



Wexford County

HUMAN RESOURCES / PUBLIC SAFETY COMMITTEE

Brian Potter, Chair

NOTICE OF MEETING

The Human Resources / Public Safety Committee of the Wexford County Board of Commissioners will hold a regular meeting on Tuesday, July 23, 2024, beginning at 4:00 p.m. in the Commissioners’ Room, third floor of the Historic Courthouse, 437 E. Division St., Cadillac, Michigan.

TENTATIVE AGENDA

- A. CALL TO ORDER
- B. ROLL CALL
- C. ADDITIONS / DELETIONS TO THE AGENDA
- D. APPROVAL OF THE AGENDA
- E. APPROVAL OF THE JUNE 27, 2024, REGULAR MEETING MINUTES 1
- F. PUBLIC COMMENTS
Designated for topics on the agenda only.
- G. AGENDA ITEMS
 - 1. Sheriff’s Monthly Report (*Sheriff Taylor/Undersheriff Doehring – June 2024*) 4
 - 2. MMR Monthly Update (*D. Mosholder – June 2024*)
 - 3. Emergency Management Monthly Report (*R. Boike – June 2024*) 9
 - 4. Central Dispatch Monthly Report (*D. Alworden – June 2024*) 10
 - 5. Veterans Services Monthly Report (*K. Cline – June 2024*) 11
 - 6. B-6.4 Position Description Review & Reclassification Procedure Update 12
 - 7. MERS Officer Delegate 17
 - 8. Deputy Clerk Position Description Update 18
- H. CORRESPONDENCE
- I. ADMINISTRATOR’S COMMENTS
- J. PUBLIC COMMENTS
Open to any public comment.
- K. COMMITTEE COMMENTS
- L. CHAIR COMMENTS
- M. ADJOURN

COUNTY OF WEXFORD
HUMAN RESOURCES/PUBLIC SAFETY COMMITTEE
REGULAR MEETING MINUTES
June 27, 2024

The regular meeting was called to order by Chair Brian Potter at 4:00 p.m., in the Commissioners' Room, third floor, Historic Courthouse, 437 E. Division St., Cadillac, Michigan.

Members Present: Brian Potter, Kathy Adams, Michael Bush, and Gary Taylor

Members Absent: None

Also Present: Travis Baker, Central Dispatch Deputy Director; Jami Bigger, Deputy County Administrator/HR Director; Randy Boike, Emergency Management Specialist; Kathy Cline, Veterans Services Director; Megan Kujawa, Sr. Exec. Admin Assistant; Daniel Mosholder, MMR Operations Manager; Joe Porterfield, County Administrator/Equalization Director; and Sheriff Trent Taylor

ADDITIONS OR DELETIONS TO THE AGENDA

None.

APPROVAL OF THE AGENDA

A motion was made by Comm. Taylor and supported by Comm. Adams to approve the Agenda. A vote was called, all in favor. Motion passed 4-0.

APPROVAL OF THE MINUTES

A motion was made by Comm. Taylor and supported by Comm. Adams to approve the May 28, 2024, Regular Meeting Minutes. A vote was called, all in favor. Motion passed 4-0.

PUBLIC COMMENTS

None.

AGENDA ITEMS

G.1. Sheriff's Office Monthly Report (May 2024)

Sheriff Taylor was present; a report was provided in the packet. Sheriff Taylor informed the committee that:

- There are 110 inmates; 25 are from Kalkaska.
- There is an incentive program and requirement through the State of Michigan for MCOLES certified personnel to utilize continued professional education.
- The HVAC system at the Jail is up and running accordingly after being down recently.
- There are five candidates currently set to go to the Academy in August.

G.2. MMR Monthly Update (May 2024)

Mr. Mosholder, Operations Manager, was present. Mr. Mosholder informed the committee that:

- He Met with Liberty Township and there was a lot of good conversation.
- They are looking at offering a First on Scene (FOS) class to the community with the first one to be Liberty Township. This is for rural areas to learn how to handle emergency situations before Emergency Services can arrive.
- They will be receiving a new truck next week.
- All five of the EMT students are licensed.
- One EMT just graduated from paramedic school.

G.3. Emergency Management Monthly Report (May 2024)

Mr. Randy Boike, Emergency Management Specialist, was present; a report was provided at the meeting. Mr. Boike reviewed the report with the committee. He highlighted his busy upcoming schedule of events.

