



DANE COUNTY TREASURER

City-County Building, Room 114
210 Martin Luther King, Jr. Boulevard, Madison, Wisconsin 53703-3342
Telephone (608) 266-4151 • TTY 711 (WI-Relay)
E-mail treasurer@countyofdane.com

T ADAM GALLAGHER
TREASURER

KAY LUND
DEPUTY TREASURER

January 5, 2021

TO: Chair and Members of the Personnel and Finance Committee
FROM: Adam Gallagher, Dane County Treasurer

RE: Account Clerk II vacancy of more than six months

Dane County Ordinance ch. 29.52(15) requires both the Personnel and Finance Committee and the County Executive to approve filling positions that have been vacant longer than six months. Pursuant to the March 19, 2020 memo and in accordance with Dane County Ordinance ch. 29.52(19), the Department of Administration administered an immediate freeze on county hiring in response to the onset of the Coronavirus. Since then, there has been a growing need to fill this position.

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

The three position-specific responsibilities of this Account Clerk II are (1) the tax deed process, (2) lottery credit management, and (3) retention of office records. Other daily tasks range from responding to public inquiries to entering tax payments and other general office duties.

How has this function been fulfilled without this position?

During the hiring freeze over the past ten months, the aforementioned position-specific functions were split between the Treasurer and the Deputy Treasurer. Other daily tasks were shared amongst the staff. This temporary allocation of duties is unsustainable as we approach one of the office's busiest times of the year for tax collection.

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

Greater inefficiencies to meet and comply with statutory duties of the office will occur if this position remains unfilled.

Sincerely,


T. Adam Gallagher
Dane County Treasurer