

OPERATIONS COMMITTEE
MONROE COUNTY BOARD OF COMMISSIONERS
BOARD OF COMMISSIONERS CHAMBERS
THURSDAY, DECEMBER 4, 2025 — 6:00 P.M.
125 EAST SECOND STREET — MONROE, MI 48161
(734) 240-7003

COMMITTEE MEMBERS:

J. Henry Lievens, Chairman
David Vensel, Greg Moore, Jr., David Swartout and Jay Heinzerling

I. CALL TO ORDER

II. ROLL CALL

III. PLEDGE OF ALLEGIANCE

IV. APPROVAL OF AGENDA

V. APPROVAL OF MINUTES (11/04/2025)

VI. COMMITTEE BUSINESS

1. Letter dated October 13, 2025 from Honorable Cheryl Lohmeyer, Chief Probate Judge requesting the addition of two (2) court recorder positions at the estimated cost of \$159,710.00 for 2026.

Suggested Action: Move to accept the communication, place it on file, and recommend/not recommend to the full Board to approve the addition of two (2) court recorder positions with an additional general fund allocation of up to \$159,710.00 for 2026. ROLL CALL

2. Letter dated November 6, 2025 from Honorable Cheryl Lohmeyer, Chief Probate Judge requesting the addition of one (1) ESS Supervisor position with an estimated cost of \$24,253.00 for 2026.

Suggested Action: Move to accept the communication, place it on file, and recommend/not recommend to the full Board to approve the addition of one (1) ESS Supervisor position with an additional general fund allocation of up to \$24,253.00 for 2026. ROLL CALL

3. Letter dated November 13, 2025 from Ms. Annamarie Osment, County Clerk requesting elimination of the existing Records Clerk position and reclassification as a Records Processing Clerk with an estimated cost of \$2,985.00 for 2026.

Suggested Action: Move to accept the communication, place it on file, and recommend/not recommend to the full Board to approve the elimination of the existing Records Clerk position and reclassification

as a Records Processing Clerk with an additional general fund allocation of up to \$2,985.00 for 2026. ROLL CALL

- VII. NEW BUSINESS
- VIII. OLD BUSINESS
- IX. CITIZENS TIME
- X. INFORMATION
- XII. COMMISSIONERS TIME
- XIII. ADJOURNMENT

MONROE COUNTY BOARD OF COMMISSIONERS
OPERATIONS COMMITTEE MEETING MINUTES
NOVEMBER 4, 2025 AT 5:30 P.M.

I. The Meeting of the Operations Committee of the Monroe County Board of Commissioners was held in the Board Chambers in the City of Monroe on Tuesday, November 4, 2025. Chairman Lievens called the meeting to order at 5:30 p.m.

II. Roll call by Deputy Clerk, Grace Miles, as follows:

PRESENT: David Swartout, J. Henry Lievens, David Vensel, and Jay Heinzerling

ABSENT: Greg Moore Jr. (excused)

A quorum being present, the Operations Committee was able to conduct business.

III. PLEDGE OF ALLEGIANCE— Chairman Lievens led the Pledge of Allegiance.

IV. APPROVAL OF AGENDA (11/04/2025)

Motion by Commissioner Vensel, supported by Commissioner Heinzerling to approve the November 4, 2025 Agenda as presented.

Roll call by Deputy Clerk as follows:

AYE		NAY	EXCUSED
J. Henry Lievens	David Swartout		Greg Moore Jr.
Jay Heinzerling			
David Vensel			

Motion carried.

V. APPROVAL OF MINUTES (10/02/2025)

Motion by Commissioner Heinzerling, supported by Commissioner Swartout to approve the October 2, 2025 minutes of the Operations Committee as presented and waive the reading thereof.

Voice vote taken. Motion carried.

VI. COMMITTEE BUSINESS

1. Letter dated October 22, 2025 from Honorable Michael Brown, 1st District Court requesting prior service credit for the new full time Attorney Magistrate candidate. This request is in compliance with County policies and would require a General Fund allocation of \$1,645 for 2025 and \$15, 104 for 2026.

Motion by Commissioner Heinzerling supported by Commissioner Swartout to accept the communication, place it on file, and recommend to the full Board to approve the request for prior service credit for the new full time Attorney Magistrate candidate. This

request is in compliance with County policies and would require a General Fund allocation of \$1,645 for 2025 and \$15, 104 for 2026.