G.4. Central Dispatch Monthly Report (May 2024)

Mr. Travis Baker, Central Dispatch Deputy Director, was present; a report was provided in the packet. Mr. Baker informed the committee that the new Dispatcher is doing well and is working nights. The new fence is in the process of getting installed.

G.5. Veterans Services Monthly Report (May 2024)

Ms. Kathy Cline, Veterans Services Director, was present; a report was provided in the packet. Ms. Cline reviewed the report with the committee. Ms. Cline noted that they are getting ready for the Veterans expo in August.

G.6. Employee Recognition

A motion was made by Comm. Taylor and supported by Comm. Bush to forward a recommendation to the full board to present the Certificates of Appreciation to Ginette Haines and Jeffrey Harnish at the Board of Commissioners meeting on July 03, 2024. A vote was called, all in favor. Motion passed, 4-0.

G.7. Resolution 24-17 Extending Appreciation to Sandy Huttenga-Pearson

A motion was made by Comm. Adams and supported by Comm. Bush to forward a recommendation to the full board to approve Resolution 24-17 Extending Appreciation to Sandy Huttenga-Pearson for her years of dedicated service. A vote was called, all in favor. Motion passed, 4-0.

G.8. Policy B-13.0 Employee Recognition

A motion was made by Comm. Taylor and supported by Comm. Bush to forward a recommendation to the full board to approve the presented changes to Policy B-13.0 Employee Recognition.

Ms. Bigger noted that the current policy stops recognition at 35 years of services. The updated policy will recognize employees every five years following ten years of services.

A vote was called, all in favor. Motion passed, 4-0.

CORRESPONDENCE

None.

ADMINISTRATOR'S COMMENTS

Mr. Porterfield informed the committee that he reached out to County legal counsel to draft a contract for soil erosion officer. The County's current Drain Commissioner is certified and offered to fill the position. Mr. Porterfield stated that he has a date set for the Courthouse Security Training and has reached out to the other Counties that showed interest.

Ms. Bigger informed the committee that she is working on updating the reclassification policy. She reached out to other counties and found that many only allow for reclassification once per year at a specific time. She stated that she will have an updated draft at the next Human Resources/Public Safety committee meeting.

PUBLIC COMMENTS

None.

COMMITTEE COMMENTS

None.

CHAIR COMMENTS

None.

ADJOURN

A motion was made by Comm. Taylor and supported by Comm. Bush to adjourn at 4:10 p.m. A vote was called, all in favor. Motion passed 4-0.

Brian Potter, Chair

Megan Kujawa, Recording Secretary

DRAFT



OFFICE OF THE SHERIFF • WEXFORD COUNTY

Trent J Taylor
Sheriff

Richard R. Doehring
Undersheriff

Wexford County Office of the Sheriff

Monthly Report

June

2024

LAW ENFORCEMENT DIVISION

The Wexford County Sheriff's Office, Law Enforcement Division, is comprised of 21 sworn Officers; The Sheriff, Undersheriff, 1 Law Enforcement Lieutenant, 1 Detective Lieutenant, 1 Detective Sergeant, 4 Law Enforcement Sergeants, 10 Deputies and 2 Court Bailiff's.

The Law Enforcement Division received 702 calls for service. Of those calls, 208 reports were taken. As a result of those complaints, 22 arrests were made, and 43 citations were issued.

Law Enforcement Statistic Re-Cap:

Total Calls for Service	702
Total Complaints Taken	208
Felony/Misdemeanor Arrests	22
Citations Issued	43

COURT SECURITY/DEPUTY ARRESTS

Court Arrests	5
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TNT:

The Wexford County Sheriff's Office has one Deputy assigned to the Traverse City Narcotic Team.

Original Reports No Deputy is currently assigned.

Intelligence Reports

Arrests

Assist Other Agencies

CIVIL PROCESS:

The Law Enforcement Division provides Civil Process Services within the county for citizens, as well as for Courts and Prosecutor's Office.

Total Civil Papers Received	90
Total Civil Papers Completed	57

ADDITIONAL SERVICES:

In addition to the many services provided by the Wexford County Sheriff's Office, the Office provides Live Scan Fingerprinting, and Pistol Purchase Permits for individuals who wish to purchase a handgun from an individual. The office is also responsible for registering firearms purchased from citizens with the State of Michigan Firearms Unit.

