



City of Lake Geneva, 626 Geneva St, Lake Geneva, Wisconsin- 262.248.3673- www.cityoflakegeneva.com

**SPECIAL PERSONNEL COMMITTEE
TUESDAY, JUNE 29, 2021 – 4:00 PM
CITY HALL, COUNCIL CHAMBERS**

Members: Chairperson Rich Hedlund, John Halverson, Ken Howell, Cindy Flower, and Shari Straube

CITY HALL WILL BE OPEN TO THE PUBLIC DURING ALL MEETINGS. THE CITY OF LAKE GENEVA IS HOLDING ALL MEETINGS VIRTUALLY AS WELL AS IN PERSON.

AGENDA

1. Meeting called to order by Chairperson Hedlund
2. Roll Call
3. Comments from the public limited to 5 minutes, limited to items on this agenda
4. Approval of the June 7, 2021 Personnel Committee minutes as prepared and distributed
5. Discussion/Recommendation regarding changes made to the City of Lake Geneva Police Department Civilian Handbook
6. Discussion/Recommendation regarding a request to modify the existing job description for the Municipal Court Clerk
7. Discussion/Recommendation regarding a request to modify the existing job description for the Assistant Court Clerk
8. Motion to go into Closed Session pursuant to Wis. State. 19.85(1)(c) for the purposes of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility regarding: **1) Municipal Court Clerk Position 2) Assistant Court Clerk Position 3) Telecommunicator Positions**
9. Motion to return to open session pursuant to Wisconsin Statutes 19.85(2) and take action on any items discussed in closed session
10. Future Agenda Items
11. Adjourn

This is a meeting of the Personnel Committee.

No official Council action will be taken; however, a quorum of the Council may be present.

cc: Aldermen, Mayor, Administrator, Attorney, Media

PERSONNEL COMMITTEE MINUTES
MONDAY, JUNE 7, 2021 – 4:00 PM
CITY HALL, COUNCIL CHAMBERS

Members: Chairperson Rich Hedlund, John Halverson, Ken Howell, Cindy Flower, and Shari Straube

Chairperson Hedlund called the meeting to order at 4:00 p.m.

Roll Call

Present: Hedlund, Halverson, and Flower

Absent: Howell & Straube

Comments from the public limited to 5 minutes, limited to items on this agenda

None

Approval of the March 30, 2021 Personnel Committee minutes as prepared and distributed

Motion by Halverson to approve, second by Hedlund. No discussion. Motion carried 3-0.

Motion by Hedlund to combine items #5 and #6 on the agenda for one discussion, second by Halverson. Motion carried 3-0.

Discussion / possible action regarding a request to modify the existing job description for the Municipal Court Clerk and Assistant Court Clerk

Judge Sibbing explained that over the years the roles for the Municipal Court Clerk and the Assistant have changed; the updated job descriptions give to the committee more accurately reflects the actual job. Judge Sibbing noted that he has reviewed the changes and agrees with the newly revised descriptions. Flower would also like the City Administrator to review and feels that they could more concise. Committee discussion included comparing the Municipal Court Clerk and Assistant Court Clerk to the duties to the City Hall Front Counter staff.

Motion by Flower to send this to the City Administrator for review and to have him refer this matter to the Finance Committee if he feels appropriate, second by Halverson. Motion carried 3-0.

Motion to go into Closed Session pursuant to Wis. State. 19.85(1)(c) for the purposes of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility regarding: 1) Municipal Court Clerk Position 2) Assistant Court Clerk Position

Motion by Hedlund to convene the committee into Closed Session to include all City Staff, second by Halverson. Motion carried on a roll call vote 3-0. The committee convened into Closed Session at 4:25 p.m.

Motion to return to open session pursuant to Wisconsin Statutes 19.85(2) and take action on any items discussed in closed session

Motion by Flower to reconvene the committee into Open Session, second by Halverson. Motion carried by a roll call vote 3-0. The committee reconvened into Open Session at 5:00 p.m.

Motion by Flower in regards to the Municipal Court Clerk and the Assistant Municipal Court Clerk that the Administrator review all similar roles within the City Staff including the Clerk's Office, Finance Department, Utility Commission, etc for similarities and/or differences in responsibilities and report back to the Personnel Committee with a recommendation regarding the wage scale, second by Halverson. Motion carried 3-0.

Future Agenda Items

-ADA Compliance Officer- add to an existing job description

-Independent Consultant contracted by the City needs to report a Department head

Adjourn

Motion by Halverson to adjourn, second by Hedlund. Motion carried 3-0. The meeting adjourned at 5:04 p.m.

