



CITY OF ANTIGO

FINANCE, PERSONNEL, AND LEGISLATIVE COMMITTEE MEETING

MULTI-PURPOSE ROOM

Wednesday, October 17, 2018

CITY HALL, 700 EDISON STREET

6:00 PM

Call to Order

Discussion and Action May Occur on Any of the Following Agenda Items:

1. Approval of the Minutes from the September 19, 2018 Meeting
2. Consider Quotes and to Waive the Bidding Process for Asbestos Removal at 511 Clermont Street to Allow for Future Demolition of this Former Laundry Building
3. Agreement to Provide Ambulance Service to Village of White Lake, Town of Evergreen and Town of Wolf River
4. Add Fulltime Fire Fighter Position with the Addition of Village of White Lake, Town of Evergreen and Town of Wolf River Ambulance Coverage
5. Change Position Within the Clerk-Treasurer/Finance Director's Office from Clerical/Utility Assistant to Lead Office Assistant with a Hourly Wage of \$1.50 more than the Utility/Accounting Assistant Positions
6. Approval of Manager/Administrative Assistant Job Description and Wage Change and Approval to Hire any Open Position to Maintain Current Staffing Level

Any Other Matters Authorized by Law to be Considered

Adjournment

Upon reasonable notice, efforts will be made to accommodate disabled individuals through appropriate aids and services. For additional information, contact Jaime Horswill, 700 Edison Street, Antigo, Wisconsin 54409. (715) 623-3633 extension 100. Members of and possibly a quorum of members of other governmental bodies may be in attendance to gather information. Any governmental body other than that specifically referred to above will take no action.

DATE MAILED: October 11,2018

BILL BRANDT



To: Mayor and City Council
From: Mark Desotell, Director of Administrative Services
Date: October 17, 2018
Re: Consider Quotes and to Waive the Bidding Process for Asbestos Removal at 511 Clermont Street to Allow for Future Demolition of this Former Laundry Building

The former laundry building located at 511 Clermont Street has been purchased by the City making way for its demolition and eventual reuse for additional municipal parking stalls and as a drive through drop-off lane for postal customers. It is my recommendation that we start the process for removing the asbestos materials identified within the MSA Professional Services Abatement Report this evening by reviewing quotes from certified asbestos abatement contractors.

Quotes for the asbestos have been requested but they were not available at the time this memo was placed into your agenda packets. We should have that information ready for your review and consideration during the night of the FP&L meeting (you can also check with me during the day on Wednesday, October 17th if you wish to see the results prior to the meeting).

Once an abatement contractor is selected by the FP&L Committee (and subsequently approved by Common Council) and the identified asbestos is removed it is our intent to continue with razing the building utilizing our Street crew to complete the demolition process.

An abbreviated copy of the asbestos abatement report completed by MSA Professionals is included in your agenda packet.



August 24, 2018

Charley Brinkmeier
City of Antigo
700 Edison Street
Antigo, WI 54409

Re: Asbestos Inspection and Limited Paint Testing Results
For: Demolition of 511 Clermont Street

Dear Charley:

This letter report summarizes the asbestos inspection conducted on August 13, 2018, at the location referenced above. The purpose of the inspection was to identify suspect asbestos containing materials (ACM) in the building in accordance with EPA National Emission Standards for Hazardous Air Pollutants (NESHAPS) and the Wisconsin Department of Natural Resources (WDNR) #447 regulation. It is my understanding that the inspection is being performed due to proposed demolition of the building and garage at this address.

SCOPE OF WORK

The scope of services included an asbestos building inspection that included identification, collection, and analysis of suspect ACM materials in the former commercial building and garage that are targeted for demolition by the City of Antigo.

The former commercial building is single story brick and block construction on a concrete slab. The age of the building and garage are unknown. It is estimated that the building dates from the late 1800's, and appears to have a slightly later addition to the east end. The garage is also brick and block construction on a concrete slab. The commercial building was partially gutted a few years ago prior to proposed renovation. Many of the interior finishes have been removed, along with a former second story on the west end of the building. The roof over approximately one quarter of the main building was removed during this prior renovation.

ASBESTOS MATERIALS AND MANAGEMENT

Asbestos-containing building materials can generally be grouped into three major types:

- Thermal system insulation
- Surfacing materials
- Miscellaneous materials

1230 South Boulevard
Baraboo, WI 53913

P (608) 356-2771
TF (800) 362-4505
F (608) 356-2770

www.msa-ps.com

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ACM Inspection – 511 Clermont Street, City of Antigo
August 24, 2018

Thermal system insulation includes insulating materials on pipes, pipe fittings (valves, tees, etc.), tanks, boiler jacketing, flue and stack insulation, turbine jackets, and similar applications. Surfacing materials include spray or trowel-applied fireproofing and acoustical finishes. Miscellaneous materials include items such as gasket materials, vinyl asbestos floor tile, ceiling tile, adhesive, mastics, and small amounts of packing or caulking material, and roof shingles.

Proper management of ACM depends on whether the material is friable or nonfriable; and if nonfriable, whether it is a category I or II; and if a category I, whether it is a construction and demolition material. Nonfriable materials may become friable during grinding, cutting, burning, crushing and similar operation, including some types of building demolition that may generate and release asbestos fibers. The definitions of asbestos types are as follows:

- Category I nonfriable ACM is defined as packings, gaskets, resilient floor covering and asphalt roofing containing asbestos that cannot be crumbled to powder by hand pressure. Category I ACM is pliable (not brittle), breaks by tearing rather than fracturing, and does not easily release fibers upon breaking.
- Category II nonfriable ACM is defined as any material, excluding a category I nonfriable ACM, containing asbestos that cannot be crumbled to powder by hand pressure. This includes rigid exterior siding and boards known by the trade name Transite. Category II ACM is not pliable, breaks by fracturing rather than tearing, and does release some asbestos fibers upon breaking.
- Friable ACM is defined as any material containing asbestos that can be crumbled to a powder by hand pressure. Common types of friable ACM included pipe insulation and sprayed on or tiled sound insulation materials. Friable ACM has little structural strength and contains asbestos fibers that are readily released upon breaking.

Any material containing greater than one percent asbestos is considered ACM.

