term care facilities, and in medical settings to provide services. The two Resource Specialists share all responsibilities of the position and are able to cover all duties. They are also able to cover the duties of the ADRC Resource Specialists in the other counties within the consortium when needed. To insure that there is always phone coverage and to carry out all the required functions of the job, two positions are needed.

GREEN LAKE COUNTY JOB DESCRIPTION

Updated January 19, 2016

TITLE: CHILD SUPPORT ADMINISTRATOR

DEPARTMENT / UNIT: CHILD SUPPORT AGENCY

LOCATION: GREEN LAKE COUNTY GOVERNMENT CENTER

SUPERVISOR: JUDICIAL / LAW ENFORCEMENT COMMITTEE

SUMMARY:

To manage and direct the child support program in Green Lake County.

DUTIES AND RESPONSIBILITIES:

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 efforts for the child support agency including the use of the CLEAR system and any other available resources
- Develop office policy and procedures specific to the child support program
- Establish a cooperative working relationship with the county IV-A agency (Economic Support) 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, including offering the "What's the Rush" program to all county Middle and High Schools

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

SKILLS AND ABILITIES:

- 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 of the State Child Support Computer System (KIDS) as well as Word, Excel and Power Point
- 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.
- Skill in the use of general office equipment including but not limited to: telephone, copy machine, calculator, typewriter, personal computer and printer, fax machine, instant camera used for paternity testing (provided by the DNA testing lab) and automobile

QUALIFICATIONS:

EDUCATION: Bachelor's degree in Business Administration, Management, Police Science/Administration, or a related field.

EXPERIENCE/JOB KNOWLEDGE: 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.

WORKING CONDITIONS:

PHYSICAL DEMANDS: 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.

ENVIRONMENTAL DEMANDS: 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.

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 t or delete from, any section of this document as it deems, in its' judgement, to be proper.

GREEN LAKE COUNTY CHILD SUPPORT ADMINISTRATOR

JOB DESCRIPTION: I have reviewed and updated the job description of the Green Lake County Child Support Administrator, per recommendations by the Personnel Committee. I have reviewed the educational requirements and/or experience requirements, and feel that no changes should be done. I also feel that a 40 hour work week is sufficient to accomplish the tasks of the Child Support Administrator, as long as the office is fully staffed.

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 the 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 2.25 positions, with the third full time Administrator position being vacant. There are currently two specialists, of whom one is the acting Interim Administrator, and a 25% Receptionist. The case load for the two specialists consists of 450 cases each. At present time, the Interim Administrator is trying to maintain the 450 cases on her work load, with assistance of the other case worker, as well as perform all of the duties of the Administrator. The only way the majority of the duties of the three positions are being performed at this time is through working daily overtime. It is imperative to get this position filled and restore the office to full staff. This will ensure that the previous level of outstanding performance can be maintained and funding levels will not decrease.

GREEN LAKE COUNTY
POSITION DESCRIPTION

TITLE: Paralegal/Office Manager

DEPARTMENT: District Attorney's Office

LOCATION: This is a full time (40hrs/week) position

REPORTS TO: District Attorney

POSITION PURPOSE: Under the direction of the District Attorney, the Paralegal/Office Manager has responsibility for the management of workflow within the District Attorney's Office, including coordination of office clerical tasks and performing paralegal tasks. The Paralegal/Office Manager fulfills legal and administrative functions relevant to the processing and prosecution of felony offenses, misdemeanor offenses, criminal traffic offenses, and civil traffic and civil forfeiture offenses.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

- Compiles and remits monthly, quarterly and year end reviews of discovery billings and payments
- Maintains confidential documents, including child victims and victims of sexual assault and domestic violence. Redacts when necessitated.
- Accepts and reviews Issuance of Worthless Check referrals. Drafts criminal complaints accordingly or returns to complainant for additional documentation.
- Maintains Notary Public Certification for administering the swearing of Affidavits, Probable Cause Statements, Appointment of Special Prosecution Forms and Oath of Office Forms.
- Disseminates discovery as mandated by Wisconsin State Statutes.
- Contacts defense attorneys and judges' offices under the direction of the District Attorney regarding scheduled court hearings.
- Oversees the Plea Diversion Agreements, including verifying community service hours, counseling requirements, restitution payments, employment or school attendance requirements and any other provisions that were ordered by the court. Prepares appropriate Motions for filing with the Court.
- Reviews criminal referrals, as assigned, from law enforcement agencies regarding misdemeanor and felony offenses. Calculates habitual criminality status, domestic violence provisions, bail jumping status, and drug offenses occurring within a certain proximity of specified places per Wisconsin State Statutes and other modifiers or enhancers that may be applicable.