City of Lake Geneva Police Department
Civilian Employee Handbook



Adopted _____

Table of Contents

INTRODUCTION.....	4
100. Introductory Statement.....	4
102. Mission Statement.....	4
104. Organizational Chain of Command	4
106. Organizational Chart.....	5
108. Employee Acknowledgement Form.....	5
GENERAL EMPLOYMENT.....	6
202. Employment at Will.....	6
204. Introductory Period.....	6
206. Residency.....	6
212. Hiring, Promotions, Transfers & Assignments.....	6
214. Layoffs & Furloughs.....	7
216. Termination, Resignation & Discharge.....	7
EMPLOYEE BENEFITS	8
502. Salary.....	8
504. Holidays.....	8
506. Vacation Time.....	8
508. Compensatory Time.....	8
510. Sick Time.....	8
512. Retirement Insurance.....	9
514. Clothing Allowance.....	9

WORK SCHEDULES & COMMUNICATIONS.....	9
600. Work Hours & Schedules.....	9
602. Overtime.....	10
604. Bulletin Boards/Department Intranet.....	10
606. Solicitation.....	10
608. Association Activities.....	11

INTRODUCTION

100. Introductory Statement

This handbook sets forth employment policy guidelines, rules of conduct and guidance regarding general expectations of professional behavior which employees of the City of Lake Geneva Police Department are expected to follow. This document is designed to inform employees about what the employer may generally expect from its employees, so as to guide employees in their professional duties and as public servants. None of the statements or policies outlined in this handbook are meant to create any contract of employment, nor do they imply that the employer is guaranteeing employment for any personnel or changing the at-will employment relationship in any manner. This document is not nor is it intended to be construed as an employment contract or to guarantee any rights to employees.

Final interpretation and implementation of any of the policies or rules contained in this handbook are vested solely with the City of Lake Geneva Police and Fire Commission through the Chief of Police. The Police and Fire Commission reserves the right to revise, supplement, or rescind any policies from time to time as it deems appropriate, in its sole and absolute discretion, with or without notice.

The contents of this handbook are not to be used as a substitute for any controlling ordinance, resolution, regulation, state or federal statute, code or regulation, common law or other legally binding authority and which are updated from time to time and are controlling.

102. Mission Statement

~~The City of Lake Geneva Police Department dedicates itself to the preservation of public order through the prevention of crime, protection of life and property and safeguard of civil rights and liberties. Its officers and staff are committed to public service and friendship to members to the community without regard to social position, race, color or creed.~~

~~Departmental power and authority is granted by the City of Lake Geneva and the State of Wisconsin.~~

The City of Lake Geneva Police Department dedicates itself to Sserving and protecting our community with honor by building community partnerships through professional and progressive policing.

104. Organizational Chain of Command

As with any Police agency, the operation of the Department relies upon an effective chain of command structure. The ultimate authority for decisions concerning policy in the Police Department resides by law with the Police and Fire Commission.

All department members and supervisors shall be responsible to the Police and Fire Commission through the Chief of Police. Each employee shall refer matters requiring administrative attention to his or her supervisor, who shall refer such matters to the next higher authority, when necessary to the Chief of Police. Each employee is to keep the person that the employee reports to informed of the employee's activities by whatever means the supervisor deems appropriate. If an employee has any questions, opinions or suggestions about the information contained in this handbook or about any other aspect of his or her job, those questions, opinions or suggestions should be directed through the chain of command structure.

Generally, if an employee has a problem with an individual, the employee is encouraged to approach that person first and attempt to resolve the conflict. If that does not resolve the problem, the employee should address the problem through the employee's immediate supervisor and onward through the chain of command. In some instances, the employee's supervisor may decide to refer the problem through the chain of command where it can be addressed by another supervisor or the Chief of Police. If an employee feels harassed by another person, the employee is directed to follow the harassment reporting policy.

106. Organizational Chart

The most current organizational chart can be found in the City of Lake Geneva Employee Handbook.

108. Employee Acknowledgement Form

By signing below, I hereby acknowledge that I have received a copy of the City of Lake Geneva Police Department Employee Handbook, and further acknowledge that I have read and understand its contents. I acknowledge that it is my responsibility to ask questions about anything contained in this document that I do not understand.

I understand that it is my responsibility to comply with all Police Department policies, rules and expectations as set forth in this handbook, as well as any policies, rules and expectations that the Police Department may otherwise establish or change from time to time.

All policies and procedures set forth in this City of Lake Geneva Police Department Civilian [Employee Handbook](#) and Department Policies shall take precedence over any other City employee handbooks. ~~The City of Lake Geneva Employee Handbook shall be applicable to all instances not specifically covered herein or in Police Department Policies.~~

I further understand and acknowledge that this handbook provides guidelines and information, but it is not, nor is it intended to constitute, an employment contract of any kind. I understand that any contract or employment agreement must be authorized and approved by the Police and Fire Commission at a duly-noticed meeting [and City Council](#). I acknowledge that I have not entered into any such individual agreement or contract by acknowledging receipt of this handbook or by following any of the provisions of this handbook. I understand that the Police Department may, at any time, change the contents of this handbook and/or my compensation and benefits, with or without notice to the extent permitted by law.

I understand that my employment can be terminated at the option of either the Employer or me, at any time, for any reason. I understand that this handbook and the Acknowledgement Form do not vary or modify the at-will employment relationship between the Police Department and me.

Employee Signature

Date

Supervisor Signature

Date

GENERAL EMPLOYMENT

202. *Employment at Will*

Unless expressly prescribed by statute or contract, civilian employees of the City of Lake Geneva Police Department are employed "at will", which means that their employment may be terminated at any time and for any reason, with or without advance notice, at the option of either the employee or the employer. Any employment relationship other than employment "at will" must be set forth in writing and executed by the Police and Fire Commission and City Council.