<u>Live Scan Fingerprint:</u>		<u>Pistol Information:</u>	
Michigan School Employment	21	Pistol Permits Issued	30
Concealed Pistol Licensing	24	Denied Permits	2
Other	3	Indiv. Pistols registered	70
Court	4		
Total Prints.....	52		

ANIMAL CONTROL DIVISION:

The Wexford County Animal Control Division is comprised of two Animal Control Officers and is overseen by the Law Enforcement Lieutenant. The Animal Shelter has a shelter attendant that assists in taking care of the animals and advocating for their adoptions. The shelter took in 23 animals, adopting 24 and reuniting 5 with their owner(s).

<u>ACTIVITY:</u>	
Total Calls	55
Total Complaints/Reports	3
Animal Bites	4
Citations Issued	0
Animals Lodged in Pound	23
Animals Adopted Out	24
Animals Transferred to Rescue	2
Animals Claimed by Owners	5
Animals Euthanized	0

CORRECTIONS DIVISION:

The Wexford County Corrections Division is comprised of 4 Sergeants, 17 Correctional Officers and is overseen by the Jail Lieutenant.

Average Daily Inmate Headcount	116
Total number of inmates Booked	91
Total Inmates Booked –Year to date	582
Total Number of Inmates Released	103
Number Released-Year to date	560
Transportation Costs/Month	\$0
Transportation Costs/Year	\$0
Jail Overcrowding/State of Emergency	NO

TRAININGS/RECOGNITIONS:

- June 4th, 2024: Deputies Koponen and Ramirez attended an 8-hour MCOLES CQB Firearms Course through the Kirtland Community College in Service Program.
- June 5-6th, 2024: Deputies Hoffman and Reed attended a 2-day Street Survival training in Lansing, MI. The training was provided by Caliber Press.
- June 6th, 2024: All Corrections Officers completed Firearms Re-Qualification training at the Cadillac Police Department Range.
- June 10-12th, 2024: Corrections Sergeants Batten, Rowell and Yeager completed a Firearms Instructor Refresher Course at Kirtland Community College.
- June 13th, 2024: Deputies Ramirez, Reed and Sprik attended an Emergency Vehicle Operation Recertification Course in Kalkaska, MI. The training was through the Kirtland Community College in Service Training Program.
- June 17-18th, 2024: Sergeants Harnish, Kovach, Rood and Quiggin attended a 2-day training and seminar held at Kirtland Community College in Roscommon, MI. The seminar focused on Supervising Critical Incidents for Road Patrol and the training was provided by the National Tactical Officers Association.
- June 17-18th, 2024: Corrections Sergeant Batten completed two online courses through Fred Pryor Training.
- June 25-27th, 2024: Deputies Howard and Koponen attended Reid Interview and Interrogation Training at Kirtland Community College in Roscommon, MI.

Wexford County Animal Shelter Reporting Month June 2024

The Wexford County Board of Commissioners requires monthly submission of the following information in accordance with County Ordinance #35 Section 3 (B).5 as amended. This report must be submitted to the Wexford County Board of Commissioners within 15 days of the end of the month. This is to be completed according to the guidelines for the Animal Shelter Annual Report -per Act 287, Section 9(a) but on a reporting month basis.

Type of Companion Animal received into the shelter reporting month	Total number of animals received by the shelter during the reporting month less than 6 months of age	Total number of animals received by shelter during reporting month at 6 months of age & older	Total number of animals by type received into the shelter during reporting month	Total number of animals type adopted during reporting month (at the time of adoption) per ref 1		Total number of animals by type sold during reporting month per ref 2	Total number of animals by type transferred to allowable entities during reporting month per ref 3	Total numbers of animal by type euthanized during reporting month	
				Altered	Not Altered			Shelter Animals	Owner Requested
Dogs	0	12	12	7	1	8	2	0	0
Cats	7	4	11	6	10	116	0	0	0

Financial Results	Cats Altered	Cats Not Altered		Dogs Altered	Dogs Not Altered		Total
Adoption Fees	0.00	0.00		105.00	15.00		120.00
Sterilization Deposits	0.00	250.00		0.00	25.00		275.00
Ordinance Fee Refunds							
Reclaim Fees	5 animals reclaimed						70.00
Donations Received							

References:
 1. MCL 287.338.8a Sec (1)
 2. MCL 287.388
 3. MCL 287.338.7; MDARD-registered shelters, law enforcement agencies, or service dog organizations

