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RESOLUTION 63-09

To Authorize Child Support Receptionist/Secretary Position –Funding Limited Part-Time

WHEREAS, there is a need for additional office/administrative staff in the Polk County Child Support Agency; and

WHEREAS, the American Recovery and Reinvestment Act of 2009 (ARRA) has created additional federal revenue sources for the Polk County Child Support Agency for the period of October 1, 2008 through September 30, 2010 that would allow funding of a part-time Child Support Receptionist/Secretary position on a Funding Limited basis consistent with Policy 881.

NOW, THEREFORE, BE IT RESOLVED that, effective September 1, 2009, the Polk County Board of Supervisors authorizes the Funding Limited, Part-Time position of Child Support Receptionist/Secretary, and approves of the position description of said position, as attached hereto and incorporated herein.

BE IT FURTHER RESOLVED that the above-approved position shall also be subject to the review and approval process for staffing authorizations for CY 2010 pursuant to Policy 881.

Funding Amount: \$5,661.78 (September 1, 2009-December 31, 2009)

Funding Source: No County Moneys; Federal Performance Incentives and Federal Reimbursements under Title IV-D of the Social Security Administration Act, as recognized through Resolution To Authorize the Acceptance and Appropriation Of American Recovery and Reinvestment Act Funds for the Polk County Child Support Agency CY 2009 Budget.

Date Finance Committee Advised: July 22, 2009
Finance Committee Recommendation: Passage

Effective Date: Upon Passage; Position Authorization Effective September 1, 2009
Approved as to form: _____

Jeffrey B. Fuge
Jeffrey B. Fuge, Corporation Counsel

Dated Submitted to County Board: August 18, 2009

County Board Action: adopted - unanimous voice vote

Submitted By Polk County Public Protection and Judicial Committee:

B-R. Minter 7/29/09

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Position –Funding Limited Part-Time
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This Resolution was enacted by the Polk County Board of Supervisors by a vote of ^{unanimous voice} _____ _{vote}
_____ for and _____ against on the 18th day of Aug. 2009.

Bryan Beseler, Polk County Board Chairperson

Dated: _____

Attest: _____
Carole Wondra, County Clerk

Dated: _____

POLK COUNTY WISCONSIN
JOB DESCRIPTION

Job Title: Receptionist/Secretary
CSA: Child Support Agency
Location: Justice Center
Shift: Part-time, LTE: 8:30-12:30 Monday-Friday,
(20 hours per week)
Reports to: Polk County Corporation Counsel/
Child Support Director
Supervised By: Administrative Assistant
Prepared by: Jeffrey B. Fuge, Corporation Counsel/
Child Support Director
Effective date: September 1, 2009
Preparation date: Pending
Salary Level: Non-Rep. A-11 (\$12.03 - \$15.64)
Approved by: County Board
Approval date: August 18, 2009
FLSA Status: Non-exempt

SUMMARY:

Under the direction of the Polk County Corporation Counsel/Child Support Director, the Receptionist/Secretary performs clerical duties and provides clerical support for the Child Support Agency. Duties include preparing correspondence and legal documents under the supervision of the Corporation Counsel/Child Support Director and Assistant Corporation Counsel, answering and operating a multi-telephone system, providing assistance to walk-in child support case participants, filing court documents, receiving and dispersing daily mail.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Responsible for efficient and accurate answering telephones, transferring calls, and messaging incoming calls for the Child Support Agency Office. Responsible for knowledge of agency programs to answer general program questions, ascertain the appropriate contact within the agency, or refer to an outside source in an efficient manner.

- Prepare physical files for new cases.
- Greet walk-in clients in the Reception area and promptly notify CSA staff of appointment arrivals.
- Responsible for assisting in maintaining organized files of all CSA case files.
- Responsible for date stamping, sorting, and distributing all incoming mail, as well as special deliveries.
- Responsible for posting all outgoing mail and preparing outgoing mail for pickup.
- Receive and distribute packages and supplies to CSA staff.
- Distribution of incoming fax documents.
- Maintain reference materials for assistance in carrying out duties.
- Provide transcription services, including legal transcription, as needed, for the CSA.
- Provide general secretarial support to the CSA, as needed.
- Maintain a professional relationship with staff, peers, and upper management.
- Adhere to the CSA's policy of confidentiality.

