



**Rebecca Grill**  
City Administrator  
414.302.8294  
rgrill@westalliswi.gov

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April 29, 2016

The Honorable Mayor Dan Devine  
and Members of the Common Council  
7525 W. Greenfield Ave.  
West Allis WI 53214

Dear Mayor Devine and Common Council Members:

If approved, the filling of the Assessment Clerk I position provides an opportunity to continue the pursuit of utilizing and allocating our resources differently and collaborating between departments. As you will note on the job description (which will be provided in advance of the meeting on Tuesday), not only will this position work half time in the Assessor's office, it will also provide services to the Treasurer's department and Building Inspections Neighborhood Services and other departments as needed and time permits.

By implementing more efficient processes in the Assessor's office, the position need in the department has been reduced from .75 to .50. The Treasurer's office has a half-time position which will also become vacant in June. The employee in the Treasurer's office position has been working in both the Treasurer's office and BINS for the past year. (The BINS part-time position was not filled last year when it became vacant because efficiencies in both the Treasurer's department and BINS provided the ability for one part-time person to fill the needs of both departments' part-time positions.) In short, if approved, this position would take the place of 1.75 positions that had previously been filled, providing future opportunities to reallocate the .75 position to areas of city service which may be in desperate need. Further, the ability to recruit for a full-time person in lieu of a part-time position will expand the pool of candidates which will apply.

I would like to thank all the departments involved (Assessor, BINS and Finance) and the Human Resources department for their willingness to be flexible and open to this collaborative effort and opportunity.

Thank you for your consideration of this request. Please contact me if you have any questions or concerns.

Sincerely,

A handwritten signature in cursive script that reads "Rebecca N. Grill".

Rebecca N. Grill  
City Administrator

RNG:jfw

cc: Assessor, BINS, Finance, HR, Treasurer

ADM\ORDRES\MCC.ASSMT CLK1



City Assessor's Office  
414.302.8230  
assessor@westalliswi.gov

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# Memorandum

RECEIVED

To: Rebecca Grill

APR 28 2016

CC:

CITY OF WEST ALLIS  
CAO

From: Charles Ruud 

Date: 4/28/2016

Re: Assessment Clerk I Position

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This memo serves as a request to fill the position of Assessment Clerk I. The position becomes vacant upon the retirement of Eileen Jenkins, effective June 1, 2016. This position will be multitasked and qualifications are described in the revised job description attached. This position will be filled full time as a regular employee to be shared with the Treasurer, BINS and other Departments as needed. The commitment to the Assessor's Department will be half time (20 hours/week) as a regular employee. We request the recruitment process start immediately upon approval.



# Request to Fill Position

Submit this form, a memorandum and current position description to the City Administrator for review and submittal to the Administration and Finance Committee. To ensure adequate time for review, submit the Friday prior to the Council Agenda Deadline day.

Department/Division: Assessor Position Title: Assessment Clerk 1

Reason for Request:  New Position OR  Replacement to Staff - Date of Vacancy: 06 / 01 / 20 16

Person Replaced: Eileen Jenkins

Position Status:  Full-time  Part-time AND  Regular  Temporary  Provisional  Special  Other

If other than Full-time or Regular, indicate work schedule (hours per week, days to be worked, etc.) and anticipated duration of employment: 20 hrs per week - 5 days per week (Regular)

Funding Source:  Operating  Grant  Other: \_\_\_\_\_

Anticipated Date for Filling Position: \_\_\_\_\_ / \_\_\_\_\_ / 20\_\_\_\_

Is the position required for fiduciary, legal or compliance requirements?  No  Yes, describe: \_\_\_\_\_  
Does support Department of Revenue Property Assessment Data (Sales) system

Why is it necessary that this position be filled? What operational needs does this position fulfill? \_\_\_\_\_  
Enters and maintains database for ownership, sales, personal property, customer contact, and appointment scheduling.

What will be the impacts on service functions to the public if the position is not filled? \_\_\_\_\_  
Backlog in ownership changes, personal property entry, sales information (Department of Revenue), and reporting delays.

What will be the impacts on service to city staff if the position is not filled? \_\_\_\_\_  
Time delays and databases not being updated. Other staff would have limited time to full fill demands of lost position. Ownership and mailing address changes would not be entered in a timely manor. City relies on these changes for all correspondence.

What reorganization possibilities have been considered, such as elimination of the position or combining duties with other existing positions? (If none, provide rationale.) \_\_\_\_\_  
We considered elimination, but found it was not feasible. Other staff work load would not allow coverage. We have decided to reduce position at this time to 1/2 time.

How has this vacancy/need been covered so far? \_\_\_\_\_  
N/A

How many other similar positions exist in this department? One full time Assessment Clerk 2. This clerks workload is full.

### Requestor Information

Please Print: Charles F. Ruud Assessor

Name Title Department

Signature/Date: *Charles F. Ruud* 03 / 15 / 2016

Attached:  Memorandum  Current Position Description

## **ASSESSMENT CLERK I**

**JOB SUMMARY:** This is responsible and specialized clerical work in relation to assessment duties in the Assessor's Office, and administrative support to other departments including, but not limited to, Building Inspections & Neighborhood Services and Treasurer's Office.