SITE INSPECTION

On August 13, 2018, MSA Professional Services, Inc. (MSA) representative Jayne Englebert (WI Certified Inspector #AII-113911) conducted the inspection for accessible suspect ACM. The following tasks have been completed:

- A walk-through assessment was conducted of the building and garage with observations of suspect ACM.
- Bulk samples of suspect ACM were collected from representative materials.
- Analysis of bulk samples was performed following Environmental Protection Agency (EPA) Method 600/R-93-116 utilizing polarized light microscopy techniques. This method determines the percentage of asbestos present and distinguishes the

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August 24, 2018

following types of asbestos: chrysotile, amosite, crocidolite, tremolite, actinolite and anthophyllite. The laboratory report is attached.

- Preparation of this asbestos inspection report.

PROJECT RESULTS – ASBESTOS SAMPLING

A total of 23 samples of various materials were collected from the buildings and analyzed to determine if they contain asbestos. Due to multiple layers in some of the samples, a total of 42 PLM analyses were performed by the laboratory as required by the DNR. The laboratory results from EMSL Analytical are attached. A table outlining the material sampled and their locations is attached.

The following asbestos containing materials were identified during this inspection:

- Roofing materials on the commercial building are ACM, with the black mastic, silver paint, and tar and felt layers containing 5 to 8% chrysotile asbestos.
- The window caulks contain 2 to 5 % chrysotile asbestos. There are approximately 30 windows in the commercial building, of various sizes and ages. Some of the windows are metal framed, and do not have caulks associated with them. All of the windows with caulking should be assumed to be ACM, and removed prior to the demolition by an asbestos abatement contractor.
- Four metal fire doors were noted in the commercial building, and are assumed to be ACM. Two are interior doors on the east end of the building, and two are a set of double doors to the exterior from the former boiler room in the southeast corner of the building.
- A black mastic was noted on the plaster in the front room (west end of building). This material was sampled and found to contain 3 to 5% chrysotile asbestos. It appears this mastic was used to glue paneling(?) to the plaster, although all of the paneling has been removed from this room. In addition, the area under the paneling noted in the central section on the south side of the building should also be checked for this same product, although none was observed during this inspection.

MSA recommends that these materials in the former commercial building be removed by a certified asbestos abatement contractor prior to proceeding with demolition of the building. No asbestos containing materials were identified in the garage building.

PROJECT RESULTS – PAINT SAMPLING

Four paint samples were collected from interior paints in the former commercial building, in random locations. The samples were analyzed for lead content by EMSL Laboratory. The lab results are attached. Lead concentrations ranged from 0.026 to 0.21% by weight. In

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July 2015 Wisconsin Statute 254.11 (8) was revised to define lead-based paint as paint containing more than 0.50 % lead by weight in the dried film of applied paint. Based on this definition, the interior paints are not considered lead based paint.

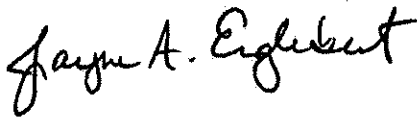
LIMITATIONS AND REMARKS

- MSA's services were performed in a manner consistent with the level of skill or care ordinarily exercised by those practicing in this locality under similar conditions. Information provided to MSA by individuals familiar with and/or associated with the buildings and the extent of the renovation work was accepted in good faith and is assumed to be accurate.
- The asbestos inspection is limited to visible and accessible, above-ground components and buried or inaccessible interior components (e.g., pipe insulation in concealed chases) or electrical wiring was not sampled or quantified during this inspection.
- The quantity of samples, sample locations, and analyses performed was selected to provide analytical data to document and evaluate current site conditions. The samples were collected from homogeneous material areas and no guarantee is given that the assumed homogeneous area and the sample analyses are consistent throughout the building. Positive confirmation of the homogeneity of the material cannot be confirmed without sampling each ceiling panel, floor tile, floor tile adhesive, etc.; therefore, inferred conditions are based on sample analyses and field observations.
- MSA did not attempt to determine compliance by present or former owners or occupants of the Subject Property with federal, state, or local environmental or land use laws or regulations.
- The compiled final report submitted at the conclusion of our investigation is limited to observations made during the assessment of the facility as well as information supplied by the present owners of the property and others.

Please contact me if you have any questions.

Sincerely,

MSA Professional Services



Jayne Englebert, P.G.
Certified Asbestos Inspector, WI and IA



To: Mayor and City Council
From: Jon Petroskey, Fire Chief
Date: October 17, 2018
Re: Agreement to Provide Ambulance Service to Village of White Lake, Town of Evergreen and Town of Wolf River

As I mentioned the last several months, I have been approached by Troutland Rescue, Town of Evergreen, Village of White Lake and Town of Wolf River to provide ambulance coverage.

At last month's FP&L meeting I provided a copy of the agreement for ambulance coverage for the three municipalities. This month I am requesting to approve the agreement with the three municipalities for five years. A copy of the agreement has been sent to the townships and village and they don't have any concerns. They are also happy we are able to take on the extra coverage area to provide ambulance service.

I had Mike Winter prepare the agreement based off the current ten townships we cover. Approving this agreement is contingent on approving the next item on the agenda.

Feel free to contact me if you have questions.

INTERGOVERNMENTAL AGREEMENT FOR THE PROVISION OF EMERGENCY AMBULANCE SERVICES

The undersigned, do hereby enter into the Intergovernmental Agreement for the Provision of Emergency Ambulance Services, pursuant to Section 66.0301, Wis. Stats., By and between the **CITY OF ANTIGO**, a Wisconsin Municipality, hereinafter referred to as ("CITY"), and the **TOWN OF ~~ACKLEY~~ EVERGREEN**, Langlade County, Wisconsin, hereinafter referred to as ("TOWN").

1. The CITY agrees to make its ambulance service available to the TOWN for consideration hereinafter specified.

2. The TOWN agrees to enter into a ~~one~~five-year contract for said services, beginning January 1, 201~~89~~9 and concluding December 31, 20~~18~~23 The TOWN agrees to remit annual payments to the CITY based on the fee structure listed below.

201~~89~~9 - \$ ~~20,537.00~~

This agreement shall automatically renew for an additional one year on the same terms and conditions unless one party gives the other written notice by January 1, 20~~18~~23 of its desire not to renew.

3. The Annual payment for the TOWN will be calculated off the average per-capita cost to the initial 10 towns listed below in (11).

