

# ***RESOLUTION NO.: 88—2024-25***

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN:

***MAJORITY***

1           The County Executive has requested the following Register in Probate Department Table of  
2           Organization changes, and the same have been made a part of the 2025 County Executive  
3           Budget:

4  
5                           Eliminate: One (1) Part-time Office Assistant position  
6                           Create: One (1) Full-time Office Assistant position  
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8           NOW THEREFORE, the undersigned members of the Legislative/Audit and Human Resources  
9           Committee recommend adoption of the following resolution.

10           BE IT RESOLVED, that the Outagamie County Board of Supervisors does hereby and herewith  
11           authorize and approve of amending the Table of Organization for the Register in Probate Department, cost  
12           center 1006300 by eliminating one (1) part-time Office Assistant position and creating one (1) full-time  
13           Office Assistant position effective January 1, 2025 as described in the attached Position Addition Form,  
14           Position Deletion Form, Position Description, and Table of Organization, which by reference are made a  
15           part hereof, and

16           BE IT STILL FURTHER RESOLVED, that the fiscal change has been included in the  
17           aforementioned budget as well as attendant budget expenditures and revenues as are detailed in the  
18           attached, and

19           BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a copy of  
20           this resolution to the Outagamie County Human Resources Director and the Outagamie County Register  
21           in Probate.

22           Dated this \_\_\_\_\_ day of November 2024  
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Respectfully Submitted,

LEGISLATIVE/AUDIT & HUMAN RESOURCES  
COMMITTEE

\_\_\_\_\_  
Cathy Spears

\_\_\_\_\_  
Sara MacDonald

\_\_\_\_\_  
Ryan Ferguson

\_\_\_\_\_  
John Kostelny

\_\_\_\_\_  
Sarah Weinberg

Duly and officially adopted by the County Board on: \_\_\_\_\_

Signed:

\_\_\_\_\_  
Board Chairperson

\_\_\_\_\_  
County Clerk

Approved: \_\_\_\_\_

Vetoed: \_\_\_\_\_

Signed:

\_\_\_\_\_  
County Executive

<b>POSITION ADDITION FORM - 2025 BUDGET</b>		
<b>Request Details</b>		
Effective Date of Requested Change:	1/1/2025	
Department:	Register in Probate	
Department Head:	Brent Haroldson	
Cost Center Number:	1006300.5100	
Position Title:	Office Assistant	
Sunset Position? (Yes or No)	No	
Exempt (Salaried) or Non-Exempt (Hourly):	Non-Exempt	
Pay Grade of Position:	120	
Estimated Starting Step:	1	
Position exists in current the Table of Organization?	Yes	
Is this position full time or part time? (If more than one position, use the worksheet for Multiples)	Full Time:	1
	Part Time:	
If Part Time position, how many hours per week will this position be working?	Hours:	
What other alternatives were considered?	see below	
If deleting a position to add this position; which position(s) will be deleted?	N/A	
(If deleting a position, complete the Position Deletion Form and include the Cost Savings below)		
List any positions in your Table of Organization that have been vacant for 6 months or longer:	No	
<b>Position Justification</b>		
Briefly summarize why this position is needed, as well as areas of revenue and savings.		
<p>The Probate Office currently has a summer intern position budgeted for \$9,000 each year. This position has assisted with backlogged accounting review and scanning court files in the past. However, each year, I need to spend time training the intern to complete tasks consistent with our policies and procedures. I would rather invest this money into an employee already working 35 hours a week and bring them up to full time hours. It will save time in the need to train someone every year to complete work this employee already knows how to do and I anticipate will further the Probate office's progress in catching up the back logged work load I inherited when I started in this position. I also continue to evaluate whether requesting a whole new full time position is necessary to continue to keep pace with the office's workload, but I beleive bringing all of the current employees on staff to full time hours is a logical first step to see if requesting a new fulltime or part time position is even necessary.</p>		
<b>Employee Impacted By This Change (if no one in position - leave blank)</b>		
Stephanie Hedquist		

