

COUNTY OF MILWAUKEE  
INTEROFFICE COMMUNICATION

DATE : October 14, 2021

TO : Marcelia Nicholson, County Board Chair

FROM : Israel Ramón, Register of Deeds

SUBJECT : Request to Abolish 1.0 FTE Document Examiner and Create 1.0 FTE Clerk Vital Records in the Register of Deeds Office

**Request:** Register of Deeds Office requests to abolish 1.0 FTE Document Examiner, Pay Range 03P and Create 1.0 Clerk Vital Records, Pay Range 03P

**Background/Position Duties:**

- The Document Examiner position examines and records real estate and related property instruments for Milwaukee County. As a result of the COVID 19 pandemic waning, county residents are accessing vital records with more frequency and an additional staff member is needed to process and cashier mail, internet and in-person orders as well as researching vital records.
- A recent retirement, medical leave and termination in the vital records section have highlighted the need for additional reserve staff to properly serve the public without unusually long wait times.
- Reasonable wait times and excellence in customer service fit squarely into the strategic mission of our county and enhances equity disparities.

**Fiscal Effect:**

- There is no fiscal effect to this abolish/recreate.
- 1.0 FTE Document Examiner, Pay Range 03P, included in 2022 budget
- 1.00 FTE Clerk Vital Records, Pay Range 03P, not included in 2022 budget.
- Positions are the same pay grade.

**Recommendation:** Register of Deeds recommends that 1.0 FTE Document Examiner, Pay Range 03P be abolished and 1.0 FTE Clerk Vital Records, Pay Range 03P be created in the Register of Deeds Office. There is no tax levy impact to this request.

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Israel Ramón, Register of Deeds