204. *Introductory Period*

Employment with the Police Department shall begin with an introductory period of one year, which provides an opportunity for the employee to determine whether he or she has made the right career decision and for the City to assess whether the initial work performed by the employee will meet its needs. The same introductory period shall apply to any former employee who has been rehired after a separation from the City.

Completion of the introductory period does not guarantee continued employment for any specified period, nor does it modify or change the employee's "at will" status nor require an employee be discharged only for "just cause".

206. — *Residency*

~~All regular full-time Police Department employees shall reside within an area which includes the City of Lake Geneva and does not exceed a maximum distance of fifteen (15) miles from any limits of the City of Lake Geneva boundaries. Upon hire by the Police Department, any new regular full-time employee shall have a period of one year to establish his or her residency in accordance with this policy.~~

212. *Hiring, Promotions, Transfers & Assignments*

The City of Lake Geneva seeks to hire the best quality and qualified candidates who will fit the needs and culture of the organization. The City may use hiring, interview and screening processes designed to fulfill that objective.

Lake Geneva Police Department Civilian Employees are not subordinates as defined in Sec. 62.13(4), Wis. Stats. When in the interests of the employer and in accordance with Wisconsin State Statute 62.13(4)(a), the City should attempt to fill any job vacancy by promotion from within the organization. Nevertheless, the Chief or his designee shall hire or promote Civilian Employees subject to approval by the Police and Fire Commission. The Chief or his designee will use his best efforts to fill any job vacancy from within, otherwise, internal and external applicants may be considered for vacant positions with the Department.

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From time to time and in the interests of the employer, the City may transfer employees from assignment to assignment, position to position, or department to department. An employee may request to be transferred from one position of a department to another, provided that such requests will only be considered when a suitable opportunity exists and can be fulfilled in the interests of the City. Transfer requests initiated by an employee must be in writing, must include a resume of qualification from the employee and the reasons for the requested transfer, and must be directed to the head of the Department to which he or she wishes to transfer. Notice of the request must also be provided by the employee to his or her current Department head.

Appointment of personnel to a higher classification on a temporary basis in order to fill a vacancy shall be considered an "acting appointment". An employee holding an acting appointment may receive a temporary pay increase, if authorized by the Police and Fire Commission and City Council.

Lateral Transfer/Experience

Lateral transfers and benefits pertaining to qualified candidates will be determined by the employer and will generally be based on experience.

214. Layoffs & Furloughs

Reductions in the workforce may occur through layoffs or furloughs, in addition to attrition or position elimination or modification. The Police Department will determine the departments, training, number of positions and persons impacted by any reduction in workforce.

In the event of a reduction in workforce through layoff or furlough, affected employees will be laid off or furloughed based on skills, abilities, qualifications and the interests and needs of the Police Department. If the skills and abilities of two qualified employees subject to layoff are equal and the needs of the Police Department do not necessitate retaining one employee rather than another, then the Chief of Police will have final determination in the layoff decision. The Police Department may choose to solicit volunteers for the reduction in workforce.

216. Termination, Resignation & Discharge

There are many reasons an employee may be terminated or choose to terminate his or her employment with the City of Lake Geneva Police Department.

Resignation: If an employee decides to leave the Police Department, he or she is expected to advise the Chief of Police in writing at least two (2) weeks prior to his or her date of departure so that an orderly transition may be made. The employee must return all City of Lake Geneva Police Department property and records and complete required forms. An exit interview may be conducted by the Chief of Police and/or the appropriate designee. The Police Department reserves the right to terminate the employee before that date.

Termination: If the Police Department decides to terminate an employee for reasons other than for violating policies or rules, the employee will be notified of the employer's decision. The employee must return all City of Lake Geneva Police Department property and records, and complete required forms. An exit interview may be conducted by the Chief of Police and/or the appropriate department head.

Termination for a Policy or Rule Violation: In the event an employee is terminated for a violation of policy or rules, the employee will not be paid for any accrued but unused time off benefits. The employee must return all City of Lake Geneva Police Department property and records, and complete required forms.

Reduction in Force: Any time a selection is to be made among employees for a reduction in force, consideration will be given to an employee's performance, knowledge, skill, ability, efficiency, reliability, attendance, overall record and length of service with the Police Department.

Lake Geneva Police Department Civilian Employee Handbook

An employee who resigns or who is terminated will receive his or her final paycheck, which will include vacation, sick and comp pay on his or her next regularly scheduled payday as well as information regarding insurance continuation and other benefit plans.

EMPLOYEE BENEFITS

502. *Salary*

Salaries and wages for all police department civilian employees are set by the Chief subject to approval by the Police and Fire Commission. Any salaries or wages set by the Chief shall be done in a manner that does not violate budgetary constraints of the Police Department budget established each year. City Policy and Procedures.

504. *Holidays*

The City of Lake Geneva Police Department recognizes eleven paid holidays as follows: New Year's Day, President's Day, Good Friday, Easter Sunday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day and New Year's Eve. Telecommunications employees shall receive eight and one-half (8 ~~5~~ ¹/₂) hours of pay for each holiday. ~~Data Entry/Records Support Staff~~ employees shall receive eight (8) hours of pay for each holiday. Employees who are required to work on the holiday shall receive additional compensation at their regular rate of pay for hours worked on the holiday. Employees working third shift (night) the eve of the holiday shall receive holiday pay worked. Employees working first shift (day) and second shift (afternoon) shall receive holiday pay worked on the day of the holiday.