**NATURE OF THE WORK:** An employee in this classification is responsible for performing difficult clerical and administrative functions requiring the application of independent judgment according to established policies and procedures. Duties range from the most routine and repetitive to the most complex of administrative support tasks requiring incumbents to take initiative, make judgment calls, and make decisions for the functions/processes for which they are accountable. Work requires considerable attention to a wide variety of detail and the employee may serve as the final check on various transactions. Problems involving departure from a standard policy or procedure are reviewed with the appropriate supervisor for the final decision. Work assignments are received in the form of suggestions or general outlines, and employees generally develop and refine their own routine and are required to carry their work to timely and accurate completion. The supervisor reviews the work through occasional reviews and discussions to insure accuracy and conformance to policy. An employee must be available and willing to work evenings, weekends, holidays and sometimes long and odd hours at peak payment periods.

**EXAMPLES OF DUTIES:** Typical duties include: gathers and furnishes information in person, telephone or via email; utilizes general and specialized software programs and standard office equipment; performs data entry and manages records in a variety of software programs and databases; develops, processes and maintains a variety of organizational forms, records and accounts; compiles periodic departmental reports; issues permits and transaction receipts; reads, interprets and/or maintains technical records, reports and documents; recommends changes in procedures and processes to improve efficiency; reviews and enters the Department of Revenue industrial personal property roll; assists in processing recorded conveyances, real estate transfer returns, and permit applications; assists in maintaining plat book updates for accuracy; balances cash drawers, credit card terminals and prepares daily deposits; makes moderately complex tabulations and calculations; resolves routine administrative problems or issues; assists in the preparation of notices, agendas, minutes and related supplementary material to various meeting groups; prepares, records and transcribes letters, confidential correspondence, forms, reports, minutes, memoranda, etc.; receives, sorts and distributes mail; maintains prompt, predictable, and regular physical attendance; provides truthful and accurate written and verbal communications; maintains the ability to competently and credibly testify in court; performs other duties as assigned

### **DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES:**

Working knowledge of the principles, practices and techniques of real and personal property valuation; good knowledge of the state laws and municipal ordinances governing the assessment and collection of taxes;; ability to read, verify and interpret property records and legal property descriptions; ability to make moderately complex mathematical calculations quickly and accurately; ability to exercise sound judgment and decision-making; ability to multitask in a fast-paced environment; ability to prioritize, and accurately complete assignments; ability to learn quickly and apply new information correctly; ability to learn and competently utilize software systems and databases; solid skill in performing data entry and varied and complex clerical and administrative tasks; ability to provide clear, concise and grammatically correct letters, memos, minutes, reports, and other written documents; ability to read, interpret and adhere to policies and procedures; ability to produce detailed and accurate work; ability to work well under pressure and respond with a sense of urgency when issues emerge requiring immediate attention; good skill in listening; good skill in problem analysis and problem solving; good written and verbal communication skills; ability to communicate and work cooperatively and effectively with a diverse population, including but not limited to supervisors, coworkers, and the public; ability to maintain professionalism and confidentiality.

Continued

**MINIMUM REQUIREMENTS:**

High school graduate/equivalent preferably in a commercial course.

Two years of recent paid business office work experience; work in an appraisal, real estate, or financial institution setting highly desirable.

Wisconsin Department of Revenue Assessment Technician Level Certification within six (6) months of appointment.

Proficient in the use of office computers including, but not limited to, Microsoft Office Suite (Windows, Word, Excel, Outlook, and Calendaring), etc.

Ability to keyboard at a reasonable rate of speed in accordance with the special needs of the department to which assigned.

Possess the physical capacity to perform the duties of the position including, but not limited to, the following: frequent sitting, walking and standing; occasional lifting/carrying up to 50 lbs.; frequent stretching/reaching of arms; frequent arching of neck; occasional physical exertion moving, pulling, or pushing objects or materials up to 50 lbs.; ability to continuously bend, kneel, twist, stoop, squat, etc.; and the ability to focus for long periods of time on projects or while working on computers.

Reference Chart:

**ACTIVITY FREQUENCIES**

Continuous	67 – 100% of workday
Frequent	34 – 66% of workday
Occasionally	1 - 33% of workday
Never	0

Depending upon the location of work, a person in this position may be subject to variable environmental conditions, including but not limited to, temperature variations and extremes, odors, noise, vibrations, vehicular traffic and/or dust.

This position description has been prepared to assist in defining job responsibilities, physical demands, and skills needed. It is not intended as a complete list of job duties, responsibilities, and/or essential functions. This description is not intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. The City retains and reserves any or all rights to change, modify, amend, add to or delete, from any section of this document as it deems, in its judgment, to be proper.

I understand this position description may be changed, modified, and/or amended at any time throughout the duration of my employment.

CITY OF WEST ALLIS

Revised April, 2016

Approved \_\_\_\_\_  
Department Head Date

Approved \_\_\_\_\_  
Employee Date