Roll call by Deputy Clerk as follows:

AYE		NAY	EXCUSED
J. Henry Lievens	David Swartout		Greg Moore Jr.
Jay Heinzerling			
David Vensel			

Motion carried.

VI. NEW BUSINESS – None

VII. OLD BUSINESS – None

VIII. CITIZENS TIME – None

IX. INFORMATION – None

X. COMMISSIONERS TIME –

Commissioner Heinzerling – Passed.

Commissioner Moore – Excused.

Commissioner Swartout – Passed.

Commissioner Vensel – Passed.

Chairman Lievens – Passed.

XI. ADJOURNMENT – With no further business, Chairman Lievens adjourned the meeting at 5:32 p.m.

Respectfully submitted by:



Grace Miles
Deputy Clerk/Administrative Assistant
Monroe County Board of Commissioners



STATE OF MICHIGAN
MONROE COUNTY PROBATE COURT AND
FAMILY DIVISION OF CIRCUIT COURT

October 13, 2025

Mr. J. Henry Lievens, Chairman
Operations Committee
Monroe County Board of Commissioners
125 E. Second St.
Monroe, MI 48161

RE: Additional recorder positions (2) for Probate Court

Dear Chairman Lievens and Committee Members:

The Probate Court is requesting the addition of two (2) court recorder positions. The basis for this request is due to the change in the law that occurred earlier this year. Public Act 226 of 2024 took effect on April 2, 2025. This legislation requires court recorders to prioritize appellate transcripts by preparing them during normal court business hours.

The two probate judges do not have the same support staff positions as the circuit court judges, but are cross-assigned and serve as circuit court judges, handling circuit court caseloads. More than half of each of the probate judges' dockets currently are actually circuit court cases. These include all juvenile delinquency cases, all child protective proceedings, all adoption proceedings, many domestic relations case types, as well as personal protective cases, name changes, and other miscellaneous circuit court case types.

It has become increasingly difficult for each probate judge's judicial assistant to keep up with the demand for producing transcripts in addition to the many other duties that have become a new reality in a post-COVID court setting. Judicial assistants are now responsible for hosting and monitoring Zoom court proceedings and are expected to place court participants in breakout rooms; rename people so they can be identified on Zoom; and even offer technical assistance to court participants who struggle with the technical challenges of Zoom. Judicial assistants are in an untenable position to complete their normal duties of answering the phone, preparing the docket, answering inquiries of the public and Bar at the window, assisting the judge with files, while also performing the additional duties of Zoom host **and** transcribing court proceedings during normal business hours.

On behalf of the probate court, I respectfully submit that our courts require the same support staff positions as all the other circuit court judges. Indeed, these positions *were* included in the probate court in the past. These positions were sacrificed to budget for video recording technology in the probate courtrooms. This outdated technology is no longer even utilized, yet the positions have yet to be reinstated.

In short, the addition of the position of court recorder for each probate courtroom would ensure that we have sufficient staffing to meet the demands of a post-COVID courtroom and to comply with our statutory obligations for transcript preparation.

Thank you for your consideration of this request. If you have any further questions, please feel free to contact me directly.

Sincerely,



Hon. Cheryl E. Lohmeyer

Chief Probate Judge

Presiding Judge of 38th Circuit Court - Family Division, Juvenile Section

HIRING REVIEW FORM

Department: Probate Court

Vacancy Job Title: Court Recorder

Brief Job Description:

Under the direction of a Probate Court Judge, utilizes and maintains electronic recording equipment to record court proceedings. Prepares logs of court proceedings, while recording all court activity. Prepares and files official verbatim transcripts of requested court proceedings.

Budgeted Position:

☐ YES

If YES, are Funds Available?

☐ YES

* Must be verified by Finance/HR

☐ NO

*Must provide Funding Plan, verified by

☒ NO

If NO, please provide the following:

Job Description (Must have with New Position, Reclassification)

Point Factoring (Must have with New Position, Reclassification)

Reorganization Plan (When applicable)

Funding Plan Required, Verified by Finance (Include Finance Worksheet)

Department Summary: (Importance of filling vacancy, risks, timing, etc.)

The Probate Court is requesting the addition of two (2) court recorder positions. The basis for this request is due to the change in the law that occurred earlier this year. Public Act 226 requires court recorders to prioritize appellate transcripts by preparing them during normal court business hours. Currently, the judicial assistant is responsible for preparing transcripts that the County Clerk has recorded. This is not sustainable in light of the judicial assistant's existing job duties.