Any employee taking vacation, compensatory time, sick leave, funeral leave, administrative leave or FMLA on any holiday listed shall not be paid as if they actually worked on that holiday.

506. *Vacation Time*

Vacation time will be banked as of January 1st and prorated in the first and last year of employment from the employee's hire date. Employees shall receive:

After one (1) year	Five (5) workdays
After two (2) years	Ten (10) workdays
After seven (7) years	Fifteen (15) workdays
After twelve (12) years	Twenty (20) workdays

508. *Compensatory Time*

The employer and non-exempt employees may agree to take compensatory time off in lieu of overtime payment, limited to one hundred (100) hours banked at any one time. Compensatory time will accrue at the rate for which it is earned.

Employees shall be allowed to carry over up to one hundred (100) hours for use during the following calendar year. All carryover compensation must be used prior to June 1st of the following calendar year. The employee may choose to get compensatory hours paid out and must submit a written request to the Chief of Police to do so.

510. Sick Time

Employees shall be entitled to one (1) workday of sick leave per month and up to an accumulated total of one hundred (100) workdays. Telecommunications employees shall receive eight and one-half (8.5) hours of sick pay per month. Support Staff employees shall receive eight (8) hours of sick pay per month. Sick leave may be applied only to days that the employee is regularly scheduled to work. Sick leave shall be used for actual illness or scheduled doctor's appointments of the employee or emergency illness of the employee's spouse or children.

Sick Time Incentive

Upon retirement from WRS with more than ten (10) years of service to the City of Lake Geneva, an employee will receive credits for each day remaining in the employee's sick leave bank, not to exceed one hundred (100) days. Employees with ten (10) years of service will receive credit at the rate of \$5.00 per day. Employees with fifteen (15) or more years of service will receive credit at the rate of \$7.50 per day. Employees with twenty (20) or more years of service will receive credit at \$10.00 per day. The employee may elect to have those credits applied on a dollar-for-dollar basis to premiums on the City healthcare plan after his or her effective day of retirement.

512. Retirement Insurance

The employer shall provide full-time employees hired before January 1, 2016 with twenty (20) or more years of service with the City of Lake Geneva Police Department with full medical insurance from the date of their retirement until the employee is federally eligible for Medicare. The medical insurance shall be for the employee only and shall be the same insurance provided to other city employees. The employee has the right to include family coverage and is responsible for the premium for that coverage, either by use of the funds previously listed in this handbook or by payment by the employee. The employer is not required to pay for any medical insurance if retirement takes place before the employee's fifty-fifth (55th) birthday. The retired employee is responsible to pay 40% of the monthly premium for family coverage and the City will pay 60% of the month family premium until the retired employee is federally eligible for Medicare. This extension of medical insurance is valid only if the employee is covered under the City policy at the time of retirement.

The employee shall notify the City in writing of his or her desire for extended coverage. Said written notice shall be provided at the time of notice to the City of retirement or resignation but in no event less than fourteen (14) calendar days prior to the effective day of retirement or resignation. The purpose of the notice is to provide adequate time and notice to continue the healthcare plan without a cancellation of coverage. The allowance may be used for no other purpose. In the event the employee upon retirement or resignation will have equal or better healthcare coverage under a different plan than the City's plan, then the employee shall not receive coverage under this provision. The purpose of this is to exclude duplicate healthcare coverage.

514. Clothing Allowance

Full-time civilian employees will receive an annual allotment of \$375.00 to purchase uniforms after the first year of employment.

WORK SCHEDULES & COMMUNICATIONS

600. *Work Hours & Schedules*

Work schedules for individual employees may vary throughout the organization depending upon staffing needs and operational demands. Supervisors will be responsible for advising their employees of individual work schedules.

Flextime scheduling is discretionary and may be available in some cases to allow employees to vary their starting and ending times each day within established limits, with prior supervisor approval.

Telecommunication employees shall work eight and one-half (8.5 ~~4~~) hour shifts with a rotating schedule of five (5) days worked, two (2) days off, five (5) days worked, three (3) days off. ~~Data Entry/Records Support Staff~~ employees shall work eight hour shifts with scheduled work shifts of ~~Sunday-Thursday or Tuesday-Saturday Monday through Friday~~ or as assigned by the Chief of Police.

602. *Overtime*

Because of the nature of work, employees may occasionally be asked to work overtime. Overtime compensation is paid to all non-exempt employees at one and one-half times the employee's regular rate for all hours worked in their regularly scheduled work week. Employees must receive authorization from their supervisors before working any overtime. After an employee has worked approved overtime, it must be recorded on a timesheet for the period it was worked.

Overtime pay is based on actual hours worked. Time off due to vacation, medical leave, compensatory time or any leave of absence will not be factored into hours worked when calculating overtime.

If overtime is needed on a holiday, the employee shall receive holiday overtime worked at a rate of 1.5 times his or her regular rate of pay.

