



Dane County Child Support Agency

MEMO

To: Personnel & Finance Chair and Committee Members

From: Vue Yang, Legal Director

Date: July 14, 2026

Re: Request to Fill Child Support Clerk IV Vacant Position (Position #3435)

County Ordinance 29.52 (15) requires the Personnel and Finance Committee and the County Executive to approve filling positions which are vacant for longer than six (6) months. The Dane County Child Support Agency (CSA) is respectfully seeking approval to fill its funded 1.0 FTE Clerk IV position (Position #3435). This position remains fully funded through the current budget process, and all positions in the Child Support Agency are 66% federally funded.

1. What is the nature of the work or what is the essential function of the position?

This position is critical to the effective functioning of the legal team. Federal and state regulations require the CSA to bring legal action and represent the State of Wisconsin in court. The Clerk IV provides advanced clerical support to the CSA, and directly supports a child support attorney. The essential functions include scheduling hearings, drafting and filing court documents, processing warrant withdrawals, processing post-hearing paperwork, handling service of process requests, and processing all incoming electronic notifications of uploaded documents.

2. How has this function been fulfilled without this position?

This position has not been filled since December 2025 due to the county wide hiring freeze. The Department elected to not fill this position immediately after the 16-week appeal process in preparation for the expected budget reduction in the 2027 budget. This was a strategic move to ensure vacant positions would be eliminated rather than any filled positions. The duties for this position have been absorbed by the CSA paralegal and the remaining six Clerk IVs in the agency. Other duties for the Paralegal had to be shifted to the Operations Manager, and other staff, to accommodate this critical need.

3. What will be the impact on the Department's function and mission if the position remains vacant?

This position is essential to supporting the child support attorneys in generating and filing court documents for required court proceedings. Without this position,

the agency jeopardizes meeting federal and state timelines, accuracy in document production, and compliance with the legal process. Delays or errors in these tasks could negatively impact case outcomes for the families of Dane County, and funding incentives for the County.