Completed By: Melissa Strong DATE: 12/1/2025

Human Resources/ Finance Use:

Conclusion:

Finance: The addition of these positions would require an estimated additional General Fund allocation of \$159,710.00

HR: The request is in compliance with County policies.

Finance Reviewer: Sue Maier

DATE: 12/2/2025

HR Reviewer: Jeff McBee

DATE: 12/2/2025

APPROVED BY THE OPERATIONS COMMITTEE

APPROVED BY THE FULL BOARD

Monroe County

Court Recorder – Probate Court

Department: Probate Court

Wage Grade: Rye -8

FLSA Status: Non-Exempt

Affiliation: Non-Union

General Summary:

Under the supervision of a Probate Court judge, utilizes and maintains electronic recording equipment to record court proceedings. Prepares logs of court proceedings while recording all court activity, prepares and files official verbatim transcripts of requested court proceedings. May assume responsibilities of the Judicial Assistant in that individual's absence.

Essential Functions: *(An employee in this position may be called upon to do any of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily).*

- Tests digital recording equipment daily and video conferencing equipment, as needed, to ensure the system is working properly.
- Monitors and electronically records all court proceedings, including trials, preliminary examinations, adjudications, dispositions, hearings, motions, opinions, rulings and decisions, etc.
- Monitors speaking levels and actions of witnesses, jurors, litigants, attorneys and other parties and advises them, as needed, to speak up or verbally respond to a question so that a clear, audible record is made.
- Maintains a daily log of court proceedings.
- Marks and maintains a log of exhibits presented, and is responsible for the safekeeping of exhibits during recesses and adjournments of proceedings at the end of proceedings for possible appeal purposes. Provide other assistance to the judge in the courtroom.
- Prepares official verbatim transcripts of court proceedings within statutory time limits as requested by attorneys, parties, or others. Proofreads transcripts, certifies copies, and prepares billings as appropriate.
- Maintains files of transcripts and courtroom notes as required by court rules. Files transcripts with courts, attorneys, appellate defenders and prosecutors.

- Completes and files documentation on appellate matters in the Court of Appeals, Clerk's Office, attorneys, and parties involved in a case. Tracks deadlines of appellate cases.
- Maintains docket book and sets new hearing dates when needed in the courtroom, and notifies Judicial Secretary of new hearing dates and any adjournments or new dates set.
- Completes worksheets on case files indicating court action.
- Prepares billings and maintains financial records for transcripts.
- Performs the duties of the Judicial Assistant in that individual's absence.

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.

Employment Qualifications: *(The qualifications listed below are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.)*

Education: High school graduation or equivalent with some advanced college level coursework in legal secretarial training, including coursework in legal terminology preferred.

Experience: Two years of secretarial experience in a court, law office, or related setting.

Other Requirements:

- Must attain State of Michigan certification as a Certified Electronic Recorder (CER) within the one (1) year of employment and recertify as applicable;
- Will be required to complete annual training as scheduled by the court and the County of Monroe;
- Pass a pre-employment drug screen and background check including but not limited to state/national criminal history check, DHHS central registry check and professional references.

Knowledge of:

- The structure and content of the English language including the meaning and spelling of words, rules of composition and grammar;
- Administrative and clerical procedures and systems such as word processing, managing files and records, and other office procedures and terminology;
- The Judicial Information System (JIS) case management system and the appropriate application for this position;
- Court case processing including the updating and maintenance of physical and electronic case files.

Skill in:

- Using logic and reasoning to identify the solutions, conclusion or approaches to problems;
- Managing one's own time;
- Communicating effectively in a clear manner to attorneys, parties, litigants and the public;
- Using technology appropriate to the position held.
- Using sound, independent judgment within established policy and procedural guidelines.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Communicating effectively in a clear manner to attorneys, parties, and the public;
- Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate and not interrupting at inappropriate times.

Ability to:

- Carry out court and county procedures within the court setting;
- Communicate information and ideas through spoken words and in writing;
- Concentrate on a task over a period of time without being distracted;
- Arrange things or actions in a certain order or pattern according to a specific rule or set of rules;
- Quickly and repeatedly adjust the controls of a machine to exact positions.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements: *(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements)*

- Ability to access court files and records.
- Ability to lift and carry files to the work area(s) weighing up to 20 lbs.
- Ability to read printed materials on paper and on a computer screen.
- Ability to operate various office equipment.
- Ability to enter and retrieve information from management information systems via a computer.
- Ability to climb ladders to file and retrieve files.
- Ability to access all areas of the courthouse.
- Hearing and visual ability to respond to fire and other alarms.