604. *Bulletin Boards/Department Intranet*

Bulletin boards and the Department Intranet are provided as a means of informing employees of important developments from the employer that will affect the employee or his or her job and to post notices as required by law. Because work-related notices of interest and importance will be posted on the bulletin boards and the Department Intranet, the City requests that its employees check the bulletin boards and the Department Intranet at regular intervals. Employees must secure prior authorization before posting any notices on the bulletin boards. Posting of unauthorized notices, photographs, or other printed or written materials is prohibited.

606. *Solicitation*

The solicitation of employees or distribution of materials to employees can often interfere with normal operation of the City of Lake Geneva Police Department, reduce employee efficiency, and pose threats to security. For these reasons, the Police Department limits solicitation and distribution on the premises.

Individuals who are not employees of the City of Lake Geneva Police Department are prohibited from soliciting employees or distributing materials to employees on the premises. This prohibition shall include, but not necessarily be limited to: soliciting funds or signatures; conducting membership drives; distributing literature or gifts; offering to sell merchandise or services (except by representatives of vendors or potential vendors as authorized by the City of Lake Geneva Police Department); or any other similar activity. All visitors are strictly prohibited from entering non-public areas of the police department facilities unless granted permission by a supervisor.

Employees may engage in limited solicitation and distribution of materials to other employees, on the premises; however, the solicitation or distribution of materials is prohibited during the working time of either employee making or receiving the solicitation or distribution. For the purposes of this policy, "working time" does not include any authorized meal or rest period of the employee.

608. Association Activities

The City of Lake Geneva Police Department recognizes that employees shall be free to join or refrain from joining employee associations or unions. Employees shall conduct association or union business off duty, unless otherwise granted permission by the Chief of Police.

Municipal Court Clerk

Dept/Div: *Municipal Court*

FLSA Status: *Non-Exempt*

General Definition of Work

Performs intermediate skilled administrative support work receiving, processing and typing documents, answering telephone, entering data into computer files, assisting clients, preparing and maintaining files and records, and related work as apparent or assigned. Work is performed under the limited supervision of the Municipal Court Judge.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function 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.

Essential Functions

- Files and reviews citations and complaints, assuring correctness.
- Attends all municipal court proceedings and prepares and files documentation pertaining to each municipal citation for
- Prepares the docket sheets and gather all material pertinent to cases.
- Determines and schedules court dates and facilities.
- Arranges for juvenile cases to be heard away from regular court.
- Communicates with law officers, attorneys, and defendants regarding court proceedings.
- Balances dockets at the conclusion of court proceedings.
- Prepares month report of financial activities, including the coordination of restitution payments; assists in the collection of bonds.
- Receives the public and answers a variety of questions; answers telephone; responds to inquiries from employees, citizens and others.
- Prepare necessary communications for jury trials and transfers to Circuit Court.
- Takes and transcribe minutes, prepares and distributes minutes and reports as necessary.

Knowledge, Skills and Abilities

General knowledge of standard office methods and record keeping procedures and practices; general knowledge of forms, terminology and records; general knowledge of departmental programs, policies and procedures; ability to perform a considerable volume of detailed record work; ability to maintain files; skill in the operation of standard office equipment including a personal computer; ability to type and perform word processing accurately and at a reasonable rate of speed; ability to establish and maintain effective working relationships with associates and the general public.

Education and Experience

High school diploma or GED and minimal experience in clerical position, or equivalent combination of education and experience.

Municipal Court Clerk

Dept/Div: *Municipal Court*

FLSA Status: *Non-Exempt*

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires reaching with hands and arms and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating motor vehicles or equipment and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

None.

Last Revised: 6/5/2014

CITY OF LAKE GENEVA

BRANCH OF GOVERNMENT: MUNICIPAL COURT

JOB TITLE: MUNICIPAL COURT CLERK

POSITION DESCRIPTION:

The Municipal Court is an independent branch of the government. It is not a department or agency of the municipal government or the police department.

The Municipal Court Clerk is responsible for all administrative, clerical and financial functions of the Municipal Court. The position performs work of considerable responsibility, diversity, detail and confidentiality in the daily operations of the Municipal Court office. This position is responsible for planning, scheduling and coordinating all court activities and duties. The Municipal Court Clerk acts as the Judge's assistant and as a liaison to the Police Department, City Attorney, other departments and officials within the municipality and to the public. All Job functions in this position are performed as needed to ensure the most accurate, thorough and efficient operation of the municipal court under the appointment and direction of the Municipal Judge.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform any duties as required by Judge.
- Direct and advise the Assistant Court Clerk as needed.
- Retrieve all new citations, bonds and monies from police department and sign out all monies received in log kept in police dispatch area.
- Review all citations received from police department for accuracy to determine how to file and send correspondence to each defendant informing them of court procedure to follow. Advise police department of any corrections to be made and set aside for follow-up to be sure of completion. Process cash and check payments and process credit card receipts received from police department by locating citation, noting payment on citation, entering payment in computer program, noting on court docket, issuing a receipt and filing as appropriate.
- Print reports to assure all payments are accounted for and process all online payments made from prior date until time of report. This includes noting on each citation and entering the payment in court computer program and on spreadsheet to submit to treasurer with weekly deposit and making copy with receipt stapled to it for weekly deposit record to assure accountability.
- Process any paperwork received from police department such as Fingerprint cards, State Lab of Hygiene results, mail, memos from police personnel, etc.

