

County of Buffalo
Alma, Wisconsin
Notice of Public Meeting

Committee: **Executive Committee**

Date: Monday, July 26, 2021

Time: Immediately Following the Committee of the Board Meeting

Location: 3rd Floor County Board Room – Buffalo County Courthouse
407 S 2nd Street
Alma, WI 54610

AGENDA

This meeting is open to the public. The following matters may be considered and acted upon at the meeting, but deviation from the order shown may occur:

1. Call to Order
2. Roll Call of the Members
3. Public Comments Regarding Agenda Items
4. Review/Discussion/Action ~ Minutes of the Previous Meeting
5. Review/Discussion/Action ~ Deputy Clerk of Court Position Description
6. Review/Discussion/Action ~ Vacant Deputy Clerk of Court Position
8. Review/Discussion/Action ~ Chairperson Report
9. Review/Discussion/Action ~ Any Public Comment Not Related to Agenda Items
10. Adjournment.

Date: July 21, 2021

Dennis Bork, Chair

By: Roxann Halverson, County Clerk

Board Members: If unable to attend, please contact the Committee Chair at 608-323-7372. If the Chair is not available, please contact the County Clerk's Office at 608-685-6209. If the County Clerk is not available, please contact the Administration Office at 608-685-6234.

Persons with Disabilities: If you require special accommodations to attend this meeting, please contact the County Clerk's Office at 608-685-6209.

Public Access to the Courthouse: The South Entrance will be the only access to the building after 4:30 p.m.

Buffalo County Minutes

Committee/Board:

Executive Committee

Date of Meeting:

Thursday, June 17, 2021

Chair Dennis Bork called the meeting to order at 10:18 a.m.

Executive Committee Members Present: Mr. Dennis Bork, Mr. Max Weiss, and Mr. Larry Grisen.

Others Present for All or Parts of the Meeting: Ms. Sonya Hansen, Ms. Roxann Halverson, Ms. Roselle Schlosser, Ms. Carol Burmeister, and Ms. Tina Anibas.

Public Comments Regarding Posted Agenda Items: None.

Review/Discussion/Action regarding Minutes from the Previous Meeting: Mr. Grisen made a motion to approve the minutes, seconded by Mr. Weiss. Carried.

Review/Discussion regarding the Clerk of Court Report: Ms. Schlosser reviewed the debt collection program and the amount collected so far. The jury trials scheduled for 2021 were discussed. The record retention of case files has changed from 7 years past close of case to a set number of years. There will be a new recording program installed July 14th in the hearing room.

Review/Discussion regarding the Coroner Report: None.

Review/Discussion regarding the County Clerk Report: Ms. Halverson reviewed her annual report. 2020 was a challenge with COVID and four elections. Expenses for elections exceeded the budget due to the large amount of absentee ballot requests and additional programming and ballot costs. The Humane Society contract was reviewed. Ms. Halverson will work with the Humane Society on an updated three year contract.

Review/Discussion regarding the Circuit Court/Register in Probate Report: This report will be given to the full County Board.

Review/Discussion/Action regarding the County Treasurer Report: Ms. Anibas discussed the current GCS program not being supported next year and the need to find a new program. She is working with the company to obtain a definitive cost of the new program.

Review/Discussion/Action regarding the Register of Deeds Report: Ms. Burmeister reviewed the increase in documents recorded in 2020, the land values being up, and how electronic filing has increased. The ability to research documents both in the office and remotely was discussed. Ms. Burmeister would like to attend the PREA conference remotely in August. She also reviewed the Honor Rewards Program where

businesses can voluntarily promote discounts to veterans. She is working with the Veterans Service Officer on this program.

Review/Discussion/Action regarding the Land Information Office Restructure: Ms. Hansen reviewed restructuring of the office. The E911 Coordinator and the GIS Technician will be working together on mapping. Eventually the E911 Coordinator position would become part of the GIS office. The goal is to have all departments use the same mapping system to maintain accurate maps. Eventually the model used by other counties with a Land Use Director and Technicians working together in one department may be used here.

Review/Discussion regarding the Second Amendment Sanctuary County Resolution: Ms. Hansen explained a resolution for the second amendment sanctuary county has been floating around to other counties. Trempealeau County is addressing it soon. The Rod and Gun Clubs and the NRA want this placed on a referendum ballot. Mr. Grisen made a motion to table the resolution, seconded by Mr. Bork. Carried.

Mr. Grisen left the meeting.

Review/Discussion/Action regarding the Administrative Coordinator Position Description: This will be looked at during the HR Committee and then discussed at the Committee of the Board meeting on July 26th.

Review/Discussion/Action regarding the Administrative Coordinator Recruitment Plan: Ms. Hansen reviewed the timeline for filling the Administrative Coordinator position. The position vacancy will need to be advertised and an interview committee established. Applicants will be screened, and interviews scheduled. Ms. Hansen is hoping to have the position offered to an individual by November 1st so that she will have time to work with them before her retirement.

Public Comments: None.

Adjournment: Mr. Weiss made a motion to adjourn at 12:30 p.m., seconded by Mr. Bork. Carried.

Respectfully Submitted,

Roxann Halverson
County Clerk

BUFFALO COUNTY

POSITION DESCRIPTION

Department: Clerk of Court
Position Title: Deputy Clerk of Court
Pay Rate: Hourly
Direct Supervisor: Clerk of Court
Date: February 2019

Purpose of Position:

Work is performed under the supervision of the Clerk of Court. Duties and responsibilities of the Clerk of Court are assumed by the Deputy in the absence of the Clerk. This position involves a large variety of vital duties and responsibilities to ensure that court proceedings and law requirements for the Clerk of Court's Office are met efficiently and timely as required by Wisconsin Statutes.