Working Conditions:

- Work performed in office conditions.
- Performs work in a courtroom.
- Frequent exposure to individuals with various emotional problems and in various states of emotional distress.
- Job duties are frequently driven by time deadlines set in law or court rule.

ITEM	DATE	Department	Union	Grade	Step	Classification	WAGES	FRINGES	TOTAL
PROPOSED	DOH 1/1/26	14800	union_00	RYE08	3	RECORDS CLERK	\$ 51,672	\$ 28,183	\$ 79,855
PROPOSED	DOH 1/1/26	14800	union_00	RYE08	3	RECORDS CLERK	\$ 51,672	\$ 28,183	\$ 79,855
						TOTAL COST/(SAVINGS)	\$ 103,344	\$ 56,365	\$ 159,710
FINANCE CONCLUSION:									
ADDITIONAL COST TO GENERAL FUND, WOULD REQUIRE ADDITIONAL APPROPRIATION.									



38th Judicial Circuit Court - Family Division

~JUVENILE AND DOMESTIC RELATIONS SECTIONS~

November 6, 2025

J. Henry Lievens - Chairperson
Monroe County Board of Commissioners - Operations Committee
125 E. Second St.
Monroe, MI 48161

RE: Request for additional ESS Supervisor position (new position, pay grade 12)

Dear Chairman Lievens and Committee Members:

The Monroe Probate Court is writing to request your consideration for additional staffing within the court and court and its associated departments. As you are aware, the court opened a pilot program called **"Enhancing Strengths and Supports" (ESS)** in 2021. This program was created after a call to action by legislative changes that encouraged courts to develop more community-based programs in order to prevent low-level juvenile offenders from finding their way into the formal juvenile justice system. The ESS program has been very effective and to date, has served over 70 youth in the community. At the beginning of this school year, the ESS program expanded to include a secondary campus which is embedded at Wagar Middle School. This has allowed the program to double the capacity to serve youth in the community. As an incentive to courts to create more community-based programming models, the State of Michigan through the Child Care Fund reimburses courts at 75% for all costs associated with these programs. Thus, the county reaps the benefit of these programs while only contributing 25% of all associated costs.

The intensity of this program requires a very high staff-to-youth ratio in order to provide the one-on-one support that these young students need. Of course, this type of program also requires intense supervision of staff as well.

Therefore, the Probate Court is respectfully requesting consideration of one (1) new position:

Addition of one (1) ESS Supervisor position (new position, pay grade 12)

Anticipated Cost

The County finance department has completed a worksheet of the anticipated cost of adding this position. This worksheet is attached to this correspondence.

Summary

Investing in this program will ensure that the court is able to remain proactive and responsive to the needs of our community, and more importantly, will prevent youth from becoming more deeply involved with the juvenile justice system.

Than you for your consideration,



Cheryl E. Lohmeyer

Chief Probate Judge and Presiding Judge of the 38th Circuit Court, Family Division, Juvenile Section

C: Michael Bosanac - CFO/County Administrator

Sue Maier - Director of Fiscal Services

Jeff McBee - Director of Human Resources

HIRING REVIEW FORM

Department: Probate Court

Vacancy Job Title: Enhancing Strengths and Supports (ESS) Supervisor

Brief Job Description:

Coordinates and supervises program operations and staff on assigned shifts. Monitors program fidelity to ensure measurable outcomes and student growth. Responsible for ensuring the safety, welfare and security of ESS staff, youth participants, and visitors.

Budgeted Position:

☐ YES

If YES, are Funds Available?

☐ YES

* Must be verified by Finance/HR

☐ NO

*Must provide Funding Plan, verified by

☒ NO

If NO, please provide the following:

Job Description (Must have with New Position, Reclassification)

Point Factoring (Must have with New Position, Reclassification)

Reorganization Plan (When applicable)

Funding Plan Required, Verified by Finance (Include Finance Worksheet)

Department Summary: (Importance of filling vacancy, risks, timing, etc.)

The ESS program has expanded to include a secondary campus which is embedded at Wagar Middle School. The has allowed the program to double the capacity to serve youth in the community. As an incentive to courts to create more community-based programming models, the State of Michigan through the Child Care Fund reimburses courts at 75% for all costs associated with these programs. Thus, the County reaps the benefits of these programs with only contributing 25% of associated costs.