Fiscal Data	
How will this position be funded (choose from drop-down list)?	
PROJECTED 2023 EXPENDITURES - Amounts must agree to amounts included in the proposed budget.	
Salary	\$ 5,390
Fringe Benefits	\$ 8,323
Travel/Training	\$ -
Supplies - IT	
Supplies - Other	\$ -
Purchased Services - IT	
Purchased Services - Other	\$ -
Capital Outlay	\$ -
<b>TOTAL EXPENDITURES</b>	<b>\$ 13,713</b>
COST SAVINGS OR INCREASED REVENUES:	
Please list below the additional revenues pertaining to this position and/or cost savings (reductions in expenditures) that will be shown in the budget.	
<i>Description</i>	<i>Dollar Value (enter as negative)</i>
<b>Deleted Position (if applicable)</b>	
Intern position	\$ 9,000
	\$ -
<b>TOTAL COST SAVINGS/REVENUES</b>	<b>\$ 9,000</b>
<b>NET COUNTY COST (Levy/Fund Bal)</b>	<b>\$ 4,713</b>
PARTIAL YEAR FUNDING - ANNUAL PROJECTION	
If you are requesting a position that will only be funded initially for a part of a year, please complete the following for annual (12 month) position cost:	
Salary	\$ -
Fringe Benefits	\$ -
Other Expenditures	\$ -
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>
<b>Deleted Position (if applicable)</b>	
Less Increased Revenue/Cost Savings (enter as negative)	\$ -
<b>NET COUNTY COST (Levy/Fund Bal)</b>	<b>\$ -</b>

TO BE COMPLETED BY HUMAN RESOURCES:	
Reviewed by HR	
County Executive Decision (Approved/Denied)	

<b>POSITION DELETION FORM - 2025 BUDGET</b>		
<b>Request Details</b>		
Effective Date of Requested Change:	1/1/2025	
Department:	Register in Probate	
Department Head:	Brent Haroldson	
Cost Center Number:	1006300.5100	
Position Title:	Office Assistant	
Sunset Position? (Yes or No)	No	
Is this position full time or part time? (If more than one position, use the worksheet for Multiples)	Full Time:	
	Part Time:	1
If adding a position to offset this deletion; which position(s) will be added?	Office Assistant - Full Time	
<b>Position Justification</b>		
Briefly summarize why this position is no longer needed, as well as areas of revenue and savings.		
This position has been a part time position in the past and the intention would be to create the same position as a full time position.		
<b>Employee Impacted By This Change (if no one in position - leave blank)</b>		
Stephanie Hedquist		
<b>Fiscal Data</b>		
<b>PROJECTED COST SAVINGS</b>		
Salary	\$	9,000
Fringe Benefits		
Travel/Training	\$	-
Supplies	\$	-
Purchased Services	\$	-
Capital Outlay	\$	-
<b>TOTAL COST SAVINGS</b>	<b>\$</b>	<b>-</b>
<b>DECREASED REVENUES BY DELETING THIS POSITION:</b>		
Please list below the decreased revenues pertaining to this position deletion.		
<i>Description</i>	<i>Dollar Value (enter as negative)</i>	
	\$	-
	\$	-
	\$	-
<b>TOTAL REVENUE REDUCTION</b>	<b>\$</b>	<b>-</b>
<b>NET COUNTY COST (Levy/Fund Balance)</b>	<b>\$</b>	<b>-</b>

<b>TO BE COMPLETED BY HUMAN RESOURCES:</b>	
Reviewed by HR	
County Executive Decision (Approved/Denied)	



Outagamie County  
**Office Assistant (Probate)**

<b>CLASS CODE</b>	1140-2	<b>SALARY</b>	\$20.73 - \$27.04 Hourly
<b>ESTABLISHED DATE</b>	November 12, 2017	<b>REVISION DATE</b>	December 17, 2023

**Position Purpose**

Reporting to the Register in Probate, the Office Assistant performs a variety of court related tasks and provides services to agencies, attorneys and the general public involving the maintenance and processing of records related to probate, guardianship, conservatorship, and mental commitment.