Printed Name of Person Submitting the Reported Rebecca Jenema	Date Submitted 07-02-2024
Submitter's Signature <i>Rebecca Jenema</i>	Phone 231-779-9530



Emergency Management Monthly Report July 2024

- Attended Region 7 Homeland Security meeting, Statewide EM meeting, R7 T&E Grant work
- Callouts- (1) Commercial Fire: CCI / Drone UAS request and deployment for Cadillac PD
- Cadillac Freedom Festival Incident Action Plan and Management
- Cherry Grove Fire Department Open House
- Meeting with Wexford County Airport
- EMPG FY2025 Workshop and Planning
- Rescue Task Force Planning with Haring Twp Fire Department

- Upcoming: Missaukee County MCI/ Hoxeyville Music Festival/ Buckley Old Engine Show/ Wexford County Wings & Wheels

Randy Boike EMD

**WEXFORD COUNTY
CENTRAL DISPATCH
PUBLIC SAFETY REPORT
JUNE 2024**

Total LEIN Responses 13,107

CAD GENERATED: INCIDENTS:

Sheriff Department	638
Animal Control	55
Michigan State Police	482
Cadillac Police Department	957
Manton Police Department	9
EMS Calls	695
Fire Calls	157
Support Services Calls	46
Central Dispatch	150
911 Hang up/Text Back	183

TOTAL CALLS FOR SERVICE 3,375

TELEPHONE CALLS RECEIVED:

9-1-1 calls/TEXT 911	1467
Administrative Calls	3375
TOTAL CALLS RECEIVED:	4842

Wexford County Veterans Services

401 N. Lake Street, Cadillac, MI 49601

231-775-6654

Kathy Cline, Director

8 July, 2024

Veterans Services Monthly Report

May 2024

- Veterans who received emergency assistance -1
- Veterans ineligible/denied for emergency assistance - 0
- County Burial benefits and letters have been initiated-0
- County Burial Benefits ineligible-0
-

The office continues to be busy helping veterans and their families. We have seen an uptick on Aid and Attendance claims. Mike Coonans group continues to grow. The last session he had 25 veterans. Work is ongoing for the Expo. It seems not as many organizations that were in it last year want to attend this year. But we keep trying to fill the booths.

Kathy Cline, Director

Personnel Management Policies**B-6.4 Position Description Review and Reclassification Procedure**

County Board Approval: February 21, 1996, Amended December 2, 2009; Amended October 7, 2020; Amended August 7, 2024

1) General

Requests for Position Description (PD) review and Reclassification may be initiated by:

- a) Appropriate supervisor(s).
- b) County Human Resources Director.

2) Procedures for Position Description Changes

- a) Requests for changes or updates to Position Descriptions will be reviewed by the appropriate department head and Human Resources Director prior to approval from the Human Resources Committee.
- b) All position description changes resulting from review action under this Section will be updated in the County Master Position Description File by the County Human Resources Director as discussed in another section of this *Manual*. For County employment positions covered by Union contract:
 - a. The originator of a request for position description review is responsible for informing his/her Union representative as to the initiation of such a request.
- c) Prior to the review by the Human Resources and Safety Committee of a request for a position description review, the County Human Resources Director will obtain comment/input from the appropriate Union representative for inclusion in the information package to be reviewed by the Human Resources and Safety Committee.

3) Procedures for Position Reclassification Requests

- a) Reclassification requests will only be considered by the Human Resources Public Safety Committee at their monthly meeting in August and will be made effective January 1st of the following calendar year unless otherwise stipulated by the Board of Commissioners.
- b) All requests for reclassification will be initiated and evaluated by utilizing attachment (1) to this Section. The attachment and supporting documentation should be provided to the Human Resources Director by August 1st to ensure appropriate time to review prior the HR/PS Committee's meeting.
- c) Reclassification requests must be submitted to the Human Resources Director with information answering the following questions:
 - (1) Have the responsibilities/duties of the position changed significantly from the current position description?
 - (2) Were the changes required by new statute or mandate, or were they the result of shifting work within the office? Example: duties transferred from position A to position B.
 - (3) If the changes were not mandated, why were they needed?
 - (4) Are the changes so significant as to require a new position description? If the answer is yes, an updated position description should also be presented for approval.
- d) The Human Resources Director will evaluate and score the request and make recommendations to the Human Resources/Public Safety Committee.