Completed By: Melissa Strong DATE: 12/1/2025

Human Resources/ Finance Use:

Conclusion:

Finance: The addition of this position would require an estimated additional General Fund allocation of \$24,253.00 for 2026.

HR: The request is in compliance with County policies.

Finance Reviewer: Sue Maier DATE: 12/2/2025

HR Reviewer: Jeff McBee DATE: 12/2/2025

APPROVED BY THE OPERATIONS COMMITTEE

APPROVED BY THE FULL BOARD

Monroe County

ESS Supervisor

Department: ESS

Wage Grade: Rye-12

FLSA Status: Exempt

Affiliation: Non-Union

General Summary:

Under the general supervision of the deputy director of community-based programming, coordinates and supervises program operations and staff on assigned shifts. Monitors program fidelity to ensure measurable outcomes and student growth. Responsible for ensuring the safety, welfare and security of ESS staff, youth participants, and visitors. Takes full responsibility of all ESS operational issues in the absence of the deputy director.

Essential Functions: *[An employee in this position may be called upon to do any of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.]*

- Supervises the work of all ESS employees, volunteers and contractual staff. Makes shift assignments and oversees all operational issues.
- Supervises and reviews all issues related to behavior management including the approval of disciplinary sanctions of youth participants. Serves as the primary decision-maker in determining disciplinary consequences.
- Assists with the review and development of departmental policies and procedures and assists with the development of all program materials such as handbooks, applications, point sheets and data sheets.
- Evaluates employee performance issues and follows up on job counseling and minor disciplinary issues. Makes recommendations for formal disciplinary action as necessary. Conducts annual employee evaluations.

MMS
JM

- Assists in the collection of statistical data, and monitors programming needs to ensure compliance with all applicable rules and regulations related to the Child Care Fund, State of Michigan Licensing standards and Michigan Court Rules.
- Utilizes data management systems utilized by the court to ensure timeliness, accuracy and completeness of all written documentation including critical incident reports, accident reports, and other regulatory related documentation.
- Ensures that ESS employees are following all supervision and security procedures to ensure the safety of all youth participants and staff.
- Assists in planning immediate and long-range needs of the program and makes recommendations for program improvements in order to maintain program fidelity.
- Directs procedures related to emergency situations such as medical issues, weather emergencies, etc.
- Provides orientation of new staff and conducts on-the-job training as assigned.
- Attends administrative meetings as scheduled.
- Completes special projects and assignments as required.

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.

Employment Qualifications:

Education and Experience:

Master's degree from an accredited institution in the field of Criminal Justice, Social Work, Psychology or related Human Service Field;

-OR

Bachelor's Degree from an accredited institution in the field of Criminal Justice, Social Work, Psychology or related Human Service field plus a minimum of two (2) years professional experience working in a juvenile justice institution or related experience in a criminal justice or social services agency.

Knowledge, Skills, and Abilities:

Knowledge of:

- Relevant equipment, policies, procedures and strategies needed for the protection of youth participants and staff;
- Adolescent's physical and psychological, and emotional needs;
- Principles and practices of human behavior and performance, individual differences in ability, personality, and interests;

- Basic computer applications related to the job;
- Oral and written English language skills.

Skill in:

- Identifying and developing strategies to address performance deficiencies in subordinate staff;
- Establishing and maintaining effective working relationships with those contacted in the course of the position;
- Talking/listening to others to convey information effectively;
- Bring others together to reconcile and negotiate problems;
- Performing effectively under stress;
- Using good reasoning abilities. Sound judgment;
- Verbal de-escalation, physical restraint and physical management techniques.

Ability to:

- Communicate effectively through written and oral communication;
- Combine pieces of information to form general rules or conclusions and take appropriate action to address issues as necessary;
- Speak in a manner that clearly conveys expectations;
- Observe and understand human behavior;
- Work well under pressure, meeting multiple and sometimes conflicting deadlines;
- Work with limited supervision and high motivation.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements: [This job requires the ability to perform the essential functions contained in this description.

These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:

- Visual acuity sufficient to read reports and documents and provide visual supervision of youth.
- Hearing ability to use the telephone and other communications systems.
- May drive a county or personal vehicle in the course of the work.
- Sufficient mobility to reach, bend, and stoop to perform security checks and other tasks.
- Ability to walk for extended periods of time.
- Ability to physically restrain youth, including the ability to pull weight of 75 lbs. to 200 lbs. when restraining youth.
- Ability to move furniture and/or step on elevated surfaces to perform security checks.

