



**CLERK**

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**PERSONNEL COMMITTEE MEETING**

Friday, July 8, 2022  
9:00 a.m.

Manistee County Courthouse & Government Center  
Board of Commissioners Meeting Room

**Minutes**

Members Present: Jeff Dontz; Eric Gustad and Karen Goodman, Chairperson

Members Absent: None

Others Present: Pat Heins, Court Administrator; Karen Feliczak, Deputy Court Administrator; Sheriff Brian Gutowski; Undersheriff Jason Torrey; Heather Vasquez, Equalization Director; Candice Swander; Kenzie Smith; Julie Griffis, HR Generalist; Lisa Sagala, County Administrator/Controller; Lindsey Marquardt, County Clerk.

The meeting was called to order at 9:00 a.m.

**NOTE – Items requiring Board Action are indicated in BOLD**

**PUBLIC COMMENT**

None.

**REVIEW AND RECOMMENDATION OF WAGE CLASSIFICATION, JOB DESCRIPTIONS AND COMPENSATION STUDY**

Julie Griffis addressed the Manistee County Classification and Compensation Study Final Report. This process started in March of 2021. Job descriptions were distributed to department heads and staff for review and revisions. The job descriptions were then submitted to Mark Nottley, of Municipal Consulting Services, LLC, for review and comparison with 9 other counties. The initial report was available in January of 2022.

There was 1 job that was upgraded, and a job description created for a District Court, court reporter. Both positions are not part of the report in front of the committee today

but will be included in the final report present to the full Board of Commissioners for their review and consideration.

**Moved by Dontz, seconded by Gustad to recommend the approval of the Manistee County Wage Classification and Compensation Study Report.**

**Ayes: All. Motion Carried.**

Included in the report are positions that are “green circled”. These positions fall below the recommended minimum compensation. In order to place these positions within the pay scale at their minimum compensation it will cost approximately \$53,269.13. ARPA funds are available and have been set aside to complete this process.

**Moved by Dontz, seconded by Gustad to recommend moving the “green circled” positions from the Manistee County Classification and Compensation Study Report into the minimum wage range, effective with the FY 2022/23 budget, in the amount not to exceed \$53,269.13. Ayes: All. Motion Carried.**

**CERTIFIED ELECTRONIC OPERATOR/RECORDER/CLERICAL  
ASSISTANT POSITION**

Pat Heins appeared regarding the Certified Electronic Operator/Recorder/Clerical Assistant position. (APPENDIX A) Approximately six years ago the County had this as a contracted position. At that time, the County Clerk’s Office had several staff members become Certified Electronic Operators. The clerks are unable to continue with the court recording due to the increase in hearings and court time. This position will be shared between Manistee and Benzie counties, will assist with the operation of Zoom and other clerical duties as needed.

**Moved by Goodman, seconded by Dontz to recommend sending the Certified Electronic Operator/Recorder/Clerical Assistance job description to Mark Nottley with Municipal Consulting Service, LLC, for review and classification.**

**Ayes: All. Motion Carried**

**OTHER ITEMS FROM COMMITTEE MEMBERS**

None.

The meeting was adjourned at the Call of the Chair at 9:25 a.m.

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Karen Goodman, Chairperson

\_\_\_\_\_  
Eric Gustad

\_\_\_\_\_  
Jeff Dontz



### **JOB DESCRIPTION**

**TITLE:** Certified Electronic Operator/Recorder/  
Clerical Assistant

**DEPARTMENT:** 19<sup>th</sup> Judicial Circuit

**REPORTS TO:** Circuit Court Administrator

**PAY GRADE:** 2

### **SUMMARY**

Under the supervision of the Chief Circuit Court Judge and the Court Administrator, act as Certified Electronic Operator for all Friend of the Court Referee Hearings in both Manistee and Benzie Counties. When not in court this position is responsible for administrative support to the Chief Judge and the Court administrator, including docket scheduling, assisting the public with court scheduling and legal procedures in person and by phone, assisting attorneys, law enforcement, and the general public.

### **EMPLOYMENT QUALIFICATIONS**

#### **Required**

- Minimum High school diploma or equivalent.
- Certified Electronic Operator within 6 months of employment required, Certified Electronic Recorder preferred.
- Two years of administrative experience in a position that has an emphasis with legal terminology and customer service experience often involving highly charged situations
- Travel to Benzie County Courthouse as directed
- Attend conferences and seminars required to remain current with job requirements and certifications.

**SKILLS**

- Strong computer skills with experience in word processing, databases, and spreadsheets and the ability to demonstrate proficiency
- Excellent organizational and written communication skills
- Excellent verbal and interpersonal communication skills
- Knowledge in legal terminology and court procedures

**ABILITIES**

- Ability to maintain high confidentiality and the ability to independently manage multiple tasks in a professional manner
- Ability to work independently with minimal supervision and work cooperatively with all departments
- Ability to work with variety of individuals in highly conflicting situations
- Ability to manage extensive amount of paperwork
- Ability to operate and troubleshoot most office equipment
- Ability to maintain a professional demeanor

**ESSENTIAL DUTIES AND RESPONSIBILITIES FOR BOTH COUNTIES**

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted, or modified at any time.

1. Prepares and distributes daily and weekly court dockets. Ensures dockets are up to date at all times.
2. Receives calls and visitors, determining the type and amount of information to provide and ascertain whether the Judge's attention is required. Sets up conference calls for Judge as needed with attorneys and all other parties.
3. Prepare orders, notices and other legal documents as directed.
4. Tracks office supplies and maintain stocking levels.
5. Assist with preparation of vouchers in a timely manner for payment of all court expenses, presenting them to the Judge or Court Administrator for signature, then delivering them to County Administration.
6. Perform a variety of administrative support tasks, such as filing, copying, faxing, and mailing.
7. Serve as virtual courtroom zoom host for Referee hearings and as assigned.

**PHYSICAL REQUIREMENTS**

Must be able to communicate using written, verbal and computer methods. Must be able to operate computer equipment for extended periods of time. Must be able to walk, sit and/or stand for long periods of time. Must have the ability to independently lift up to 50 pounds occasionally and 20 pounds routinely.

**WORKING ENVIRONMENT**

Works in office and courtroom conditions. Exposure to persons charged or convicted of criminal offenses or at risk for criminal contempt, also persons in conflict situations

Job Description Approved: _____
Job Description Revised: _____