~~3-4.~~ Annual payments shall be made in two (2) equal installments, with the first payment due not later than January 31 of each year and the second payment shall be due not later than July 31 of each respective year, or as negotiated otherwise.

~~4-5.~~ In addition to the retainer fee, those TOWN residents using the ambulance service shall receive an invoice for services rendered from the CITY. Said billing shall be comprised of the base ambulance rate (Basic Life Support or Advanced Life Support), transport mileage, and miscellaneous supplies used to provide necessary patient care to the user.

~~5-6.~~ It is understood by both parties that the CITY does not, by this agreement, make any representations as to the effectiveness of its equipment or personnel in performing the service hereby contracted for and that the service has been offered at the request of the TOWN as a substitute for the TOWN furnishing its own service.

~~6-7.~~ The CITY agrees to transport the sick and injured to a hospital based upon the decision of an Emergency Medical Technician (EMT) as determined by the patient's condition, or as directed by a licensed physician under emergency conditions.

~~7.8.~~ The ~~CITY-Town~~ agrees to respond with ~~the “Jaws of Life” and other~~ extrication

equipment to the scene of an automobile accident.

~~8.9.~~ All areas within the TOWN shall be adequately signed (addressed) and maps shall be provided to the Antigo Fire Department at the expense of the TOWN.

~~9.10.~~ The CITY shall at all times during the term of this agreement carry and maintain insurance as follows:

- (a) A Worker’s Compensation insurance policy protecting the parties hereto for loss or damage because of liability that may be incurred by the CITY, its agents or liabilities shall be imposed under the Wisconsin Worker’s Compensation Act with a limit of liability as provided by law.
- (b) A comprehensive general liability insurance policy protecting the parties hereto and their agents and assigns from loss or damage of liability that may be incurred by the parties hereto or either of them in the performance of this Agreement when such liability is imposed as a result of premises/operations, products and completed operations, employees as additional insured, personal injury, fire, legal liability, blanket contractual liability, broad form damage, and professional liability (malpractice) injury to or death of a person or persons. Such policy shall provide for a combined single limit of liability of not less than \$1,000,000.
- (c) A comprehensive automobile insurance policy on all vehicles used in the process of complying with this Agreement with liability limits of not less than \$1,000,000 as a combined single limit; not less than \$25,000/\$50,000 for uninsured motorists; not less than \$1,000,000 for non-owned and hired automobile liability with a deductible of no more than \$1,000 for comprehensive liability and no more than \$1,000 for collision liability. CITY shall be responsible for the deductible payouts.
- (d) An excess umbrella policy with a limit of liability of not less than \$1,000,000, including professional liability (malpractice) protecting CITY from loss or damage because of liability that may be incurred by CITY, its agents or assigns in the performance of this Agreement when such liability is imposed on account of injury to or death of a person or persons.
- (e) Certificates evidencing that such insurance contracts have been issued and that the premiums due thereon have been paid shall be deposited with the TOWN at the time of the execution of this Agreement. All of said policies shall be so issued that they will inure to the benefit of the TOWN and its agents and CITY and its agents and that coverage shall be included for individuals who are licensed EMT’s or certified First Responders and who act in concert and with the approval of CITY in the course of rendering services under this Agreement as such interests may appear, and shall be issued by a company or companies licensed to do business in Wisconsin. The TOWN shall be named as an additional insured on each Certificate, except Worker’s Compensation, with CITY to provide proof of Worker’s Compensation to the TOWN. Each Certificate shall provide that the insurer will endeavor to mail written notice of cancellation to the TOWN within ten (10) days.
- (f) CITY agrees to indemnify the TOWN against and save it harmless from any and all claims, demands, lawsuits or liability, loss, damage, injury, or death costs and expenses however arising from or in connection with the existence, maintenance, operation or use of said ambulance or ambulance service or the negligence of the operation thereof.
- (g) The following is a summary of the insurance coverage CITY shall maintain:

Worker’s Compensation:	\$100,000 Liability
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	\$100,000 Per/Accident
	\$100,000 Per Employee Disease
Liability Insurance:	\$1,000,000 Aggregate
Vehicle Liability (Auto):	\$1,000,000 Liability
	\$25,000/\$50,000 Uninsured Motorist
	\$1,000,000 Non-Owned/Hired Liability
	\$5,000 Medical Payments
Comprehensive:	\$1,000 Deductible
Collision:	\$1,000 Deductible
Umbrella Policy:	\$1,000,000 Including Malpractice Protection

~~10,11.~~ 11. The initial startup TOWN(s) (i.e. Ackley, Antigo, Neva, Peck, Polar, Price, Rolling, Summit, Upham and Vilas) shall be covered by the terms of this Agreement.

Any additional TOWN wishing to be considered for entering into this Agreement, shall have their request for service reviewed by the CITY/TOWN Ambulance Committee.

12. This agreement is only valid if the Town of Evergreen, Town of Wolf River and Village of White Lake all agree to the services listed above.

~~11,13.~~ 13. This Agreement contains all the promises and covenants by and between the parties.

Dated this ____ day of _____, 20__

CITY OF ANTIGO

BY: _____

Bill Brandt, Mayor

BY: _____

Kaye Matucheski, Clerk

Dated this ____ day of _____, 20__

TOWN OF ~~ACKLEY~~ EVERGREEN

BY: _____

(Print) _____, Chairman

BY: _____

(Print) _____, Clerk



To: Mayor and City Council
From: Jon Petroskey, Fire Chief
Date: October 17, 2018
Re: Add Fulltime Fire Fighter Position with the Addition of Village of White Lake, Town of Evergreen and Town of Wolf River Ambulance Coverage

With the additional coverage area to the Village of White Lake, Town of Evergreen and Town of Wolf River, I am recommending to add a fulltime Fire Fighter position. This position would give the short crew a full working crew which will allow us to staff more transfers with on-duty personnel and help cover shortages with multiple calls, sick leave or Family Medical Leave.

As we created a budget to cover the three municipalities we have included the expenses of a fulltime Fire Fighter with benefits. All the numbers look positive and last week I met with the 10 townships and they all felt this was a good direction to go.

I have included the budget used to make the decision on continuing forward to cover the three municipalities.

Feel free to contact me if you have questions.

