

RESOLUTION NO. 6-698

**RESOLUTION TO MODIFY POSITION IN
IOWA COUNTY DISTRICT ATTORNEY'S OFFICE**

WHEREAS, the Iowa County District Attorney's Office is currently staffed with a Legal Secretary and a Secretary/Clerk/Typist who each perform, in part, clerical functions for the District Attorney, Assistant District Attorney and Corporation Counsel; and

WHEREAS, the Legal Secretary position is responsible for typing and transcription of legal correspondence, preparing legal documents, organizing legal files and reviewing and possessing confidential records and information in the course of performing his/her duties; and

WHEREAS, the current Secretary/Clerk/Typist position also is responsible for typing and transcription of legal correspondence, preparing legal documents, organizing legal files and reviewing and possessing confidential records and information in the course of performing his/her duties; and

WHEREAS, the Committee on Courts, Justice and Law Enforcement has on April 1, 1998 discussed the reclassification of the Secretary/Clerk/Typist position in the Iowa County District Attorney's Office, this position being in Range 7 of the Salary Schedule outlined in the Collective Bargaining Agreement, to that of Legal Secretary, this position being in Range 3 of the Salary Schedule outlined in the Collective Bargaining Agreement, and no opposition being recorded; and

WHEREAS, the Committee on Courts, Justice and Law Enforcement has again on June 3, 1998 discussed the reclassification of the Secretary/Clerk/Typist position in the Iowa County District Attorney's Office to that of Legal Secretary and said committee unanimously voted to reclassify the position and to support the June 2, 1998 action taken by the Committee on Finance, Bonds, Insurance and Tax Claims and the Committee on Salary and Personnel; and

WHEREAS, the Committee on Finance, Bonds, Insurance and Tax Claims and the Committee on Salary and Personnel have on June 2, 1998 discussed the reclassification of the Secretary/Clerk/Typist position in the Iowa County District Attorney's Office, this position being in Range 7 of the Salary Schedule outlined in the Collective Bargaining Agreement, to that of Legal Secretary, this position being in Range 3 of the Salary Schedule outlined in the Collective Bargaining Agreement, and the members present unanimously voted to reclassify the Secretary/Clerk/Typist position to that of Legal Secretary and to support the allocation of revenue to supplement the additional cost; and

WHEREAS, it is the intent of the above-referenced committees that this resolution be presented for adoption to the Iowa County Board of Supervisors on June 16, 1998; and

NOW, THEREFORE, BE IT RESOLVED BY THE IOWA COUNTY BOARD OF SUPERVISORS, that the Secretary/Clerk/Typist position in the Iowa County District Attorney's Office, this position being in Range 7 of the Salary Schedule outlined in the Collective Bargaining Agreement, be reclassified to that of Legal Secretary, this position being in Range 3 of the Salary Schedule outlined in the Collective Bargaining Agreement, and that revenues be allocated to finance said position, effective at the earliest possible date.

Presented to and Approved by the Personnel Committee.

COMMITTEE ON SALARY & PERSONNEL

Neil Jefferson
Neil Jefferson, Chairman

David Gollon
David Gollon

Diane McGuire
Diane McGuire

Jerome Laufenberg
Jerome Laufenberg

Thomas Paull
Thomas Paull

Adopted this 16th day of June, 1998.

Richard Scullion
Richard Scullion
Iowa County Chairman

ATTEST:
David D. Meudt
David D. Meudt
Iowa County Clerk

CERTIFICATION OF ADOPTION

This is to certify that the above resolution was duly adopted by the County Board of Iowa County on the _____ day of _____, 1998.

David D. Meudt
David D. Meudt
Iowa County Clerk
Iowa County, Wisconsin