Handwritten initials and signature:
MMS
Jm

Other Requirements:

- Pass a pre-employment drug screen and background check including but not limited to state/national criminal history check, DHHS central registry check and professional references.
- Possession of a valid driver's license.

Working Conditions:

- Exposure to physical assault by youth, families, or others.
- Exposure to youth with various states of cleanliness and hygiene – including exposure to communicable diseases and/or bodily fluids.
- Possible exposure to individuals with various emotional problems and in various states of emotional distress.

MB
AM

[illegible]



ANNAMARIE OSMENT

Monroe County Clerk/Register of Deeds

Monroe County Courthouse • 106 East First Street • Monroe, Michigan 48161-2185

Telephone:

Clerk: (734) 240-7020

Deeds: (734) 240-7390

Fax:

(734) 240-7045

Email:

annamarie_osment@monroemi.org

November 13, 2025

Mr. J. Henry Lievens, Chairman
Operations Committee
Monroe County Board of Commissioners
125 E Second Street
Monroe, MI 48161

RE: Request to Reclassify Records Clerk I to Records Processing Clerk

Dear Chairman Lievens and Committee members:

The County of Monroe Clerk's Office recognizes the forty-seven and one-half years of dedicated service from our current Records Clerk, who will retire on December 31, 2025.

This retirement offers an opportunity to optimize internal support services and enhance efficiency. The scope of the mailroom position has expanded over the years, and many of its auxiliary duties have shifted to the Records Processing Clerks due to the limitations of the current classification.

We propose eliminating the existing Records Clerk position and reclassifying it as a Records Processing Clerk. This transition will:

- Streamline mailroom procedures and reporting requirements under the new role.
- Distribute workload more effectively among staff.
- Allow the new incumbent to provide essential support to vital records operations, including managing concealed pistol license fingerprinting.

This upgrade is crucial for the Clerk's office to operate efficiently and better serve both the external community and internal county departments.

Respectfully,

Annamarie Osment
Monroe County Clerk/Register of Deeds

HIRING REVIEW FORM

Department: County Clerk

Vacancy Job Title: Records Processing Clerk

Brief Job Description:

Performs a variety of clerical tasks and provides support to other staff in the processing of a variety of County records. Collects and records taxes, real-estate records, fees and other payments and provides assistance to the public. Enrolls clients in health and other programs, completes various documents

Budgeted Position:

☐ YES

If YES, are Funds Available?

☐ YES

* Must be verified by Finance/HR

☐ NO

*Must provide Funding Plan, verified by

☒ NO

If NO, please provide the following:

Job Description (Must have with New Position, Reclassification)

Point Factoring (Must have with New Position, Reclassification)

Reorganization Plan (When applicable)

Funding Plan Required, Verified by Finance (Include Finance Worksheet)

Department Summary: (Importance of filling vacancy, risks, timing, etc.)

This position reclassification is critical to the continued operation of the mail room that supports all departments in the County of Monroe and to find a suitable candidate that can fulfill all of the requirements of the position.

Completed By: Annamarie Osment

DATE: 11-12-2025

Human Resources/ Finance Use:

Conclusion:

Finance: The reclassification of this position would require an estimated additional General Fund allocation of \$2,985.00 for 2026.

HR: The request is in compliance with County policies.

Finance Reviewer: Sue Maier

DATE: 12/2/2025

HR Reviewer: Jeff McBee

DATE: 12/2/2025

APPROVED BY THE OPERATIONS COMMITTEE

APPROVED BY THE FULL BOARD

RECORDS PROCESSING CLERK

Department: General

Wage Grade: Rye -5

FLSA Status: Non-Exempt

Affiliation: TPOAM

General Summary:

Performs a variety of clerical tasks and provides support to other staff in the processing of a variety of County records. Collects and records taxes, real-estate records, fees and other payments and provides assistance to the public. Enrolls clients in health and other programs, completes various documents with information from the public or from file documentation, maintaining recordkeeping systems.