Packet Pg. 13



To: Mayor and City Council
From: Kaye Matucheski, Clerk/Treasurer
Date: October 17, 2018
Re: Change Position Within the Clerk-Treasurer/Finance Director's Office from Clerical/Utility Assistant to Lead Office Assistant with a Hourly Wage of \$1.50 more than the Utility/Accounting Assistant Positions

With all of the changes that have occurred within our office in the last six months, it has given us a chance to evaluate how services are provided and the distribution of the work load. With this in mind, I am asking for the Utility/Clerical Assistant position to be upgraded to the Lead Office Assistant. There are many responsibilities that this position would take over on a daily basis. An updated job description is attached along with the previous job description. Because of the change in formatting, it was not possible to show the changes on the previous description.

The Deputy Clerk-Treasurer and I have been working a lot of extra time trying to at least get the work done that has time constraints, is for meetings or monthly balancing, etc. By changing one clerical position in our office to a lead position, that position will be able to independently take care of many of the day-to-day things that will not have to come to us. This will allow for more time to get to the other duties that we have been working many extra hours to achieve.

As with other lead positions within the City, I am requesting a wage of \$1.50 per hour over the clerical positions within the office. This would be an annual increase of \$3,120 plus benefits and would be covered in the existing budget.

Should you have any questions, please feel free to contact me at 715-623-3633, extension 102.

POSITION DESCRIPTION

Position Title: Clerical/Utility Assistant
 Department: Clerk-Treasurer
 Union: Local 391 – Class III
 Work Hours: 40 hrs weekly as scheduled with Clerk/Treasurer
 and some evening meetings as assigned
 Date: February 15, 2012

General Purpose

Performs counter duties for walk-in and telephone customers, performs duties in utility billing, performs duties for elections, and a variety of clerical tasks. Provides direct support to the employees of the Clerk-Treasurer's Office.

Supervision Received

Works under the direct supervision of the Clerk-Treasurer and/or Deputy Clerk-Treasurer.

Supervision Exercised

None

Essential Duties and Responsibilities

Performs customer service work for city hall offices by waiting on walk-in customers including cash receipting and answering incoming calls including routing callers or providing information as required.

Performs duties for the sanitary sewer, storm sewer, and water utilities becoming proficient in the handling of all aspects of the utility billing system.

Assists with the collection of delinquent utility accounts following strict guidelines.

Performs clerical work in answering phones, receiving the public, providing customer assistance, data processing, paper filing, writing letters, and bookkeeping. Types and edits a variety of correspondence, reports, memoranda, and other material requiring accuracy and completeness.

Greets the public in a courteous and friendly manner on the phone and in person while answering questions; responds to inquiries from employees, citizens and others and refers, when necessary, to appropriate persons or department.

Maintain the strictest confidentiality in accordance with the Department policy regarding information heard, handled or obtained within the scope of the job.

Receive and distribute incoming mail daily and process outgoing mail. Processes all utility mail received on a daily basis.

Assists with all aspects of the election process as directed by the Clerk-Treasurer including but not limited to taking applications, filing, registering voters, assisting with absentee voting, issuing instructions to the citizens via phone or in person, record the ballots, coordinate and maintain data within the SVRS (State Voter Registration System), etc.

Serves as Deputy Election Clerk as directed by the Clerk-Treasurer with duties including but not limited to issuing absentee ballots.

Maintains and purchases office supplies as needed with discussion through the Clerk-Treasurer or Deputy Clerk-Treasurer before any purchasing to determine that budget guidelines are being met.

Operate office machines as required.

Serves as a notary public.

Inputs data to standard office and department forms; codes accounts payable invoices as approved by supervisor; compiles data for various reports, scans information into software.

Works independently to complete all necessary tasks assigned.

Peripheral Duties

Attend seminars and workshops related to duties and responsibilities.

Assist with duties in the Clerk-Treasurer's Office including Accounts Receivable, Accounts Payable, and Special Assessments as needed.

Types committee minutes for filing in the Clerk's office as a backup to the Administration Clerical.

Prepares agendas, meeting notices, minutes, and referrals as a backup to the Administration Clerical.

Takes minutes at meetings as requested as a backup to the Administration Clerical.

Desired Minimum Qualifications

Education and Experience:

- A. Graduation from high school or GED equivalent with additional technical school or college credits preferred and
- B. Knowledge of and demonstrated skills in general office practices and in areas such as Microsoft Word processing, Excel spreadsheet programs, databases, typing, filing, and similar and
- C. Knowledge of and demonstrated skills in basic accounting, bookkeeping, receipting or strong mathematical skills; and
- D. Proficient in composition with strong writing skills

Special Residency Requirement:

Employee is required to reside, live, and maintain residency within the City of Antigo.

Necessary Knowledge, Skills and Abilities

- A. Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures; proficient knowledge of accounting principles & practices and/or strong mathematical skills.

- B. Ability to work in a detail-oriented fashion adhering to and in conformance with established policies and procedures.
- C. Skill in operation of listed tools and equipment.
- D. Ability to effectively meet and deal with the public; ability to communicate effectively verbally and in writing; ability to handle stressful situations; ability to work with frequent interruptions; ability to effectively handle angry or difficult customers.

Tools and Equipment Used

Multi-line phone; personal computer with experience using Microsoft Office software; copy machine; postage machine; fax machine; scanner; calculator.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, hear, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Specific hearing abilities required by this job include hearing at, or correctable to, within normal range.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

Selection Guidelines

Formal application, rating of experience and education; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____
(Supervisor)

Approval: _____
(Employee)

Updated: May 10, 2012

POSITION DESCRIPTION

Position Title: Lead Office Assistant
 Department: Clerk-Treasurer
 Location: City Hall

FLSA Status: Non-Exempt (Hourly)
 Position Status: Regular Full-Time
 Date: _____

GENERAL PURPOSE

Provides direct support to the Clerk-Treasurer/Finance Director and Deputy Clerk-Treasurer. Provides oversight to the employees of the Clerk-Treasurer's Office. Performs clerical and administrative duties in utility billing, elections, customer contacts, and a variety of other tasks.

SUPERVISION RECEIVED

Works under the direct supervision of the Clerk-Treasurer/Finance Director and/or Deputy Clerk-Treasurer.