MARGINAL DUTIES AND RESPONSIBILITIES include the following.
Other duties may be assigned.

- May be required to attend trainings or staff development activities.
- Perform any and all other duties as assigned by Child Support Director and/or Administrative Assistant.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to

enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High School diploma or general education degree (GED). At least two years of secretarial experience and/or degree in secretarial science, and an acceptable score on a standardized skills test.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving a few concrete variables in standardized situations.

OTHER SKILLS AND ABILITIES

Preference given for experience and knowledge of the following various software applications: Microsoft Word, Microsoft Excel, Microsoft Access, and GroupWise. Knowledge of various office equipment such as copiers, fax machine, phone system, 10-key calculators, and ability to transcribe correspondence from dictation equipment. This position requires interpersonal communication skills and adherence to CSA confidentiality policies in the day-to-day contact with the population the CSA serves. In addition, this position requires a minimum typing speed of 60 words per minute. Must have the ability (after training) to effectively use KIDS system. Must have strong

organizational skills with attention to detail.

Must be capable of achieving a passing score on the following tests:

Typing 60 wpm

Legal vocabulary

Secretarial Skills Test

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to regularly use hands to finger, handle, or feel objects, tools, or controls. The employee frequently is required to walk, sit, and reach with hands and arms. The employee is occasionally required to stand; stoop, kneel, crouch, or crawl; and talk or hear.

The employee must occasionally lift and/or move up to 10 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in this work environment is moderate to heavy.

Year	EMPLOYEE NAME	TITLE	HOURS	NEW STEP	TOTAL PAY	SOC SEC	RETIRE- MENT	RETIRE BUY OUT	TOTAL COST	Year
2009	Vacant	Receptionist / Secretary	347	13.58	4,712.26	360.49	499.50	89.53	5,661.78	2009
2010	Vacant	Receptionist / Secretary	780	13.58	10,592.40	810.32	1,122.79	201.26	12,726.77	2010

NEW POSITION REQUEST

Position Title: Receptionist/ Secretary
Department: Corporation Counsel- Child Support Agency Account Number: 54505

- X Federal Incentive and Federal Reimbursement Funded/Limited Position
(Part-Time; 8:30 a.m. - 12:30 p.m. Monday-Friday; 20 hours/week)
Non Represented Position Salary Level A-11 (\$12.03 – 15.64)

Total Wage and Fringes 2009 – \$5,661.78
2010 - \$12,726.77

Wage Calculated at Midpoint

Additional Requirements (Desk, Computer, File etc) Not Applicable

TOTAL COST 2009 – \$5,661.78
2010 - \$12,726.77

Less Funding Through Child Support Program: 2009 – \$5,661.78
2010 - \$12,726.77

New Position will have no **NET COST TO TAX LEVY**. Position authorization will expire on September 30, 2010 contemporaneous with expiration of federal child support program funding.

Department Head Signature Jeffrey B. Fuge Date 7-27-2009
Jeffrey B. Fuge

----- **To be completed by Committees** -----

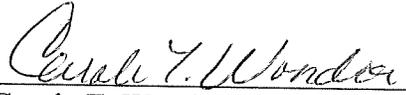
Personnel Committee Comments _____

Finance Committee Comments: Considered on July 22, 2009; Adopted a motion to recommend adoption of the resolution that authorizes the position. Also adopted a motion to recommend passage of a resolution that amends the CY 2009 CSA Budget for purposes of funding the position through federal child support program monies as authorized by ARRA.

Effective Date of Position Authorization: _____
Additional Funding Authorized by Finance Committee: _____

STATE OF WISCONSIN)
) SS
COUNTY OF POLK)

I, Carole T. Wondra, County Clerk for Polk County, do hereby certify that the attached is a true and correct copy of Resolution No. 63-09 that was adopted by the Polk County Board of Supervisors on Aug. 18, 2009.



Carole T. Wondra
Polk County Clerk