Essential Functions: *(An employee in this position may be called upon to do any of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily).*

- Assists the public in processing records and documents in various departments such as: vital and court records in the Clerk's Office, property records in the Register of Deeds Office, and tax records in the Treasurer's Office.
- Answers questions regarding departmental procedures and requirements, program requirements, account balances, scheduling information and other activities. Assists the public in filling out the proper forms, reviewing documents for proper completion.
- Uses word processing and other software to format and type various correspondences, reports, contracts, spreadsheets, brochures, training materials and other documents that may require knowledge of medical or legal terminology.
- Prepares a variety of forms and other documents such as court dockets, health charts, case notes, real-estate records, fee updates, assessments, tax certificates, juror lists, assessments, tax certificates, marriage licenses, purchase orders, requisitions and various others. May log admissions and releases and maintain other activity records. May prepare and process forms such as purchase orders, requisitions, and other documents.
- Process various applications to verify client information where program requirements are complex and require review of information such as tax records or benefit applications. Checks statistical data for accuracy and completeness and verifying the eligibility of applicants or clients. Exercises judgment to determine eligibility for program services.

- Ensures proper filing of documents and folders, maintaining departmental filing systems. Retrieves materials from system and conducts searches for necessary documentation.
- Performs data entry on a variety of documentation such as property description and sales information, payments, vouchers, client information, changes and deletions for voter registration, etc.
- Sends out applications for various licenses and permits, explaining applicable departmental rules and regulations.
- Researches recorded documents to verify ownership of property. Interprets legal descriptions from deeds, land contracts and surveys to identify parcels of update computer records.
- Collects monies for filing fees, permits, property and inheritance taxes and other services.
- Performs routine bookkeeping tasks such as reviewing invoices and receivables, including payroll and FASBE transactions, vouchers, requisitions, monitoring and tracking expenditures, and balancing the books for a designated area with limited financial transactions. May perform other related bookkeeping functions.
- Processes mail of the office, conducts record searches to answer inquiries, prepares correspondences and routes other documents to appropriate party.
- Places order with vendors for equipment, supplies and materials based on suitable quality, availability and price while maintaining related records.
- Prepares voting machines for elections and maintains voter registration files.
- Operates microfilm cameras and film processor, reviews film after processing, prepares records of material on film and ensures accurate labeling and filing of processed film.
- Performs a variety of clerical support tasks such making certified copies, opening and distributing mail, making blueprint copies, microfilming documents and related tasks.
- May require operating equipment that is unique to the assignment such as CCTV equipment and lock control mechanisms.
- Various other duties as assigned by department.

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.

Employment Qualifications:

Education: High school graduation or equivalent.

Experience: One year of general clerical experience is required. May require experience and training in various computer software and equipment.

Other Requirements:

Knowledge of:

- Administrative and clerical procedures and systems such as word processing, use of computer software (MS Word/MS Excel) managing files and records, and other office procedures and terminology.
- Principles and processes for providing customer services and evaluating customer needs.
- The structure and content of the English language including the meaning and spelling of words, rules of composition and grammar.

Skill in:

- Data entry, accounts payable, accounts receivable, bookkeeping and record keeping.
- Using logic and reasoning to identify the solutions, conclusion or approaches to problems.
- Using technology appropriate to the position held.
- Using sound, independent judgment within established policy and procedural guidelines.
- Establishes and maintains effective working relationships with those contacted in the course of the work.
- Gives full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate and not interrupting at inappropriate times.

Ability to:

- Listen to and understand information and ideas presented through spoken words and sentences, as well as communicate information and ideas in a way others will understand.
- Work well under pressure, prioritizing critical needs to routine ones.
- Gather, interpret, and record information correctly.
- Arrange things or actions in a certain order or pattern according to a specific rule or set of rules.
- Apply general rules to specific problems to produce answers that make sense.
- Add, subtract, multiply or divide quickly and correctly.
- Review priorities and adapt them to changing circumstances, addressing interruptions without losing overall job effectiveness.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements: *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

Ability to enter and access information from a computer.

Ability to access office files, maps, tax and property information, and other records and documents.

Ability to lift and carry files to work area (maximum of 10 pounds).

Vision to read printed materials and a computer screen.

Hearing and speech sufficient to communicate in person or over the telephone.

Ability to operate copy machines, blueprint machines and other office equipment.