SUPERVISION EXERCISED

Exercises supervision over personnel as assigned by the Clerk-Treasurer/Finance Director to carry out the daily work of the Department. It is expected that this position is to work cooperatively in assisting the Clerk-Treasurer/Finance Director and Deputy Clerk-Treasurer in the management of the Department while still making independent decisions to assure the accurate and timely completion of tasks.

ESSENTIAL DUTIES AND RESPONSIBILITIES

General

- Maintains prompt, predictable, and regular physical attendance during assigned working hours.
- Maintains the ability to lawfully operate designated motor vehicles at all times during assigned working hours.
- Maintains the ability to travel throughout and enter all different properties in the jurisdiction.
- Provides truthful and accurate written and verbal communications.
- Maintains strict confidentiality in accordance with Wisconsin State Statutes, City policies, and the Public Service Commission, including but not limited to, interaction with the public and any other information heard, handled, or obtained within the scope of the position.
- Maintains and actively promotes effective working relationships with coworkers and management.
- Greets the public in a courteous and friendly manner on the phone and in person while answering questions.
- Responds to inquiries from employees, citizens, and others and refers, when necessary, to appropriate persons or department.
- Keeps Supervisor informed of progress or problems within the Department.
- Serves as a notary public.
- Compiles data for various reports.
- Works independently to complete all tasks assigned.

Office

- Coordinates coverage in the Office among clerical staff.
- Maintains and purchases office supplies as needed and makes sure such purchases are within budget.
- Maintains the City Website for all areas applicable to the Office.
- Performs clerical work in answering phones, receiving the public, providing customer assistance, data processing, paper filing, writing letters, and bookkeeping.
- Compiles, types, and edits a variety of correspondence, reports, memoranda, and other material requiring accuracy and completeness.
- Assists with payroll processing as a backup to the Human Resource Specialist.
- Coordinates records storage between all City locations to meet retention requirements and assure ease of locating records.

- Assures that all meetings are noticed properly and timely based on the monthly calendar.
- Compiles and prepares agendas, meeting notices, minutes, and referrals.
- Attends Committee Meetings to take minutes as directed.

Election

- Assists with all aspects of the election process as directed by the Clerk-Treasurer/Finance Director including but not limited to taking applications, filing, registering voters, assisting with absentee voting, issuing instructions to the citizens via phone or in person, record the ballots, coordinates and maintains data within the WisVote (State Voter Registration System), etc.
- Serves as Deputy Election Clerk as directed by the Clerk-Treasurer/Finance Director with duties including but not limited to issuing absentee ballots and serving as a Special Voting Deputy for absentee voting including scheduling and assuring accurate and timely voting in eligible facilities.

Utility

- Performs duties for the sanitary sewer, storm sewer, and water utilities and maintains proficiency in the handling of all aspects of the utility billing system.
- Assists with the collection of delinquent utility accounts following strict guidelines including disconnections, deferred payment agreements, bankruptcies, and tax roll process.
- Discusses with Clerk-Treasurer/Finance Director and assists with interpreting Public Service Commission regulations relating to the utility service.
- Responds to citizen complaints independently or when necessary, in conjunction with the Clerk-Treasurer/Finance Director.
- Assists with working with outside vendors to print and mail utility bills.

PERIPHERAL DUTIES

- Attends seminars and workshops related to duties and responsibilities.
- Assists with duties in the Clerk-Treasurer's Office including Accounts Receivable, Accounts Payable, and Special Assessments as needed.
- Assists with distributing incoming mail and process outgoing mail as needed.
- Performs other duties as assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- A. Associate's Degree in Accounting or related field preferred; OR
- B. Equivalent work experience, with a demonstrated working knowledge of accounting procedures and practices and strong mathematical skills; and
- C. Knowledge of and demonstrated skills in general office practices and in areas such as Microsoft Word processing, databases, typing, filing, and similar;
- D. Extensive knowledge of Microsoft Excel, and
- E. Proficient in composition with strong writing skills.

Necessary Knowledge, Skills and Abilities:

- A. Ability to work in a detail-oriented fashion adhering to and in conformance with established policies and procedures.
- B. Proficient knowledge of computers and electronic data processing.
- C. Working knowledge of modern office practices and procedures.
- D. Proficient knowledge of accounting principles & practices and strong mathematical skills.
- E. Skill in operation of listed tools and equipment.
- F. Ability to effectively meet and deal with the public.
- G. Ability to effectively handle angry or difficult customers.
- H. Ability to communicate effectively verbally and in writing.
- I. Ability to handle stressful situations.
- J. Ability to work with frequent interruptions.
- K. Ability to maintain the strictest confidentiality in accordance with the Department policy regarding information heard, handled or obtained within the scope of the job.

- L. Ability to work with accuracy and completeness while typing and editing a variety of correspondence, reports, memoranda, and other material.
- M. Ability to greet the public in a courteous and friendly manner on the phone and in person while answering questions.
- N. Ability to refer to and follow federal, state, and local ordinances; and department rules and regulations.

Tools and Equipment Used:

Multi-line phone; personal computer with experience using Microsoft Office software; 10-key calculator; copy machine; postage machine; fax machine; scanner; and any other tools and equipment available for use.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is frequently required to sit, talk, and hear. Hand-eye coordination is necessary to operate computers. Employees must be able to wait on the public at a counter away from their desk. The employee is occasionally required to reach with arms and hands, bend, stoop or squat. The employee must use hands to finger, handle, feel or operate objects or controls.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

Work Environment

In the normal course of work this position is typically exposed to an office setting that is occasionally quiet but more frequently noisy and fast-paced. There are frequent time pressures placed on this position. There are frequent time interruptions including telephone calls, greeting and working with the public, and meeting and working with various coworkers from differing departments.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Date:

Revised: 05/10/2012

Revised: 11/14/2018



ANTIGO POLICE DEPARTMENT

ERIC ROLLER
CHIEF OF POLICE & DIRECTOR OF PUBLIC SAFETY
EROLLER@ANTIGO-CITY.ORG

October 8, 2018

Finance, Personnel, & Legislative

RE: Retirement of Lynda Schroepfer as Clerical Administrative Assistant and request to refill the position

Dear Committee Members;

Lynda Schroepfer has given her notice of retirement after 25 years with the City of Antigo Police Department as Clerical Administrative Assistant. Lynda will be retiring as of October 30, 2018.

