



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

Original Post Date: 06/02/2022

Amended* Post Date:

**The following documents are included in the packet for the
Administrative Packet on June 8, 2022:**

- 1) Agenda
- 2) Resolution Relating to Creation of One Real Property Lister/Deputy Treasurer Position and Eliminate One Chief Deputy 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

Special Administrative Committee Meeting Notice

***Date: Wednesday, June 8, 2022 Time: 3:00 PM
Green Lake County Government Center,
County Board Room, 571 County Rd A, Green Lake WI***

Amended* AGENDA

Committee Members

*Dave Abendroth- Chair
Gene Thom- Vice-
Chair
Dennis Mulder
Brian Floeter
Ken Bates*

*Elizabeth Otto,
Secretary*

Virtual attendance at meetings is optional. If technical difficulties arise, there may be instances when remote access is a quorum attending in person, the meeting will proceed as scheduled.

1. Call to Order
2. Certification of Open Meeting Law
3. Public Comment
4. *Resolution
 - *Relating to Creation of One Real Property Lister/Deputy Treasurer Position and Eliminate One Chief Deputy Treasurer Position in the County Treasurer's Office
5. Discussion on Strategic Plan
6. Closed Session
 - Consider motion to convene into Closed Session under Wis. §19.85(1)(c) to consider the performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. This closed session is in reference to the annual performance review of the County Administrator.
7. Committee Discussion
8. Future Meeting Dates:
9. Future Agenda items for action & discussion
10. Adjourn

This meeting will be conducted through in person attendance or audio/visual communication. Remote access can be obtained through the following link:

Topic: Special Administrative Committee
Time: Jun 8, 2022 03:00 PM Central Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/88510303049?pwd=enlGVkx6UWN6TUZmV0dnTmh3dnlyZz09>

Meeting ID: 885 1030 3049
Passcode: 902219

Dial by your location
+1 312 626 6799 US (Chicago)
+1 929 436 2866 US (New York)

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.

RESOLUTION NUMBER -2022

RELATING TO CREATION OF ONE REAL PROPERTY LISTER/DEPUTY TREASURER POSITION AND ELIMINATE ONE CHIEF 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 on this 21st day of June 2022, does resolve as follows:

- 1 **WHEREAS**, the County Treasurer has reviewed the needs of the office and has
- 2 determined that the creation of a Real Property Lister/Deputy Treasurer position will
- 3 enhance the management and efficiency of the County Treasurer's Office; and,
- 4 **WHEREAS**, the position of position of Real Property Lister/Deputy Treasurer will take
- 5 the title of Real Property Lister performing the duties of the Real Property Lister.
- 6 Majority vote is needed to pass.

- Approved by Personnel**
- Disapproved by Personnel**

Roll Call on Resolution No. -2022

Submitted by Administrative Committee

Ayes , Nays , Absent , Abstain

David Abendroth, Chair

Passed and Adopted/Rejected this 21st day of June 2022.

Dennis Mulder

County Board Chairman

Ken Bates

ATTEST: County Clerk
Approve as to Form:

Brian Floeter

Corporation Counsel

Gene Thom

7 **WHEREAS**, Real Property Lister/Deputy Treasurer, in addition to the duties of Real
8 Property Lister, will also perform the duties of Deputy Treasurer; and

9 **WHEREAS**, the job description for the Real Property Lister/Deputy Treasurer is
10 attached hereto and approved.

11 **NOW THEREFORE BE IT RESOLVED**, that the Real Property Lister/Deputy Treasurer
12 position shall be placed in Pay Group 12.

13 **NOW THEREFORE BE IT RESOLVED**, that the Green Lake County Board of
14 Supervisors hereby create one position of Real Property Lister/Deputy Treasurer
15 effective July 1, 2022, and eliminate the position of Chief Deputy Treasurer.

16

17 **FISCAL NOTE:**

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: REAL PROPERTY LISTER/DEPUTY COUNTY TREASURER

DEPARTMENT: COUNTY TREASURER'S OFFICE

LOCATION: GOVERNMENT CENTER

SUPERVISOR: COUNTY TREASURER

SUMMARY:

Under the supervision of the County Treasurer, the Real Property Lister/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: 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.

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.

- Research 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
- Research, compile, and maintain parcel/owner and other pertinent information regarding Tax Deed process.
- Maintains accounts receivable and collection of aged accounts.
- Research, compile, and maintain Lottery Credit information for parcels.
- Obtain documents for maintaining land records.

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.
- Ability to import and export files to and from the Assessors.
- 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. Mapping/GIS experience preferred.

EXPERIENCE / JOB KNOWLEDGE: Computer, printers, telephone, copy machine, 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