- Prepare and send transfer requests and disqualifications to District Court Administrator (DCA) for reassignment and forward cases to the Judge assigned by the DCA and follow-up for final disposition and payment to municipality if appropriate.
- Enter dispositions on citations and in computer and forward all dispositions of traffic or other cases to the Department of Transportation (DOT).
- Notify issuing agency of disposition of cases after final adjudication.
- Send notices for continuances, pre-trials, trials, defaults etc. and distribute copies as needed.
- Issue driver's license suspensions as ordered by Judge or for unpaid citations.
- Prepare and process warrants and commitment orders for arrest of defendants.
- Maintain warrant and commitment files and update police department periodically with current information.
- Prepare deposit report weekly and transfer funds to City treasurer for deposit.
- Reconcile monthly collection statements and issue report to city for collection fees and interest paid.
- Prepare billing requests for payment to collection agencies.
- Prepare billing request for any interpreter services provided to the Court.
- Prepare monthly financial report for distribution to City, County and State treasurer offices.
- File all paid citations.
- Review past due payment agreements and unpaid tickets to send letters, issue suspensions, send to collections or issue commitments as ordered.
- Prepare parking citation past due letters and suspend registration of plates as needed for unpaid violations.
- Coordinate all court activities and schedule trials with Judge, City Attorney, defense attorneys, police department, and State Lab of Hygiene as needed.
- Secure substitute Judge or interpreter as needed.
- Remain current in court law and operations with yearly attendance at the Wisconsin Municipal Court Clerk's Seminar.
- Formulate new policies, procedures, court forms etc. for Judge's approval as needed, or to comply with Wisconsin State Statutes as they are updated and changed. Notify Police Department of changes affecting them.
- Prepare annual budget and monitor income and expenditures throughout each year.
- Prepare State Caseload Statistics Report and send to State Director of Courts office.
- Prepare or arrange to have prepared any request for transcript or recording.
- Monitor and maintain sufficient office supplies as needed.
- Gather information and develop reports.
- Provide needed information and answer questions for auditors.
- Attend all mandated continuing education required by the Supreme Court.

KNOWLEDGE, SKILLS AND ABILITIES:

- Provide information requested by Police, City Attorney, other attorneys, defendants and others received by email, mail, fax or telephone.
- Process all police issued parking citations received by manually entering in computer system and filing in appropriate status location.
- Process any parking citation payments by noting payment on citation, entering payment into computer program and then filing receipt and citation.
- Schedule Parking Enforcement ticket appearances requested by retrieving appropriate information from parking clerk, entering citation in court computer system, mailing correspondence to defendant for court appearance with copies to defendant, city attorney and parking enforcement and filing as appropriate.
- Redistribute payments made for citations previously sent to collection by entering on worksheet, correcting breakdown in computer program to account for fees charged and entering payment in computer and noting on weekly adjustment form for distribution to the treasurer weekly.
- Set up payment agreements with defendants as requested and permitted for forfeitures owed by creating an individual agreement, providing a copy to defendant in person or by mail to be returned. Once agreement is returned it must be entered into computer and filed with citation in payment agreement file for follow-up of future payments.
- Process drop box payments and correspondence.
- Retrieve mail and process payments and correspondence from defendants, attorneys or others.
- Prepare general correspondence and complete filing for the court.
- Monitor past due citations and send to Wisconsin Department of Revenue Tax Refund Intercept Program (TRIP) or State Debt Collection (SDC) for collection per Court procedure.
- Download payments from TRIP weekly and SDC monthly, determine citations paid, retrieve paid citations, note payments and file as appropriate.
- Ability to establish and maintain effective working relationships with various professionals, other department employees, elected officials and the general public.
- Prepare court dockets (adult and juvenile arraignments, pre-trials, motion hearings, refusal hearings and trials) and corresponding paperwork including assessment orders, hold open requests to be submitted to police department and any correspondence related to a case etc.
- Prepare courtroom by checking the sound system for proper operation, arranging seating and microphones as needed and providing the Judge, City Attorney or any defendants with needed materials for all court sessions.
- Attend all court sessions, working overtime as needed, and record all dispositions on dockets for each matter heard before the Judge.
- Record all proceedings that require testimony under oath.
- File all court recordings, issue and distribute checks for refunds, worthless checks, witness fees, etc.
- Prepare jury demands and appeals of municipal court decisions for transfer to the Circuit Court and follow-up for final disposition.

- Ability to supervise others.
- Proficiency in TIPSS court software
- Knowledge of State Statutes as pertain to court procedure.
- Knowledge of traffic and juvenile statutes as well as city ordinances.
- Knowledge of administrative and office management functions.
- Knowledge of legal and court procedures and timelines mandated by State Statute.
- Skill in the use and care of computer hardware and software and other various office equipment.
- Ability to maintain and process confidential records with discretion.
- Ability to perform work accurately.
- Ability to perform basic math skills, handling of monies and making change without electronic assistance.
- Ability to communicate effectively both verbally and in written form.
- Ability to communicate calmly with others in a variety of circumstances while handling stressful situations and processing deadlines.
- Ability to interpret and understand driving records.

