



**MILWAUKEE COUNTY
JOB EVALUATION QUESTIONNAIRE**

This form is designed to assist you in describing your departmental job. You are asked to fill this form out to outline the essential duties and responsibilities; and identify the knowledge, skills and abilities required to successfully perform the job. This form is used to request new job classifications, review current classifications, reclassification, reallocations, and general updates to the job description. **Note:** It is the job that is being evaluated, not the position/incumbent. Thank you for your cooperation.

GENERAL INSTRUCTIONS:

1. Before beginning, please look over the entire questionnaire. Each question should be answered completely and accurately. If a question does not apply to this job, please indicate "N/A" (Not Applicable).
2. To complete the questionnaire, please type and/or select your responses.
3. If you wish to make additional comments, please use the space available in the "Additional Comments" section on page 6 of this questionnaire.

A. JOB IDENTIFICATION INFORMATION

| | | | |
|-------------------------------|---|------------------------------------|---------------------------------------|
| Department (High Org): | 3420 - Register of Deeds | Division (Low Org): | 3420 – Chief Deputy Register of Deeds |
| Contact for this Study | Name: Israel Ramon | Israel.ramon@milwaukeecountywi.gov | |
| | Title: Register of Deeds | Phone: 414-278-3083 | |
| Current Job Title: | Chief Deputy Register of Deeds | Current Job Code: | |
| Health Screen Level: | | Background Check Level: | |
| Job Reports To: | Title: Register of Deeds | | |
| Request Type: | <input checked="" type="checkbox"/> Establish New <input type="checkbox"/> Review <input type="checkbox"/> Reclassification <input type="checkbox"/> Reallocation <input type="checkbox"/> Update Description <input type="checkbox"/> | | |

B. JUSTIFICATION STATEMENT

| |
|---|
| 1. Attach an organizational chart. |
| 2. Explain the events or changes that made this request necessary. |
| No previous JEQ for the ROD Chief Deputy Position existed. |

C. ABOUT THE JOB

| | | | | |
|---|---|---|--------------------------------------|------------------------------------|
| Job Status: | <input checked="" type="checkbox"/> Regular Full-Time | <input type="checkbox"/> Regular Part-Time | <input type="checkbox"/> Seasonal | <input type="checkbox"/> Contract |
| Shift: | <input checked="" type="checkbox"/> Day | <input type="checkbox"/> Evening | <input type="checkbox"/> Night | <input type="checkbox"/> Other: |
| Hours Per Week: | <input type="checkbox"/> >40 Hours | <input checked="" type="checkbox"/> 32-40 Hours | <input type="checkbox"/> 20-32 Hours | <input type="checkbox"/> <20 Hours |
| Travel: | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, % Travel <5% | | | |
| Will This Job Supervise/Manage? All staff except | <input checked="" type="checkbox"/> Supervise | <input checked="" type="checkbox"/> Manage # of Direct Reports: 1 | <input type="checkbox"/> N/A | |
| Fiscal Responsibility: Responsible for annual operating budget for department(s)/division(s)? Yes. | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide total amount? \$6,000,000 | | | |

D. JOB SUMMARY:

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|---|
| Briefly state, in several sentences, the principle purpose or function of the job. Respond by describing What the job is, What its major objective is, and Why does it exist. |
| Acts in the absence of the Register of Deeds. Supports and assist the ROD in the management and overall function of the office. Provides direction for all issues relating to issuance of vital records; tax listing; recording, indexing, archiving, and retrieving of real property and other instruments as required by WI Statutes. Assists with the hiring, termination, supervision, education, evaluation, and training of staff. Assists in the preparation of financial policies and procedures consistent with WI Statutes and County Ordinances. Assists in the development of the ROD budget and in the drafting and negotiation of contract terms for approved ROD vendors. Assures that state and federal laws and regulations, county ordinances and ethics requirements are followed. |