- e) All reclassification requests will be adjudicated by the Human Resources and Safety Committee except as outlined below.
 - f) Changes to wage/salary as a result of reclassification:
 - a. Where a position is reclassified to a lower level because of a decrease in the number or complexity of job tasks, the incumbent in this position will continue to be paid at his/her present level. When that employee vacates the position, the new hire will be compensated at the lower revised classification level.
 - g) Where a position is reclassified to a higher level because of an increase in the number or complexity of job tasks, the incumbent in this position will be compensated at the higher rate effective on January 1st of the following budget year unless otherwise specified by the approval authority.
 - h) The originator of a request for a reclassification is responsible for informing his/her Union representative as to the initiation of such a request
 - i) Prior to the review by the Human Resources and Safety Committee of a request for a position description review, the County Human Resources Director will obtain comment/input from the appropriate Union representative for inclusion in the information package to be reviewed by the Human Resources and Safety Committee.
 - j) Position description reviews and reclassification actions performed under the aegis of this policy will utilize the guidance outlined in Section B-6.1 Job Classification Procedures.

Attachment (1) - Wexford County Reclassification Request Form

**THIS FORM AND SUPPORTING DOCUMENTATION MUST
BE SUBMITTED TO THE HUMAN RESOURCES DIRECTOR BY AUGUST 1ST**

Date: _____

To: County Human Resources Director

Submitted by:

(1) _____, Supervisor's Title: _____
(Signature)

It is requested that the following position be reclassified:

Position title: _____

Current Classification: _____

Current Hourly Wage Rate: _____

Requested Reclassification: _____

Requested Hourly Wage _____

Required enclosures:

- a) Copy of current position description.
- b) Updated position description of requested reclassification.
- c) Justification for requesting reclassification and statement detailing significant change in duties.
- d) Detailed answers to the following questions:
 1. Have the responsibilities/duties of the position changed significantly from the current position description?
 2. Were the changes required by new statute or mandate, or were they the result of shifting work within the office? Example: duties transferred from position A to position B.
 3. If the changes were not mandated, why were they needed?
 4. Are the changes so significant as to require a new position description? If the answer is yes, an updated position description should also be presented for approval.

Personnel Management Policies

B-6.4 Reclassification and Position Description Review Procedure

County Board Approval: February 21, 1996, Amended December 2, 2009; Amended October 7, 2020

A. General.

Requests for reclassification and/or Position Description (PD) review may be initiated by:

1. Supervisors of the position requested for review.
2. The County Personnel Officer for any position in the County master PD file.

B. Procedures.

1. All requests for reclassification and/or PD review will be initiated and evaluated by utilizing attachment (1) to this Section.
2. All reclassification and/or PD review requests will be evaluated by:
 - a. Appropriate supervisor(s).
 - b. County Personnel Officer.
3. All reclassification and/or PD review requests will be adjudicated by the Human Resources and Safety Committee except as outlined below.
4. Changes to wage/salary as a result of reclassification:
 - a. Where a position is reclassified to a lower level because of a decrease in the number or complexity of job tasks, the incumbent in this position will continue to be paid at his/her present level. When that employee vacates the position, the new hire will be compensated at the lower revised classification level.
5. Where a position is reclassified to a higher level because of an increase in the number or complexity of job tasks, the incumbent in this position will be compensated at the higher rate effective on a date specified by the approval authority.
 - a. If the increase in compensation can be accommodated within the department's budget for the fiscal year in which the change takes place, Board approval is not required to authorize the reclassification.
 - b. If the increase in compensation cannot be accommodated within the department's budget for the fiscal year in which the change takes place, full Board approval is required to authorize the reclassification and increase the departmental budget.
6. Position description reviews and reclassification actions performed under the aegis of this policy will utilize the guidance outlined in Section B-6.1 Job Classification Procedures.
7. All position description changes resulting from review action under this Section will be updated in the County Master Position Description File by the County Personnel Officer as discussed in another section of this *Manual*. For County employment positions covered by Union contract:
 - a. The originator of a request for position description review/reclassification is responsible for informing his/her Union representative as to the initiation of such a request.
8. Prior to the review by the Human Resources and Safety Committee of a request for a position description review/reclassification, the County Administrator will obtain comment/input from the appropriate Union representative for inclusion in the information package to be reviewed by the Human Resources and Safety Committee.