**Key Responsibilities**

The following duties are most critical for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Answers telephone calls; provides information; assists attorneys, the general public and other departments on probate, guardianship, and commitment related questions.
- Initiates and maintains court records using automated systems in accordance with statutory requirements and within recommended procedures.
- Certifies documents, collects fees, and issues receipts.
- Compiles, sorts, and prepares court records for the appellate court.
- Assists Deputy Register in Probate in preparing forms to be sent to guardians annually; assists in reviewing annual accounts.
- Provides a variety of clerical support services, composes and prepares correspondence as needed using computer and word processing software.
- Orders office supplies as required.
- Attends court proceedings, takes minutes, marks exhibits, and administers oaths to witnesses and jurors.
- Performs other duties as assigned and requested by the Judges, Register in Probate and Deputy Register in Probate.
- Maintains regular and predictable attendance, works overtime/extra hours as required.

**Education/Certifications/Experience Requirements**

- High school graduate or GED with minimum 3 years secretarial experience, computer skills, strong interpersonal and communication skills, and confidentiality required.
- Knowledge of/ exposure to court operations and systems concentrating in estate, guardianship, and commitment proceedings preferred;
- Or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

**Required or Preferred Skills**

- Knowledge of and ability to conform to goals, policies, and procedures of the Department as well as the Outagamie County Work Rules and Terms of Employment.
- Ability to operate a variety of office equipment including personal computer, typewriter, photocopier, telephone, fax machine, and calculator.
- Ability to add, subtract, multiply, divide, and calculate decimals and percents.
- Ability to comprehend and interpret a variety of documents including legal documents, reports, accounts, and state statutes related to estate, guardianship, and commitments.
- Ability to comprehend and grasp procedures and processes related to estate, guardianship, and commitments.
- Ability to prepare a variety of documents including court orders, accounting reports, and general correspondence, etc.
- Ability to use and interpret legal terminology.
- Ability to communicate effectively with Judges, Judicial Assistants, Attorneys, social workers, and the general public verbally and in writing.
- Demonstrated ability to perform Data Entry at 5700 KPH at 95% accuracy rate.
- Ability to lift, carry, push, pull, or otherwise move up to 30 pounds.

OUTAGAMIE 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 EMPLOYEES AND INCUMBENTS TO DISCUSS POTENTIAL ACCOMMODATIONS WITH THE EMPLOYER.

FUND: GENERAL 100

COST CENTER NAME: REGISTER IN PROBATE

DEPARTMENT NAME: REGISTER IN PROBATE

COST CENTER NUMBER: 1006300

POSITION COUNT REGULAR POSITIONS:	2022		2023		2024		2025	
	FT	PT	FT	PT	FT	PT	FT	PT
<b><u>COST CENTER 1006300</u></b>								
DEP. REG. IN PROBATE/PROBATE REGISTRAR	2	0	2	0	2	0	2	0
OFFICE ASSISTANT	0	1	0	1	0	1	1	0
REGISTER IN PROBATE/PROBATE REGISTRAR	1	0	1	0	1	0	1	0
<b>COST CENTER TOTALS</b>	<b>3</b>	<b>1</b>	<b>3</b>	<b>1</b>	<b>3</b>	<b>1</b>	<b>4</b>	<b>0</b>
<b>TOTAL POSITIONS-REGULAR:</b>	<b>3</b>	<b>1</b>	<b>3</b>	<b>1</b>	<b>3</b>	<b>1</b>	<b>4</b>	<b>0</b>
<b>TOTAL ALL POSITIONS:</b>	<b>3</b>	<b>1</b>	<b>3</b>	<b>1</b>	<b>3</b>	<b>1</b>	<b>4</b>	<b>0</b>

FUND: GENERAL 100

COST CENTER NAME: REGISTER IN PROBATE

DEPARTMENT NAME: REGISTER IN PROBATE

COST CENTER NUMBER: 1006300

