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[From the Register of Deeds, Office of the Register of Deeds, Requesting approval to abolish one FTE Real Estate Services Coordinator and Create one FTE Real Estate Services Coordinator], by recommending adoption of the following:

A RESOLUTION

WHEREAS, the Real Estate Services Coordinator position carries out the following duties and responsibilities:

- Manages the functions of tax listings, the research archives, the imaging department, and the indexing of vendor and real estate examinations
- Hires, trains, evaluates, and counsels staff
- Monitors attendance and issues corrective action, per work rules
- Ensures efficient day-to-day operations
- Plans special projects and system improvements
- Maintains recording standards
- Ensures accurate collection of revenues in excess of four million dollars annually

; and

WHEREAS, the Real Estate Services Coordinator position should be aligned with the Register of Deeds (ROD) Coordinator position, and both positions must reflect the same pay grade (NR23), as they do in the ROD Organizational Chart and level of responsibilities; and

WHEREAS, the Department of Human Resources has reviewed this request for a new position or additional staffing to determine the appropriate classification (Real Estate Services Coordinator) and pay grade (NR23), and has submitted a report included in this file; and

WHEREAS, the Office of Strategy, Budget, and Performance has reviewed this request with respect to need, appropriateness, and funding availability as required per Section 59.60(10), Wisconsin State Statutes, and has submitted a report included in this file; and

WHEREAS, the Committee on Personnel, at its meeting of June 4, 2024, recommended adoption of File No. 24-501 (vote 5-0); now, therefore,

BE IT RESOLVED, the Milwaukee County Board of Supervisors (County Board) hereby approves the classification and pay grade recommendation for the position, as outlined in the report hereto attached to this file and summarized below:

Recommended Title	Real Estate Services Coordinator
Agency (Department)	340, Register of Deeds Office
Org. (Low Org)	3430, Real Estate Services
Number of Positions	1.0
Pay Grade	NR23
Pay Grade Range	\$58,888 - \$88,321

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; and

BE IT FURTHER RESOLVED, the County Board hereby authorizes and approves the following position actions for the Real Estate Services Coordinator, effective Pay Period 13, beginning June 23, 2024:

Action	Title	Number of Positions	Pay Grade
Abolish	Real Estate Services Coordinator	1.0	23CM
Create	Real Estate Services Coordinator	1.0	NR23

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