

**COUNTY OF MILWAUKEE**  
INTEROFFICE COMMUNICATION

DATE : April 3, 2024

TO : Marcelia Nicholson, County Board Chair

FROM : Israel Ramón, Register of Deeds

SUBJECT : Request to Abolish 1.0 FTE Real Estate Services Coordinator and Create 1.0 FTE Real Estate Services Coordinator in the Register of Deeds Office

**Request:** Register of Deeds Office requests to abolish 1.0 FTE Real Estate Services Coordinator, Pay Range 23CM and Create 1.0 Real Estate Services Coordinator, Pay Range NR23

**Background/Position Duties:**

Align Real Estate Services Coordinator with Register of Deeds Coordinator, which was reallocated in the 2023 Compensation Study, to both be in Pay Range of NR23. Both positions must reflect the same pay grade, as they do in the Register of Deeds Organizational Chart and level of responsibility.

**Fiscal Effect:**

- Salary \$8,522.00 Social Security \$652.00 Total \$9,174.00
- Position moves from budgeted salary \$61,478.00 to \$70,000.00

**Recommendation:** Register of Deeds recommends that 1.0 FTE Real Estate Services Coordinator, Pay Range 23CM be abolished and 1.0 FTE Real Estate Services Coordinator, Pay Range NR23 be created in the Register of Deeds Office.

There is no tax levy impact to this request.

Israel Ramon 4/3/2024

Israel Ramón, Register of Deeds