REQUIRED EDUCATION AND EXPERIENCE:

- High School Diploma or GED and Minimum of 3 to 5 years of experience in an office setting.
- Proficiency with Microsoft Office applications.
- Shall participate in a program of continuing education as mandated by the Supreme Court.

PHYSICAL ABILITIES AND CHARACTERISTICS:

Maintain a level of fitness that allows employee to:

- Sit for extended periods of time.
- Handle short periods of standing and some bending and lifting of light objects.

This is not intended as a complete list of specific duties and responsibilities. Nor is it intended to limit, or in any way modify the right of any supervisor to assign, direct and control the work of employees. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

CITY OF LAKE GENEVA

ASSISTANT MUNICIPAL COURT CLERK

POSITION DESCRIPTION

Assistant Municipal Court Clerk performs job functions as needed to ensure the most accurate, thorough and efficient operation of the municipal court under the direction of the Municipal Court Clerk.

DUTIES AND RESPONSIBILITIES

Essential Job Functions:

Daily:

- File all citations received from police department.
- Enter payments and process credit card receipts received from police department.
- Process all information or paperwork received through police department, mail or by phone.
- Provide information requested by Police, City Attorney, other attorneys, defendants and others.
- Process all parking citations as required by processing payments; answering all requests for information and issuing court appearance dates as requested
- Redistribute payments made for citations previously sent to collection by correcting breakdown in computer program and entering payment in computer
- Issue receipts for all payments received.
- Enter all payments received on citation and in computer.
- Set up payment agreements for forfeitures owed.
- Open mail and process payments and correspondence.
- Type general correspondence and complete filing for the court.
- Issue driver's license suspensions for unpaid citations.

Weekly:

- Prepare court dockets (arraignments, pre-trials and poverty hearings) and corresponding paperwork including assessment orders, hold open requests to be submitted to police department etc.
- Enter dispositions on citations and enter in computer, send notices for continuances, pre-trials, trials, defaults etc. and distribute copies as needed. Prepare check requests for refunds, worthless checks, witness fees, etc. to be verified by Court Clerk. Set up trial files. Report dispositions to state. Type and process warrants and commitment orders.
- Maintain warrant and commitment list and update with police department periodically.
- Prepare deposits by balancing to computer program and turn over to treasurer.

Monthly:

- Assist with balancing paid citations to computer and preparing reports to be distributed to City, County and State.
- File all paid citations.
- Review past due payment agreements and unpaid tickets to send letters, issue suspensions, issue commitments as ordered or enter into TRIP or SDC systems.
- Prepare parking citation past due letters and reports to send to collections.
- Prepare court room in Court Clerks absence.
- Greet defendants at court window during court proceedings to collect payments, issue payment reminders, provide notices for future appearances and other paperwork per the order of the court.
- Attend court proceedings in Court Clerks absence.
- Contact interpreter as needed for assistance at court appearances.

Generally:

- Remains current in court law and operations with yearly attendance at the Wisconsin Municipal Court Clerk's Seminar.
- Assists the Court Clerk in formulation and implementation of new policies, procedures, court forms etc. as needed or to comply with Wisconsin State Statutes as they are updated and changed.
- Perform any other duties as required by Judge

Nonessential Job Duties:

- Order office supplies as needed
- Periodically gather information and develop reports.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of secretarial and office functions.
- Knowledge of legal and court procedures.
- Knowledge of bookkeeping functions.
- Skill in the use and care of personal computers and other office equipment.
- Ability to handle confidential information
- Ability to perform work accurately.
- Ability to perform basic math skills, handle money and make change.
- Ability to communicate effectively both verbally and in writing.
- Ability to deal with people in a variety of circumstances while handling stressful situations and processing deadlines.
- Ability to interpret and understand driving records.

PHYSICAL ABILITIES AND CHARACTERISTICS:

Level of fitness that allows employee to:

- Sit for extended periods of time.
- Handle short periods of standing and some bending and lifting of light objects.

This is not intended as a complete list of specific duties and responsibilities. Nor is it intended to limit, or in any way modify the right of any supervisor to assign, direct and control the work of employees. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

CITY OF LAKE GENEVA

BRANCH OF GOVERNMENT: MUNICIPAL COURT

JOB TITLE: ASSISTANT MUNICIPAL COURT CLERK

POSITION DESCRIPTION:

The Municipal Court is an independent branch of the government. It is not a department or agency of the municipal government or the police department.