E. ESSENTIAL DUTIES/RESPONSIBILITIES:

JOB RESPONSIBILITY LIST: Please describe the major elements of the job. List only the major functions, separately, in order of importance. Provide a one or two line descriptive statement for each duty so that someone not familiar with this kind of work can understand it. Weight the approximate percentage of allocated work time for each functional work activity (Round to the nearest **10%**). We do not need to know HOW the function is to be performed, but rather, WHAT it is to be performed. **Percentages should add up to 100%**

| | | | |
|-----|---|---|------------------|
| 1. | <input checked="" type="checkbox"/> Original <input type="checkbox"/> New | Job Duty: Supervision | % of Time: 25 |
| | <i>Descriptive:</i> Supervises and directs that employees in all office sections (Document Examination, Vital Records, Tax Listing and Real Estate Research) follow established policies and work procedures of the ROD Office. Participates in the evaluation and discipline of employees consistent with ROD Office and County HR policies. | | |
| 2. | <input checked="" type="checkbox"/> Original <input type="checkbox"/> New | Job Duty: Training and Employee Development | % of Time: 20 |
| | <i>Descriptive:</i> With the assistance of the ROD and Section Supervisors, develops policies, procedures and training methods that will most efficiently carry out statutory requirements of the ROD Office. Provides training to customers who purchase Laredo subscriptions. | | |
| 3. | <input checked="" type="checkbox"/> Original <input type="checkbox"/> New | Job Duty: Fiscal Responsibilities | % of Time: 10 |
| | <i>Descriptive:</i> Along with the ROD, reviews, and/or approves all invoices for payments, accounts receivable, refund checks issuances, statutory revenue transfers. Oversees the fiscal reports and practices of the ROD Coordinator and assistant Coordinator. Participates in the preparation and presentation (when directed) of the annual budget. | | |
| 4. | <input checked="" type="checkbox"/> Original <input type="checkbox"/> New | Job Duty: Communications | % of Time: 20 |
| | <i>Descriptive:</i> Communicates and advises ROD staff, the public, industry partners, county offices, state and federal offices, and law firms regarding ROD statutory mandates, policies, procedures, technical and compliance requirements of recordable records and instruments. | | |
| 5. | <input checked="" type="checkbox"/> Original <input type="checkbox"/> New | Job Duty: Contracts | % of Time: 10 |
| | <i>Descriptive:</i> Participates in the drafting, review or amending of all ROD contracts and acts as a liaison to other county contract teams such as IMSD, OCO, Procurement and the Comptroller's Office. | | |
| 6. | <input checked="" type="checkbox"/> Original <input type="checkbox"/> New | Job Duty: Plats and CSMs | % of Time: 5 |
| | <i>Descriptive:</i> Examines, approves, rejects, files, and maintains subdivision and condominium plats, transportation project plats, and oversees the creation of legal description tract index. Coordinates plat filings with County Planning and Development Department. | | |
| 7. | <input checked="" type="checkbox"/> Original <input type="checkbox"/> New | Job Duty: Strategic Planning | % of Time: 5 |
| | <i>Descriptive:</i> Assists in the development of short- and long-term strategic planning relating to personnel, technology, and statutory functions. | | |
| 8. | <input checked="" type="checkbox"/> Original <input type="checkbox"/> New | Job Duty: Statutory Recording, Archiving and Vital Records Compliance | % of Time: 5 |
| | <i>Descriptive:</i> Assists the ROD in providing oversight that statutory conditions are met for the recording, archiving, and retrieval of real estate and other recordable instruments; and, the issuance of vital records. | | |
| 9. | <input type="checkbox"/> Original <input type="checkbox"/> New | Job Duty: | % of Time: |
| | <i>Descriptive:</i> | | |
| 10. | <input type="checkbox"/> Original <input type="checkbox"/> New | Job Duty: | % of Time: |
| | <i>Descriptive:</i> | | |