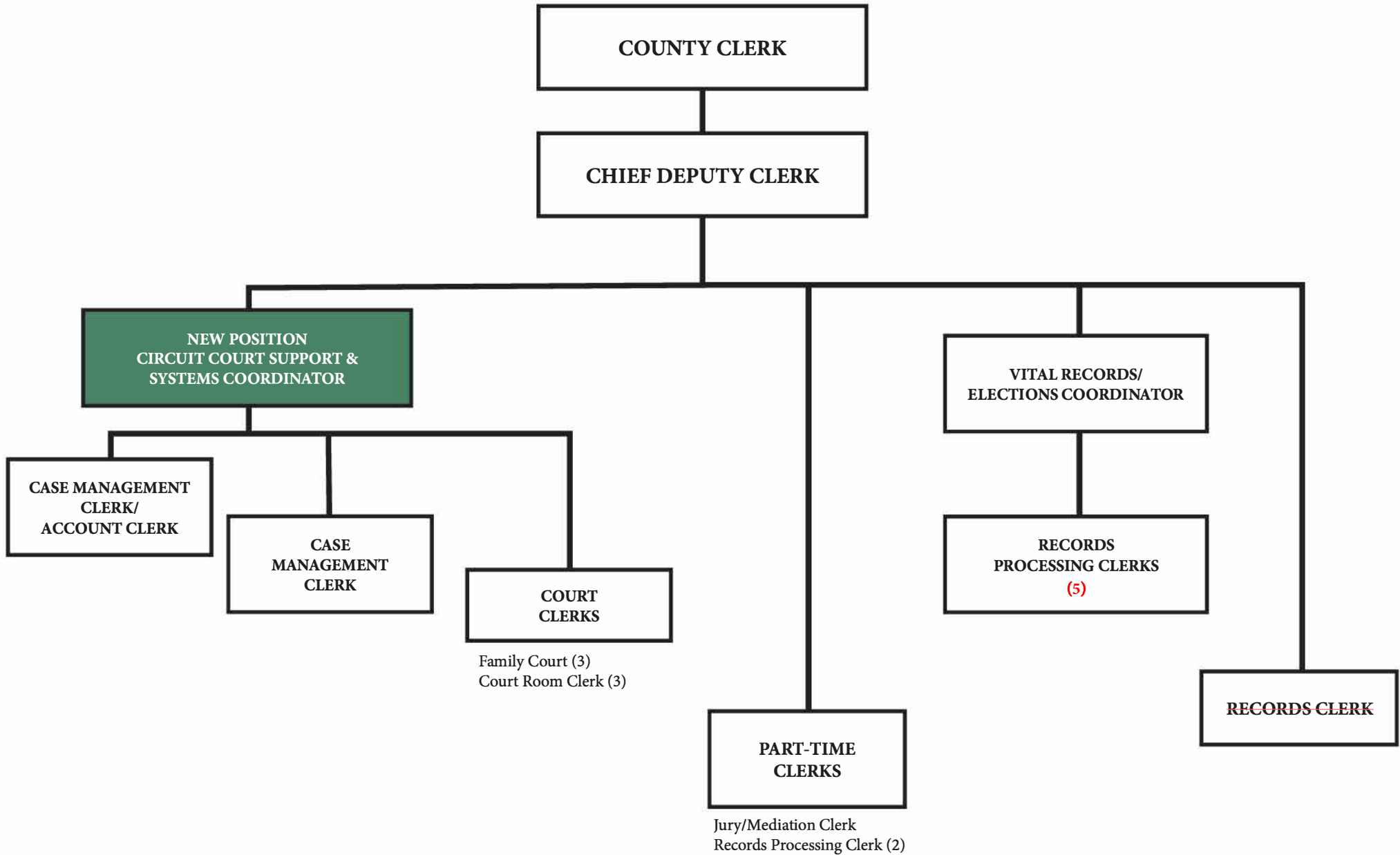
Working Conditions:

Works in office conditions.

Exposure to persons charged with and/or convicted of criminal offenses.

Possible exposure to persons with various communicable diseases.

PROPOSED
MONROE COUNTY CLERK
Organizational Chart



ITEM	DATE	Department	Union	Grade	Step	Classification	WAGES	FRINGES	TOTAL
ANNUAL BUDGET	2026	21500	union_04G	RYE04	6	RECORDS CLERK	\$ 42,738	\$ 17,590	\$ 60,327
PROPOSED	DOH 1/1/26	21500	union_04G	RYE05	1	RECORDS PROCESSING CLERK	\$ 38,276	\$ 25,036	\$ 63,312
						TOTAL COST/(SAVINGS)	\$ (4,462)	\$ 7,447	\$ 2,985
FINANCE CONCLUSION:									
ADDITIONAL COST TO GENERAL FUND, WOULD REQUIRE ADDITIONAL APPROPRIATION.									