Essential Duties:

This list of duties is not to be construed as all-inclusive and may be modified as need requires. Special duty assignments will occur.

- Order collection procedures
- Suspensions or revocations of drivers' licenses
- Money judgments; preparing, entering and distributing
- Tax intercepts; accounts submitted to DOR/adjusting accounts as payments received
- Writs for collection on bank accounts etc.
- Referrals to collections on accounts receivable
- Warrants for arrest on failure to meet payment agreements
- Vacate driver's license suspensions and convictions as court orders.
- Cancel warrants with law enforcement and prepare orders promptly.
- Prepare receipts daily with bank deposits for Clerk of Court and Probate
- Balance all accounts with financial reports
- Review E-payments, credit card payments and tax intercepts for account performance and balancing daily.
- Adjust to accounts receivable from trust accounts as cases required.
- Assist the Clerk of Court by reviewing monthly financial reports, the County Board Annual report, the State of Wisconsin Annual Report and the budget.
- Approve and monitor deferred payment plans, and county due accounts for attorney fees, GAL fees, restitution for victims, fines and fees, and costs.
- Review and accept court filings by paper and e-filings with proper fees, classification codes and documents for all case types.
- Complete dispositions and sentences;
- Reporting to the appropriate agencies including Wisconsin Prison System, Department of Corrections/Probation and Parole, Department of Transportation, Criminal Investigation Bureau, Wisconsin Governor's Office, County Jails, District Attorney, Municipalities and Municipal Attorneys, Wisconsin Department of Natural Resources and others.

- Conduct criminal, civil, family and docketed judgment and lien searches as required for Federal, State and Public Offices.
- Prepare court calendars with bond information, trust fund account balances, offense levels, and service dates with proof of service as required.
- Review active warrants for accuracy, and comparison with other departments including warrants for failure to appear, failure to pay, and contempt.
- File search warrants, returns, and sealing as directed by Circuit Judge.
- Process passport applications and continue with Federal Passport Training annually as required by the Federal Passport Agency; Annual re-certification is required.
- Establish a jury pool for each upcoming calendar year by processing approximately 900 jury questionnaires annually.
- Assist with jury selection during VOIR DIRE.

- Perform clerking of court proceedings in court or assisting with clerking court which includes the following:
 - minutes
 - exhibit lists
 - deferred payment orders
 - CJS bond sheets
 - contempt orders
 - county appointed attorney orders
 - felony conviction notices
 - community service orders
 - jail report notices
 - scheduling written court notices.
- Provide immediate assistance to the public at the counter, by e-mail, mail and telephone for all case work and financial accounts.
- Assist defendants appearing in court with:
 - Locating Public Defenders or counsel
 - Proper court forms for court intake
 - Financial information for applying for counsel from Public Defender or County Appointed Counsel
 - Leading defendants to COC office, Judge's Office, Probation, or jail and all other assignments directed from Circuit Judge during court proceedings.
- Assist petitioners with applying for Restraining Orders.
 - Describe the definitions for each of the five types of restraining orders for the petitioners.
 - Provide the appropriate procedure depending on the petition they choose.
 - Department staff is responsible for arranging the personal service on respondents by the proper law enforcement agency.
- Process Sheriff's Deeds and Sheriff Sale Funds in foreclosure matters as court order directs.
- Scan court files as required by mandatory e-file laws for pending and closed cases; converting cases to e-files.
- Schedule cases for the circuit judge's assigned to Buffalo County Cases, the family and traffic court commissioners and Clerk of Court, according to office policy and prepare those calendars, minutes and notices.
- Prepare court cases for the Court of Appeals and send required document indexes and files.
- Seal and expunge court records. Comply with Supreme Court Rule 72 for court case and exhibit retention.

- Assist with motions to modify child custody, placement and support.
- Provide instructions with forms in all family and paternity case actions.
- No appointments required and all filings accepted from 8 a.m. to 4:30 p.m.
- Attend trainings required for department to be current with all court programs, procedures, financials, and law requirements.

All other duties as delegated by the Clerk of Court.

Confidentiality is required for closed case types and documents.

Minimum Training, Experience, and Qualifications Required to Perform Essential Job Functions:

- High School degree required.
- Experience in the legal and/or accounting fields required. (5 years minimum)
- Associate Degree in Accounting and or legal field.

Physical Requirements:

- Ability to operate a variety of office equipment and machinery with some requiring complex and rapid adjustments, including computer terminal, telephone, fax machine, calculator, photocopier, scanners, receipt printers, video and audio equipment in the courtroom.
- Ability to coordinate eyes, hands, feet and limbs in performing slightly skilled movements.
- Ability to exert very moderate physical effort to sedentary to light work, typically involving some combination of stooping, kneeling, crouching and crawling, lifting, carrying, pushing and pulling up to 20 pounds.
- Ability to recognize and identify degrees of similarities or differences between characteristics of shapes, sounds, and objects associated with job related objects, materials, and tasks.
- Ability to sustain prolonged visual and mental concentration.
- Ability to communicate orally and in writing with others.
- Ability to deal with stressful situations.

Environmental Adaptability:

- Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as hazardous conditions, for example, noise or pollutants, may cause discomfort, but pose little risk of injury, and are present only in unusual situations.

Buffalo 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 and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date