F. EQUIPMENT, TOOLS & MATERIALS, PERSONAL COMPUTERS, SOFTWARE

| Please list all equipment, tools or materials required to perform the job along with the frequency. | Frequency | | | Type of Equipment |
|---|--|-------------------------------------|--|-------------------|
| | Daily | Weekly | Monthly | |
| 1. Machinery: (i.e. Vehicles, Motorized Equipment, Heavy Machinery, etc) | | | | N/A |
| a. Fork Truck or Powered Pallet Jack | | | | N/A |
| b. Lifting Devices (i.e. Jib Cranes, Slings and Tow Straps) | | | | N/A |
| c. Other | | | | |
| 2. Hand Tools/Instruments: (i.e. Power Tools, Equipment, Weapons, etc.) | | | | N/A |
| a. Chainsaw or other powered tree trimming devices | | | | N/A |
| b. Ladders | | | | N/A |
| c. Welding or Cutting Tools | | | | N/A |
| d. Respirator | | | | N/A |
| 3. Personal Protective Equipment Required? | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | List Equipment: | |
| 4. Lock Out Tag Out Devices Required? | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | | |
| 5. Driving required? | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | List License Types: (Required) | |
| | | | List License Types: (Preferred) | |
| 6. Personal vehicle required? | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | | | |
| 7. Please list all <u>Technology, Systems and Software Knowledge</u> required to perform the job: | | | | |
| Basic | Intermediate | Advanced | | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Knowledge of all related computer and software applications, such as word processing and spreadsheets. | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Other: AVID and SVRIS Reports, Land Information Software, Outlook, Microsoft Products | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Other: | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Other: | |

G. JOB COMPETENCIES

| Internal/External Contacts: Please select all that apply. | |
|--|---|
| <input checked="" type="checkbox"/> | Exchange of basic information with internal and/or external contacts. |
| <input checked="" type="checkbox"/> | Maintain sensitive or confidential information. |
| <input checked="" type="checkbox"/> | Explain and gather information, answer queries, or provide assistance to internal and/or external contacts. |
| <input checked="" type="checkbox"/> | Persuade, conform or recommend course of action with internal and/or external contacts. |
| <input checked="" type="checkbox"/> | Perform with a high degree of authority in securing understanding and cooperation with internal and/or external contacts. |
| <input checked="" type="checkbox"/> | Maintain a continuing working relationship that can have a significant effect on the success of the organization. |

| Communication Skills: Select the level of language (ability to read, write and speak needed to successfully accomplish the essential duties of the job.) Please select all that apply. | |
|---|---|
| <input checked="" type="checkbox"/> | Read, write and comprehend simple instructions, reports, short correspondence and memos. |
| <input checked="" type="checkbox"/> | Speak effectively before both internal and/or external groups. |
| <input checked="" type="checkbox"/> | Read, analyze, and interpret safety rules, operating/maintenance instructions and procedure manuals, scientific/technical journals and procedures, government regulations, financial and legal documents. |
| <input checked="" type="checkbox"/> | Prepare and/or present written communications that pertain to controversial and complex topics. |

| Decision-Making: Please select <u>only one</u> of the following: | |
|---|--|
| <input type="checkbox"/> | Makes minimal decision-making responsibility. |
| <input type="checkbox"/> | Makes decisions of responsibility involving evaluation of information; decisions may require development or application of alternatives or precedents. |

| | |
|-------------------------------------|--|
| <input type="checkbox"/> | Makes decisions of responsibility and final results that affect more than one department or a department with multiple units; substantial analysis is required, and many factors must be weighed before a decision can be reached. |
| <input checked="" type="checkbox"/> | Makes decisions of responsibility and final recommendations, which may result in the formulation of strategic plans of action to achieve the broad objectives for the organization; involves long-range future planning including scope, direction, and goals. |

| Complexity, Judgment and Problem Solving: Please select all that apply. | |
|--|--|
| <input checked="" type="checkbox"/> | Understand and follow instructions. |
| <input checked="" type="checkbox"/> | Execute decisions within limits of standard policy and procedures. |
| <input checked="" type="checkbox"/> | Interpret and adapt to established practices and procedures using independent judgment to meet situations to which applications are not clearly defined. |
| <input checked="" type="checkbox"/> | Perform within difficult or complex working conditions or situations not easily evaluated; decisions require considerable judgment, initiative and ingenuity in areas there is little precedent. |
| <input type="checkbox"/> | Act independently in the formulation and administration of policies and programs for major departments or functions. |