- Confirms with the Green Lake County Jail as to any persons arrested the previous night and currently in custody.
- Independently monitors Jury Trial deadlines and drafts necessary Subpoenas, Verdict Forms, Witness Lists and Motion In Limine documents.
- Verifies necessary evidence for trial is prepared: certified driving records, blood testing from the State Hygiene Lab including contacting the assigned analyst for his/her appearance in court, drug and other scientific testing from the Wisconsin State Crime Lab including contacting the assigned analyst for his/her appearance in court
- Maintains Administration clearance in the Protect database system.
- Prepares Affidavits, Subpoenas, Arrest Warrants and Search Warrants under the direction of the District Attorney
- Performs legal research as requested by the District Attorney
- Assists the department in all office procedures including preparing the files for court, answering questions from the public, processing mail, data entry, maintaining court/DA calendar, ordering office equipment/supplies
- Ensures accurate reporting to NCIC of jail arrest dispositions
- Prepares, recommends, and monitors office operating budget. Submits supply and equipment purchase requests.
- Maintains knowledge of current criminal court procedures and forms. Participates in ongoing professional development and training.
- Orients and trains new employees.
- Performs other duties as may be required by the attorney staff.

KNOWLEDGE, SKILLS AND ABILITIES:

- Extensive knowledge of the Wisconsin Criminal Traffic Code and the Wisconsin Criminal Statutes
- Knowledge and ability to interpret the criminal history reports on offenders from CIB/NCIC (Crime Information Bureau and the National Crime Information Center)
- Psychological ability to work on files with exposure to child victim cases, sexual assault crimes, homicides, fatal car crashes, suicides and other traumatic events including viewing scene and autopsy photographs demanding a high level of confidentiality.
- Knowledge and ability to interpret the Wisconsin Department of Motor Vehicles Driver's Licensing Records, including operator revocations, suspensions, operating while intoxicated convictions, ignition interlock requirements, occupational restrictions and vehicle suspensions.
- Ability to independently locate in Wisconsin State Statutes applicable required time restrictions and filing requirements
- Knowledge of and ability to interpret applicable County Ordinance violations

- Ability to use Creator Business Software or other program facilitating the burning of CD's from PDF files
- Ability to use ScanSnap Program or similar program for purposes of providing Discovery or agency assist requests, also familiarity with the Bates Numbering System
- Administrative knowledge of or ability to learn the statewide Protect (Prosecutor Technology for Case Tracking) system
- Knowledge or ability to learn the electronic referral systems Spillman and TRACS
- Ability to show initiative and be able to work with little or no direct supervision
- Ability to use correct legal citation, form, spelling, and grammar

EDUCATION AND EXPERIENCE

- Paralegal Certification or Associate's Degree in related field, together with a minimum of 5 years' experience in a prosecutor's office or any combination of education and experience that provides the necessary knowledge, skills and abilities
- Minimum of 300 hours of specialized training in the area of criminal court procedures, search and seizure, traffic and impaired driving, criminal law update, domestic violence, drug investigation and prosecution and other criminal prosecution related areas.
- Must be able to obtain Notary Public Certification
- Must possess and maintain a valid Wisconsin Driver's License
- Must be able to obtain TIME certification

PHYSICAL REQUIREMENTS

Frequent bending, lifting, twisting, stretching, squatting, sitting, standing and walking; visual acuity; ability to hear normal conversations and communicate in a clear manner; good manual dexterity of hands and fingers; ability to lift, carry, push or pull up to 25 pounds.

Paralegal / Office Manager

District Attorney's Office

February 15, 2016

Job description. The job description has been reviewed. Changes have been made to bring the required qualifications up to date.

Job designation. The classification is appropriate and should not be placed at a lower level. The responsibilities include tasks that require a background in a legal field, strong attentiveness to detail, and discretion when dealing with sensitive information. The duties of the position include important tasks such as management of complex cases, preparation of correspondence and legal documents, entry of accurate data into the district attorney computer system, and many others. In addition to the paralegal aspects of the position, the staff member must be skilled in managing the work flow of the office when the attorney staff are in court or otherwise occupied handling cases.

Necessity. The district attorney's office is the only entity in the county that is responsible for prosecuting criminal charges against offenders, which includes misdemeanors and felonies. The district attorney's office is also responsible for the prosecution of traffic forfeitures and non-traffic ordinance violations, delinquencies, CHIPS (children in need of protection or services), and certain appeals. The attorney staff assigned to these cases in Green Lake County are the full-time district attorney and a half-time assistant district attorney. In addition to the victim-witness program coordinator, the volume of the caseload requires the assistance of two support staff members, the paralegal/office manager and the legal clerk. The paralegal/office manager position has been in place for at least approximately 18 years.

Evaluation of existing staff. The district attorney's office is a small department. It would not be appropriate to consolidate the office with another department because of the unique nature of the duties of the district attorney's office as well as the confidential nature of certain information involved.