Lynda was hired as an Administrative Assistant for the Police Department and has worked a regular shift Monday to Friday 35 hours per week. Two other clerical positions were created a couple of years later to work in the front office. The Antigo Police Department is required under the rental agreement with Langlade County to cover the front office and we utilize the three office staff for this function.

I am looking to replace Lynda's position in the front office as an Office Manager/Administrative Assistant position that will work 40 hours per week as a direct support to the Chief and Captain, and to oversee the job functions of the front office and staff. This will change the job description of the Administrative assistant slightly and will add some supervision duties to the position. I have enclosed the proposed new job description along with the old job description and will have a completed job description from Human Resources before the Finance, Personnel, & Legislative meeting.

I am looking to have this position receive a rate of \$1.50 more than the base rate of the two Clerical Administrative Positions within the office. This will be consistent with other supervisory positions within the City of Antigo and this rate will be .34 cents above the current rate Lynda is making.

I am looking for a motion to replace the Administrative Assistant position with someone for the Office Manager/Administrative Assistant position at 40 hours per week with the pay rate increase. If that position is hired from within I would ask to rehire the Clerical/Administrative position to maintain staffing level of three in the front office.

Sincerely;

Eric J. Roller
Director of Public Safety

Attachment: FPL Roller Memo (2386 : PD Manager)

POSITION DESCRIPTION

Class Title:	Administration Clerical Assistant	FLSA Status:	Non-exempt (hourly)
Department:	Police	Position Status:	Regular Full Time
Location:	Police Station		
Date:	04/05/17		

GENERAL PURPOSE

The main role of this position is to provide assistance to the public in person, through correspondence, and via phone calls. Employees in this position also perform a variety of clerical duties related to or for law enforcement personnel. In addition, they provide assistance to the Langlade County dispatchers in the role of a backup.

SUPERVISION RECEIVED

Works under the direction of the Director of Public Safety/Police Chief with frequent interaction with the Police Captain, and/or their designee(s).

SUPERVISION EXERCISED

None

ESSENTIAL DUTIES AND RESPONSIBILITIES

General

- Maintain prompt, predictable, and regular physical attendance working assigned hours.
- Maintain the ability to lawfully operate designated motor vehicles at all times that duties are performed.
- Maintain the ability to travel throughout and enter all different properties in the jurisdiction.
- Provide truthful and accurate written and verbal communications.
- Maintain the ability to competently and credibly testify in court.
- Maintain strict confidentiality in accordance with Wisconsin State Statutes and department policy, including but not limited to, personnel issues, police contact and interaction with the public, and any other information heard, handled, or obtained within the scope of the position or through contact with County personnel.
- Maintain, and actively promote, effective working relationships with coworkers and management.
- Assist the Police Chief and Captain in compiling, maintaining, and updating department policies and procedures.
- Process parking tickets by taking in money and reconciling tickets. Send out late notices and refer late parking tickets to officers to issue Wisconsin Uniform Traffic Citations.
- Collect and reconcile cash for various tasks, including but not limited to, temporary DMV license plates, parking tickets, open records requests, and donations (i.e. DARE, K9, Crusade for Kids); and create a weekly deposit to send to the Clerk/Treasurer's Office for processing.
- Issue truancy citations and theft of library citations based upon referrals from either the school system, Department of Social Services, or the library.
- Assist in purchasing department uniforms and related law enforcement equipment for departmental staff including the tracking of uniform allowance and sending any overages to accounts receivable in the Clerk/Treasurer's Office so that an invoice for repayment may be issued to the employee.
- Serves as Notary Public
- Act in the capacity of a Court Officer
- Assist the Auditors by getting them any information they need to complete the audit and able to answer any questions for them.
- Abide and assist with the implementation of safety rules and procedures.

Data Entry/Records Retention

- Maintain, compile, and update training records for all police department employees, vehicles impound records, uniform crime reports, annual reports, and in-house computer records with current information.
- Utilize the State of Wisconsin TIME system (or other current software) for obtaining information for law enforcement to initiate and complete criminal investigations.
- Enter, file, and record accident reports per Wisconsin Department of Transportation regulations.
- Create documents, correspondence and reports for the Police Chief, Captain or their designee(s).
- Compile and update computerized and hard copy files, including but not limited to, sex offender registrations, bike and animal registrations, business alarm files, and dispositions on arrests and citations.
- Type and update a variety of police investigative reports, victim, witness, and perpetrator statements and other dictations.

Public Contact/Communication

- Greets the public in person, via the phone, or through correspondence in a courteous manner using diplomacy and tact.
- Answer emergency and nonemergency calls, at times handling people under duress and obtaining essential information to direct law enforcement or emergency services.
- Forwards calls and directs people to the appropriate personnel or agency.
- Provide and take information for officers and department records and enter information into the current department software.
- Determine and evaluate the requests/complaints from the public and dispatch and forward the information to the appropriate person.
- Create calls for service, offenses, and update department files using record management system.
- Assist with inquiries for help from the Salvation Army regarding vouchers for food, shelter, and/or transportation or help to find another solution for their need of assistance.
- Respond to open records requests regarding department criminal investigative files in accordance with current State Statutes and departmental policy for the public and prepare records requests for other agencies, including but not limited to, Law Enforcement Agencies, Department of Social Services, and Probation & Parole.

Wisconsin Department of Motor Vehicles (DMV) Work

- Act as a Special Agent for the Wisconsin DMV.
- Issue and transfer license plates.
- Process titles and renew plates.
- Assist the public with motor vehicle forms and applications.
- Collect payment for temporary license plates.
- Learn and maintain knowledge of vehicle registration laws and regulations.

Payroll/Accruals

- Maintain and update daily schedule and update personnel records for work hours, overtime, compensatory time, sick leave and PAL time.
- Working knowledge of Police Union contract to assure compliance for payroll and accruals received.
- Enter, proof, edit and reconcile payroll data along with the computation of biweekly payroll to provide to the appropriate personnel in the Clerk/Treasurer's Office.
- Update and calculate wage increases and vacation accruals when applicable.

- Track all accrual usage, additions, and balances to send to the appropriate personnel in the Clerk/Treasurer's Office biweekly with the payroll to ensure that police records match those in the payroll system.
- Receives and resolves police department personnel questions regarding payroll information.
- Receives and investigates payroll and accrual questions from payroll personnel
- Contacts payroll personnel for any assistance needed in interpreting the contract or completing the payroll or accrual worksheets.