H. WORKING CONDITIONS

| What are the physical, mental and environment demands for this job? Functions identified must coincide with the descriptive statement of essential duties and responsibilities for this job. The functions should focus on what is to be done and the processes traditionally used to achieve end results. For each of the following functional requirements, indicate the frequency in which it occurs in this job. | | | | | | | |
|--|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|--|---|
| PHYSICAL DEMANDS | N/A | Seldom (<25%) | Occasional (25% - 50%) | Frequent (50% - 75%) | Always (>75%) | | |
| Standing | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| Walking | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| Running | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| Sitting | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | |
| Reaching | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| Climbing | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| Driving | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| Bending/Kneeling | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| Hearing | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | | |
| Talking | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | | |
| Visual | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | | |
| Typing | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| Writing | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| Fine Dexterity | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| Manual Dexterity | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| Upper Extremity Repetitive Motion | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| Lifting/Carrying (lbs.) | <input type="checkbox"/> up to 05 | <input type="checkbox"/> up to 10 | <input type="checkbox"/> up to 15 | <input type="checkbox"/> up to 20 | <input type="checkbox"/> up to 25 | <input checked="" type="checkbox"/> up to 30 | <input type="checkbox"/> up to <input type="text"/> |
| Pushing/Pulling (lbs.) | <input type="checkbox"/> up to 05 | <input type="checkbox"/> up to 10 | <input type="checkbox"/> up to 15 | <input type="checkbox"/> up to 20 | <input type="checkbox"/> up to 25 | <input checked="" type="checkbox"/> up to 30 | <input type="checkbox"/> up to <input type="text"/> |

| NON-PHYSICAL DEMANDS | N/A | Seldom (<25%) | Occasional (25% - 50%) | Frequent (50% - 75%) | Always (>75%) |
|--|--------------------------|--------------------------|-------------------------------------|-------------------------------------|--------------------------|
| Analysis/Reasoning | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Communication/Interpretation | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Math/Mental Computation | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Reading | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Sustained Mental Activity (i.e. auditing, problem solving, grant writing, composing reports) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Other: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| ENVIRONMENTAL DEMANDS | N/A | Seldom (<25%) | Occasional (25% - 50%) | Frequent (50% - 75%) | Always (>75%) |
|--|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-----------------------------|
| Work Independently | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Task Changes | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Tedious/Exacting Work | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| High Volume Public Contact | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Dust | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Temperature Extremes | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Loud Noises | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Physical Danger | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Toxic Substances (i.e. solvents, pesticides, etc.) | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Chemicals (i.e. cleaning supplies, chlorine, etc.) | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Chemical Spills exceeding 5 gallons | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Confined Space Entry for Rescue | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Confined Space Entry for Non-rescue | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Elevations Above 4 Feet | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Trench or Excavation | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Work Around Antennas and/or Solar Systems | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Exposure to Blood Borne Pathogens | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| First Aid, CPR and AED | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Other: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

WORK SCHEDULE: Please select all that apply.

| | |
|-------------------------------------|--|
| <input type="checkbox"/> | Routine shifts hours. Infrequent overtime, weekend, or shift rotation. |
| <input type="checkbox"/> | Considerable irregularity of hours due to frequent overtime, weekend or shift rotation. |
| <input checked="" type="checkbox"/> | Regular and/or frequent on-call availability; nature of work frequently requires irregular, unpredictable, or particularly long hours. |

DEMANDS/DEADLINES: Please select all that apply.

| | |
|-------------------------------------|--|
| <input type="checkbox"/> | Little or no stress created by work, employees or public. |
| <input checked="" type="checkbox"/> | Intermittent or cyclical work pressures with occasional exposure to high stress work environments. |
| <input checked="" type="checkbox"/> | High volume and variable work demands and deadlines that impose strain on a routine basis; frequent direct contact with individuals or exposure to highly stressful situation, demands or pressures. |

I. EDUCATION, LICENSE, AND EXPERIENCE

EDUCATION
Please indicate the MINIMUM educational level required:

| | | |
|-------------------------------------|---|--|
| <input type="checkbox"/> | HS Diploma/GED | |
| <input checked="" type="checkbox"/> | Associate's Degree | Area of specialization/major: Finance, Accounting, Geography, Research, or management. |
| <input type="checkbox"/> | Bachelor's Degree | Area of specialization/major: |
| <input type="checkbox"/> | Graduate Degree | Area of specialization/major: |
| <input type="checkbox"/> | Post Graduate Degree (PhD) | Area of specialization/major: |
| <input type="checkbox"/> | Professional Degree (Law, Medicine, etc.) | Area of specialization/major: |
| <input checked="" type="checkbox"/> | Other: | Please indicate: Or five years of supervisory experience in an ROD Office in lieu of Associate degree. |