Attachment (1) - Wexford County Position Description Review Form

Date: _____

To: Chairman, Human Resources and Safety Committee

Approved by:

(1) _____, Supervisor's Title: _____
(Signature)

(2) _____, Union Representative
(Signature if applicable)

(3) _____, County Administrator
(Signature)

It is requested that the following position be reviewed/reclassified:

1. Position title: _____
2. Employee's name: _____
3. Employee's hire date: _____
4. Employee's current wage/salary level: _____

Statement of budget impact:

1. Check one of the following as applicable:
_____ a. Cost for the change in position can be covered by the department's budget.
_____ b. Cost for the change in position requires a Board approved budget amendment.
2. If 1.b. above was checked, you must complete the following:
Increase to line item _____ by \$ _____ for Fiscal Year _____.

Required enclosures:

- (1) Copy of current position description (PD)
- (2) Copy of proposed new position description (PD)
- (3) Originator's justification statement. Please cite specific reasons why the position in question should be reviewed and/or reclassified. Additional pages may be attached.

BOARD OF COMMISSIONERS COMMITTEE AGENDA ITEM

TO: Human Resources / Public Safety Committee
FROM: Administration
FOR MEETING DATE: July 23, 2024
SUBJECT: MERS Officer

SUMMARY OF ITEM TO BE PRESENTED:

The Board of Commissioners is required by MERS to appoint and approve someone at the “Officer Delegate” to attend the MERS Conference

RECOMMENDATION:

Administration forwards a recommendation to the full board to appoint Deputy County Administrator/HR Director, Ms. Bigger as the Officer Delegate to attend the 2024 MERS Conference.



WEXFORD COUNTY POSITION DESCRIPTION

Position: Deputy County Clerk /*Vital Records Deputy*

Amended: February 6, 2008; August 18, 2015, August 07, 2024

- A. Summary. To perform responsible clerical and administrative work as Deputy County Clerk to the County Clerk; to prepare clerical and legal records in connection with the Clerk's Office and Circuit Court; maintain vital statistics and other records; and to perform related work as required.
- B. Supervision Received. Work is performed under the general supervision of the County Clerk and Chief Deputy Clerk.
- C. Responsibilities and Essential Duties and Functions. An employee in this position may be called upon to do any or all of the following essential duties: (These examples do not include all of the duties which the employee may be expected to perform.)
1. Assist the County Clerk in the performance of a wide variety of clerical, administrative and other activities involving the Clerk's Office and Circuit Court.
 - a. Required to work independently on a daily basis without direct supervision.
 2. Inform, explain, and educate customers, lawyers, doctors and funeral directors as to special procedures for recording deaths, births, adoptions, affidavits of parentage and filiation.
 3. Issue certified copies of vital statistics complying with Health Department rules and regulations as well as State of Michigan Statutes. Certify copies of court orders and judgments per Michigan court rules.
 4. Prepare complicated monthly reports of all vital records as required and submit to the State of Michigan.
 5. Issue notices of dismissals and omissions in all court matters according to court rules.
 6. Responsible for setting up all Court files and tracking their progress.
 7. True and certify appropriate court documents and notarize legal papers for the public and other officials.
 8. Process DBA's and Veterans' Licenses, and Concealed Weapons Permits.
 9. Record all vital statistics.
 10. Assist with the Jury selection process from bi-monthly selection of jurors to mailings, processing returns, and handling jurors through a trial to its completion.
 11. Prepare complicated monthly and quarterly reports as required and submit them to Judges, Court Administrator and Health Department.

12. Operate office equipment including regular use of typewriter, calculator, copy machine, computer/printers.
13. Climb ladders. lift and carry 30 pounds + libers.
14. Perform related work as required.

D. Essential Functions, Qualifications and Knowledges, Sills and Abilities for Employment. All of the following functions, knowledges, skills abilities (KSAs) and duties are essential. An employee in this class, upon appointment, should have the equivalent of the following:

1. Thorough knowledge and experience in departmental practices and procedures.
2. Considerable knowledge of modern office and bookkeeping methods, practices and procedures.
3. Considerable knowledge of county organization, operations and personnel.
4. Thorough knowledge of the legal requirements involved in handling official documents and in the conduct of elections.
5. Thorough knowledge of Circuit court clerical and administrative procedures.
6. Skills in the operation of all normal office equipment.
7. Ability to work effectively with officials, other employees and the general public.
8. Ability to use extreme discretion in the handling of confidential and suppressed Court records.
9. Ability to work effectively with numbers to complete duties 1, 6, 7, 10 and 11.
10. Ability to communicate effectively to complete duties 1, 2, 11 and 12.
11. Ability to type 60 WPM to complete duties 11 and 15.
12. Ability to see well to complete duties 2 through 15.
13. Ability to hear well to complete duties 1, 2, 3, 7, 9, 11, and 15.
14. *Graduation from an accredited community college or Associates Degree dealing with legal matters, court rules, election laws, and Health Department rules and regulations. One to two years experience in performing responsible clerical work.