PERIPHERAL DUTIES

- Provide assistance, in the form of serving as a back-up, to the Langlade County Dispatch Center with 911 calls and radio overload; dispatch law enforcement, fire EMS, helicopters, or outside support agencies.
- Assist in maintaining the department website. Update website with daily public reports and department information. Update Facebook with information as directed. When working on the website or Facebook, attention to detail, grammar, and punctuation should be reviewed cautiously.
- Attend seminars and workshops, when directed, related to duties and responsibilities.
- Perform other duties as assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from high school or GED equivalent with additional technical school or college credits preferred; and
- (B) Knowledge of and demonstrated skills in general office practices such as typing and filing;
- (C) Knowledge of accounting, bookkeeping, record keeping, accounts receivable, and accounts payable preferred; and
- (D) Two years of increasingly responsible related experience; or
- (E) Any equivalent combination of related education and experience

Necessary Knowledge, Skills, and Abilities:

- (A) Proficient knowledge of Windows based system with an emphasis in Word and Excel.
- (B) Ability to navigate web applications, and have an understanding of other emergent technologies and peripherals or a willingness to learn.
- (C) Ability to learn new software specific to law enforcement.
- (D) The ability to obtain and maintain Notary Public Commission status.
- (E) Ability to effectively meet and deal with the public in a courteous manner utilizing diplomacy and tact.
- (F) Ability to communicate effectively and function calmly under stressful and emergency situations.
- (G) Ability to handle sensitive and, at times, disturbing information.
- (H) Ability to maintain accurate, complete records and prepare clear and detailed reports in a timely manner is extremely important as assignments could be used in future criminal and civil cases.
- (I) Maintain strict confidentiality at all times.
- (J) Considerable knowledge of vehicle registration laws.
- (K) Knowledgeable of federal, state, and local ordinances; and department rules and regulations.
- (L) Ability to organize and prioritize effectively.
- (M) Ability to be a self-starter by initiating and completing projects and programs after discussion with the Police Chief, Captain, or their designee(s).
- (N) Ability to become familiar with WI State Statute 19.35 (open records) and learn the statutory exceptions and confidentiality requirements pertaining to law enforcement contained in WI State Statute 19.36
- (O) Ability to gather facts from witnesses and victims in an appropriate and efficient manner to be able to relay the information to responding units or the appropriate personnel.

(P) Knowledge of the City of Antigo and Langlade County geography.

(Q) Ability to communicate effectively both verbally and in writing.

Special Requirements

(A) Must possess or have the ability to possess, by the time of hire, a valid Wisconsin Driver's License without record of suspension or revocation in any state.

(B) Ability to obtain and maintain certification for CIB/TIME system.

Tools and Equipment Used:

Personal computer (Microsoft Word and Excel software), law enforcement record management system, 10-key calculator, telephone, copy machine, fax machine, Dispatch Communications Equipment, Transaction of Information for Management of Enforcement (TIME System), Badger TraCS (traffic and Criminal Software), and any other tools and equipment available for use.

PHYSICAL AND WORK ENVIRONMENT

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is frequently required to sit, talk, and hear. Hand-eye coordination is necessary to operate computers. Employees must be able to wait on the public at a counter away from their desk. The employee is occasionally required to reach with arms and hands, bend, stop or squat. The employee must use hands to finger, handle, feel or operate objects or controls.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and the ability to adjust focus.

Work Environment

In the normal course of work this position is typically exposed to an office setting that is usually moderately noisy. There are frequent time pressures placed on this position including urgent deadlines. There are frequent time interruptions including telephone calls, greeting and working with the public, and acting as a back-up to the Langlade County Dispatch Center.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

POSITION DESCRIPTION

Class Title:	Manager/Administrative Assistant	FLSA Status:	Non-exempt (hourly)
Department:	Police	Position Status:	Regular Full Time
Location:	Police Station		
Date:	10/09/2018		

GENERAL PURPOSE

This is a clerical position with supervisory responsibilities which provides a variety of confidential administrative support to the Chief of Police and Captain. This position is responsible for the efficient operation of the front office area of the police department in accordance with Local ordinances, State Statutes, Federal Law, and established departmental and city policies, procedures, and guidelines. This position requires regular public contact with a high degree of tact, judgment, and technical knowledge. The employee must be able to act without direct supervision and to exercise independent judgment in meeting emergencies.

SUPERVISION RECEIVED

Works under the direction of the Director of Public Safety/Police Chief and Police Captain, and/or their designee(s).

SUPERVISION EXERCISED

Front office staff

ESSENTIAL DUTIES AND RESPONSIBILITIES

General

- Maintain prompt, predictable, and regular physical attendance working assigned hours.
- Maintain the ability to lawfully operate designated motor vehicles at all times that duties are performed.
- Maintain the ability to travel throughout and enter all different properties in the jurisdiction.
- Provide truthful and accurate written and verbal communications.
- Maintain the ability to competently and credibly testify in court.
- Maintain strict confidentiality in accordance with Wisconsin State Statutes and department policy, including but not limited to, personnel issues, police contact and interaction with the public, and any other information heard, handled, or obtained within the scope of the position or through contact with County personnel.
- Maintain, and actively promote, effective working relationships with coworkers and management.
- Provide confidential administrative support to the Chief of Police and Captain.
 - Create documents, quarterly officer performance reports, correspondence and monthly reports, maintain and update department policies.
- Assist the Chief of Police in the hiring process of new officers or office staff.
 - Receive and organize applications and review for department compliance. Contact applicants and send appropriate correspondence throughout the hiring process as well as interviewing candidates and assist in making hiring recommendations to the Chief of Police.
- Compute bi-weekly payroll reports for submission to Human Resources Specialist.
 - Maintain and update daily schedule and updating of personnel records for work hours, overtime, comp, sick leave, PAL and vacation leave and review all such records for contract compliance. enter, proof, edit and reconcile payroll data. Update and calculate wage increases and vacation/sick leave accruals. Receive and resolve employee questions regarding payroll.
- Act as Deputy Records Custodian for the department. Respond to open records requests in accordance with current Wisconsin State Statutes and departmental policy for the public, attorneys, district attorney,

Department of Justice, Social Services, Health Care Center, private investigators and other law enforcement agencies regarding incident reports, accidents reports, photographs, criminal investigation reports, squad audio/video recordings and in-house criminal history information for background checks.