The Assistant Municipal Court Clerk performs work of considerable responsibility, diversity, detail and confidentiality in the daily operations of the Municipal Court office and is responsible for all, clerical and financial functions of the Municipal Court in the Clerk's absence. The Assistant Municipal Court Clerk acts as an assistant to both the Clerk as well as the Judge in the Clerk's absence. All Job functions in this position are performed as needed to ensure the most accurate, thorough and efficient operation of the municipal court under the appointment of the Municipal Judge and direction of the Clerk.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform any duties as required by Judge.
- Retrieve all new citations, bonds and monies from police department and sign out all monies received in log kept in police dispatch area.
- Review all citations received from police department for accuracy to determine how to file and send correspondence to each defendant informing them of court procedure to follow. Advise police department of any corrections to be made and set aside for follow-up to be sure of completion.
- Process cash and check payments and process credit card receipts received from police department by locating citation, noting payment on citation, entering payment in computer program, noting on court docket, issuing a receipt and filing as appropriate.
- Print reports to assure all payments are accounted for and process all online payments made from prior date until time of report. This includes noting on each citation and entering the payment in the court computer program and on a spreadsheet to submit to the treasurer with the weekly deposit and making a copy with receipt stapled to it for weekly deposit record to assure accountability of all monies received.
- Process any paperwork received from the police department such as Fingerprint cards, State Lab of Hygiene results, mail, memos from police personnel, etc.
- Provide information requested by Police, City Attorney, other attorneys, defendants and others received by email, mail, fax or telephone.
- Process all police issued parking citations received by manually entering in computer system and filing in appropriate status location.
- Process any parking citation payments by noting payment on citation, entering payment into computer program and then filing receipt and citation.

- Schedule Parking Enforcement ticket appearances requested by retrieving appropriate information from parking clerk, entering citation in court computer system, mailing correspondence to defendant for court appearance with copies to defendant, city attorney and parking enforcement and filing as appropriate.
- Redistribute payments made for citations previously sent to collection by entering on worksheet, correcting breakdown in computer program to account for fees charged and entering payment in computer and noting on weekly adjustment form for distribution to the treasurer weekly.
- Set up payment agreements with defendants as requested and permitted for forfeitures owed by creating an individual agreement, providing a copy to defendant in person or by mail to be returned. Once agreement is returned it must be entered into computer and filed with citation in payment agreement file for follow-up of future payments.
- Process drop box payments and correspondence.
- Retrieve mail and process payments and correspondence from defendants, attorneys or others.
- Prepare general correspondence and complete filing for the court.
- Monitor past due parking citations and send to Wisconsin Department of Revenue Tax Refund Intercept Program (TRIP) for collection per Court procedure.
- Retrieve paid citations for SDC payments received, note payments on citations and file as appropriate.
- Ability to establish and maintain effective working relationships with various professionals, other department employees, elected officials and the general public.
- Prepare court dockets (adult and juvenile arraignments, pre-trials, motion hearings, refusal hearings and trials) and corresponding paperwork including assessment orders, hold open requests to be submitted to police department and any correspondence related to a case etc.
- Prepare courtroom by checking the sound system for proper operation, arranging seating and microphones as needed and providing the Judge, City Attorney or any defendants with needed materials for all court sessions.
- Attend all court sessions, working overtime as needed, and record all dispositions on dockets for each matter heard before the Judge.
- Record all proceedings that require testimony under oath.
- File all court recordings, issue and distribute checks for refunds, worthless checks, witness fees, etc.
- Prepare jury demands and appeals of municipal court decisions for transfer to the Circuit Court and follow-up for final disposition.
- Prepare and send transfer requests and disqualifications to District Court Administrator (DCA) for reassignment and forward cases to the Judge assigned by the DCA and follow-up for final disposition and payment to municipality if appropriate.
- Enter dispositions on citations and in computer and forward all dispositions of traffic or other cases to the Department of Transportation (DOT).
- Notify issuing agency of disposition of cases after final adjudication.
- Send notices for continuances, pre-trials, trials, defaults etc. and distribute copies as needed.

- Issue driver's license suspensions as ordered by Judge or for unpaid citations.
- Prepare deposit report weekly and transfer funds to City treasurer for deposit.
- Prepare billing request for any interpreter services provided to the Court.
- Prepare monthly financial report for distribution to City, County and State treasurer offices.
- File all paid citations.
- Review past due payment agreements and unpaid tickets to send letters, issue suspensions, send to collections or issue commitments as ordered.
- Prepare parking citation past due letters and suspend registration of plates as needed for unpaid violations.
- Secure substitute Judge or interpreter as needed.
- Remain current in court law and operations with yearly attendance at the Wisconsin Municipal Court Clerk's Seminar.
- Gather information and develop reports per direction of Clerk or Judge.
- Attend all mandated continuing education required by the Supreme Court.

KNOWLEDGE, SKILLS AND ABILITIES:

- Proficiency in TIPSS court software
- Knowledge of State Statutes as pertain to court procedure.
- Knowledge of traffic and juvenile statutes as well as city ordinances.
- Knowledge of legal and court procedures and timelines mandated by State Statute.
- Skill in the use and care of computer hardware and software and other various office equipment.
- Ability to maintain and process confidential records with discretion.
- Ability to perform work accurately.
- Ability to perform basic math skills, handling of monies and making change without electronic assistance.
- Ability to communicate effectively both verbally and in written form.
- Ability to communicate calmly with others in a variety of circumstances while handling stressful situations and processing deadlines.
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REQUIRED EDUCATION AND EXPERIENCE:

- High School Diploma or GED and Minimum of 3 to 5 years of experience in an office setting.
- Proficiency with Microsoft Office applications.
- Shall participate in a program of continuing education as mandated by the Supreme Court.

PHYSICAL ABILITIES AND CHARACTERISTICS:

Maintain a level of fitness that allows employee to:

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