*Note: Two (2) years of related job experience may be substituted for each one (1) year of required education.



WEXFORD COUNTY POSITION DESCRIPTION

Position: Deputy County Clerk / Election Clerk

Amended: February 6, 2008; August 18, 2015

- A. Summary. To perform responsible clerical and administrative work as Deputy County Clerk to the County Clerk; to prepare clerical and legal records in connection with the Clerk's Office and Circuit Court; to assist in the conduct of all elections; maintain vital statistics and other records; and to perform related work as required.
- B. Supervision Received. Work is performed under the general supervision of the County Clerk.
- C. Responsibilities and Essential Duties and Functions. An employee in this position may be called upon to do any or all of the following essential duties: (These examples do not include all of the duties which the employee may be expected to perform.)
1. Assist the County Clerk in the performance of a wide variety of clerical, administrative and other activities involving the Clerk's Office and Circuit Court.
 - a. Required to work independently on a daily basis without direct supervision.
 2. Inform, explain, and educate customers, lawyers, doctors and funeral directors as to special procedures for recording deaths, births, adoptions, affidavits of parentage and filiation.
 3. Act as Clerk to the Board of Commissioners at Commission meetings, special meetings, and work sessions when quorum is present.
 4. Issue certified copies of vital statistics complying with Health Department rules and regulations as well as State of Michigan Statutes. Certify copies of court orders and judgments per Michigan court rules.
 5. Issue notices of dismissals and omissions in all court matters according to court rules.
 6. Responsible for setting up all Court files and tracking their progress.
 7. Assist in the conduct of all elections, filing, and auditing of election returns, including mapping, knowledge of election law, computer skills, knowledge of voter registration, ability to work with and help township/city clerks with voter registration and ability to work with and understand our voting equipment AccuVote and AutoMARK.
 8. True and certify appropriate court documents and notarize legal papers for the public and other officials.
 9. Process DBA's and Veterans' Licenses, and Concealed Weapons Permits.
 10. Record all vital statistics.

11. Assist with the Jury selection process from bi-monthly selection of jurors to mailings, processing returns, and handling jurors through a trial to its completion.
12. Prepare complicated monthly and quarterly reports as required and submit them to Judges, Court Administrator and Health Department.
13. Operate office equipment including regular use of typewriter, calculator, copy machine, computer/printers.
14. Climb ladders. lift and carry 30 pounds + libers.
15. Perform related work as required.

D. Essential Functions, Qualifications and Knowledges, Sills and Abilities for Employment.
 All of the following functions, knowledges, skills abilities (KSAs) and duties are essential.
 An employee in this class, upon appointment, should have the equivalent of the following:

1. Thorough knowledge and experience in departmental practices and procedures.
2. Considerable knowledge of modern office and bookkeeping methods, practices and procedures.
3. Considerable knowledge of county organization, operations and personnel.
4. Thorough knowledge of the legal requirements involved in handling official documents and in the conduct of elections.
5. Thorough knowledge of Circuit court clerical and administrative procedures.
6. Skills in the operation of all normal office equipment.
7. Ability to work effectively with officials, other employees and the general public.
8. Ability to use extreme discretion in the handling of confidential and suppressed Court records.
9. Ability to work effectively with numbers to complete duties 1, 6, 7, 10 and 11.
10. Ability to communicate effectively to complete duties 1, 2, 11 and 12.
11. Ability to type 60 WPM to complete duties 11 and 15.
12. Ability to see well to complete duties 2 through 15.
13. Ability to hear well to complete duties 1, 2, 3, 7, 9, 11, and 15.
14. *Graduation from an accredited community college or Associates Degree dealing with legal matters, court rules, election laws, and Health Department rules and regulations. One to two years experience in performing responsible clerical work.

*Note: Two (2) years of related job experience may be substituted for each one (1) year of required education.