LICENSE/CERTIFICATION: (Please complete Section F on Page 3 for Driving Requirements/License(s))
What license(s), certification/certificate(s), registration(s), or other regulatory requirements/training:

N/A

| WORK EXPERIENCE | |
|---|--|
| Please indicate the MINIMUM number of years of practical experience required. | |
| <input type="checkbox"/> No experience | |
| <input type="checkbox"/> Less than one year | Area(s) of experience: |
| <input type="checkbox"/> One to three years | Area(s) of experience: |
| <input type="checkbox"/> Three to five years | Area(s) of experience: |
| <input checked="" type="checkbox"/> Five or more years | Area(s) of experience: Register of Deeds, Title or Land Information Office |

| SUPERVISORY/MANAGEMENT EXPERIENCE | |
|--|--|
| Please indicate the MINIMUM number of years of supervisory/management experience required. | |
| <input type="checkbox"/> No experience | |
| <input type="checkbox"/> Less than one year | Area(s) of experience: |
| <input type="checkbox"/> One to three years | Area(s) of experience: |
| <input type="checkbox"/> Three to five years | Area(s) of experience: |
| <input checked="" type="checkbox"/> Five or more years | Area(s) of experience: Register of Deeds, Title or Land Information Office |

Supervisory/Managerial: If applicable, select the appropriate level of responsibility.

| | |
|-------------------------------------|--|
| <input type="checkbox"/> | Level 1 General instructing, scheduling, and reviewing the work of others performing the same or directly related work. Acts as "lead worker". Functional supervision only. Recommends personnel actions (hiring, termination, pay changes, etc.) but does not independently conduct. |
| <input type="checkbox"/> | Level 2 Scheduling, supervision, and evaluation of work of employees who perform similar work assignments. Conducts all aspects of personnel actions (hiring, termination, pay changes, etc.). |
| <input type="checkbox"/> | Level 3 Scheduling, supervision and evaluation of work as a "manager" of the first line supervisors; or perform supervision of workers who perform distinct and separate blocks of work. Oversees and conducts all aspects of personnel actions (hiring, termination, pay changes, etc.). Are there subordinate supervisors reporting to this job? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how many? |
| <input checked="" type="checkbox"/> | Level 4 Scheduling, supervision, and evaluation of work as a superior of "managers". Administers through subordinate managers, departmental multi-function programs or operations. Oversees and conducts all aspects of personnel actions (hiring, termination, pay changes, etc.). Are there subordinate supervisors/managers reporting to this job? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, how many? 6 |
| <input type="checkbox"/> | Level 5 Scheduling, supervision, and evaluation of work as a superior of those in level 4. Are there subordinate supervisors/managers reporting to this job? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how many? |

List the names of the Positions and/or Department(s)/Division(s) supervised/managed by this job:
 ROD Coordinator, ROD Asst. Coordinator, Section Supervisors (Vital Records, Document Examination, Real Estate Research, Tax Listing), Section leads, section staff.

J. ADDITIONAL COMMENTS

| |
|--|
| Please list additional items not covered in this questionnaire that would be helpful to the <u>Compensation Department</u> in understanding this job. |
| Monitors proper processing of all recorded real estate documents. Advises staff, attorneys, title companies and the public on ROD functions and use of technology and traditional retrieval methods. |

| |
|---|
| Please provide additional information and/or language so that <u>Employment & Staffing</u> can include it in the job announcement (Providing that the Compensation Department has approved). |
| Posting of this position as a job announcement is at the discretion of the Register of Deeds. Wis., Stat., 59.43(3) provides that the chief deputy is appointed by and serves at the pleasure of the ROD. |

K. SIGNATURES

| SUPERVISOR'S/MANAGER'S CONFIRMATION: | |
|---|------------|
| I have completed and/or reviewed the contents of this job evaluation questionnaire and consent to its accuracy. | |
| Supervisor/Manager Signature: | Date: |
| Department/Division Head Signature: <i>Israel Ramon</i> | 08/17/2021 |

Email the completed form to: hrcompensation@milwaukeecountywi.gov. Please ensure the subject line includes the Department High Org., and (if applicable) Low Org. number, Request Type (i.e. JEQ Request, JEQ Study,) (i.e. 1140/1140 JEQ Request)