



Dane County Register of Deeds

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To: Chair and Members of the Personnel & Finance Committee

From: Kristi Chlebowski

RE: Approval to recruit 1.0 FTE Vitals Record Clerk

County Ordinance 29.52 (15) requires the Personnel & Finance Committee, along with the County Executive to approve filling positions that have been vacant longer than six months. I am requesting to fill a 1.0 Vitals Record Clerk position (#2902). The County Executive has approved the freeze appeal for this position.

What is the nature of the work for this position?

This position was created under the Redaction project funded through extra revenue received from recordings. This position is to back scan, redact and index old vital records into the Register of Deeds software system.

How has this function been fulfilled during the vacancy?

The Register of Deeds office currently has an LTE in this position, LTE's are limited on the number of hours they can work per calendar year and we only have 1 scanner. These records are very old and fragile and must remain on site.

What will the impact be on the departments function and mission if the position remains vacant?

The Register of Deeds office was recently remodeled and we are ready to move back to the City County Building. When plans for new space were finalized the Register of Deeds office knew we would have to eliminate a large portion of vital records books from the public area at our new space. The square footage that had been allotted to these vital books in the past has now been given up for Planning and Development conference room. I need to follow State Statutes and finish the redaction project mandated by State of Wisconsin. The Register of Deeds office needs to remove as many vital records books from our public area, pack them up and deliver them to State Vitals.