- Maintain and dispose of records for the department according to the city retention schedule.
- Manage front office of the Police Department providing support and guidance to fellow employees, officers and management including
 - Perform clerical and office procedures to assist officers and other employees in their duties.
 - Provide assistance to the public and take complaints from them in a diplomatic manner, many times under stressful conditions.
 - Answer non-emergency and emergency calls, forwarding calls and directing people to the appropriate personnel or agency.
 - Utilize law enforcement software to create calls for service, offenses and update all department files. Utilize State Time System for obtaining information to support law enforcement in criminal investigations.
- Act as a Special Agent for the Wisconsin DMV, issue vehicle plates, transfer titles and renew plates. Staying updated on vehicle registration laws and maintaining ample supply of vehicle plates, year and month stickers as well as supporting documents for vehicle registrations.
- Perform extensive background checks at the request of the Chief of Police for new hires within the City of Antigo.
 - Perform checks and look into people's background at a level of previous or current employment, verification of training and education and reference checks. Compile reports of findings to distribute to department heads.
- Act as the department TRACS coordinator.
 - Maintain and provide support for an online based computerized system for traffic citations, non-traffic citations, accident reports and warnings in each squad car and computer in our building.
 - Stay current on any updates and requirements for the system.
 - Assist officers in troubleshooting difficulties they experience with the system.
- Utilize law enforcement based software to compile Uniform Crime Reports for mandatory statistical reporting for the Wisconsin Department of Justice.
- Oversee purchasing of department uniforms, equipment, office supplies, various squad needs and keep record of such.
 - Record officer uniform purchases for uniform allowance purposes. Assist new hires with their initial issue of equipment.
 - Assist with ordering various equipment with the initial set of up squads.
 - Responsible for titling and registering new squad cars.
- Process and order department identifications cards for all officers and employees.
- Responsible to submit all payables and credit card receipts and perform accounts receivable duties.
- Responsible for registering employees for training courses and or conferences and making hotel reservations as needed. Maintain training records for all officers and employees.
- Act as a Notary and maintain current status as such to be able to notarize documents and motor vehicle forms as needed as well as notarize documents for jail inmates.
- Assist the public with determining need for Salvation Army vouchers for food, shelter or transportation.
 - Briefly interview subjects to determine their integrity and find solutions to their requests for assistance.

PERIPHERAL DUTIES

- Provide assistance, in the form of serving as a back-up, to the Langlade County Dispatch Center with 911 calls and radio overload; dispatch law enforcement, fire EMS, helicopters, or outside support agencies.
 - Take phone calls or speak directly to people sometimes under duress while obtaining essential information to determine their level of need.
- Attend seminars and workshops, when directed, related to duties and responsibilities.
- Perform other duties as assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from high school or GED equivalent and
- (B) Knowledge of and demonstrated skills in general office practices such as typing and filing;
- (C) Knowledge of accounting, bookkeeping, record keeping, accounts receivable, and accounts payable preferred; and
- (D) Two years of increasingly responsible related experience; or
- (E) Any equivalent combination of related education and experience

Necessary Knowledge, Skills, and Abilities:

- (A) Proficient knowledge of Windows based system with an emphasis in Word and Excel as well as working knowledge of modern office practices and procedures.
- (B) Ability to navigate web applications, and have an understanding of other emergent technologies and peripherals or a willingness to learn.
- (C) Ability to learn new software specific to law enforcement.
- (D) Ability to effectively meet and deal with the public in a courteous manner utilizing diplomacy and tact.
- (E) Ability to communicate effectively and function calmly under stressful and emergency situations.
- (F) Ability to handle sensitive and, at times, disturbing information.
- (G) Ability to maintain accurate, complete records and prepare clear and detailed reports in a timely manner is extremely important as assignments could be used in future criminal and civil cases.
- (H) Maintain strict confidentiality at all times.
- (I) Considerable knowledge of vehicle registration laws.
- (J) Knowledgeable of federal, state, and local ordinances; and department rules and regulations.
- (K) Ability to organize and prioritize effectively.
- (L) Ability to be a self-starter by initiating and completing projects and programs after discussion with the Police Chief, Captain, or their designee(s).
- (M) Ability to become familiar with WI State Statute 19.35 (open records) and learn the statutory exceptions and confidentiality requirements pertaining to law enforcement contained in WI State Statute 19.36 and the juvenile code.
- (N) Ability to gather facts from witnesses and victims in an appropriate and efficient manner to be able to relay the information to responding units or the appropriate personnel.
- (O) Knowledge of the City of Antigo and Langlade County geography.
- (P) Ability to communicate effectively both verbally and in writing.
- (Q) Knowledge of the Federal Driver Privacy Protection Act (DPPA) 18 U.S.C. 2721, et seq.

Special Requirements

- (A) Must possess or have the ability to possess, by the time of hire, a valid Wisconsin Driver's License without record of suspension or revocation in any state.
- (B) Ability to obtain and maintain certification for CIB/TIME system.
- (C) The ability to obtain and maintain Notary Public Commission status and CPR certification.

Tools and Equipment Used:

Personal computer (Microsoft Word and Excel software), law enforcement record management system, 10-key calculator, telephone, copy machine, fax machine, Dispatch Communications Equipment, Transaction of Information for Management of Enforcement (TIME System), Badger TraCS (traffic and Criminal Software), and any other tools and equipment available for use.

PHYSICAL AND WORK ENVIRONMENT

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is frequently required to sit, move about without assistance, speak clearly and understandably in the English language, hear aided or unaided, in the normal voice range. Hand-eye coordination is necessary to operate computers. Employees must be able to wait on the public at a counter away from their desk. The employee is occasionally required to reach with arms and hands, bend, stop or squat. The employee must use hands to finger, handle, feel or operate objects or controls.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and the ability to adjust focus.

Work Environment

In the normal course of work this position is typically exposed to an office setting that is usually moderately noisy. There are frequent time pressures placed on this position including urgent deadlines. There are frequent time interruptions including telephone calls, greeting and working with the public, and acting as a back-up to the Langlade County Dispatch Center.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.