

Aitkin County Board of Commissioners  
Request for County Board Action/Agenda Item Cover Sheet



To: Chairperson, Aitkin County Board of Commissioners Date: 6/12/2013

Via: Patrick Wussow, County Administrator

From: Bobbie Danielson, HR Manager

Title of Item:  
Personnel Committee Recommendations *Bobbie Danielson*

Requested Meeting Date: 6/25/2013 Estimated Presentation Time: 10-15

Presenter: Patrick Wussow or Bobbie Danielson

**Type of Action Requested** (check all that apply)

- |  |   |
|--|---|
| <input type="checkbox"/> For info only, no action requested  | <input type="checkbox"/> Approve under Consent Agenda                                   |
| <input type="checkbox"/> For discussion only with possible future action   | <input type="checkbox"/> Adopt Ordinance Revision                                       |
| <input type="checkbox"/> Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison) |   |
| <input checked="" type="checkbox"/> Approve/adopt proposal by motion   | <input type="checkbox"/> Approve/adopt proposal by resolution (attach draft resolution) |
| <input type="checkbox"/> Authorize filling vacant staff position   |   |
| <input type="checkbox"/> Request to schedule public hearing or sale  | <input type="checkbox"/> Other (please list) _____                                      |
| <input type="checkbox"/> Request by member of the public to be heard   |   |
| <input type="checkbox"/> Item should be addressed in closed session under MN Statute   | _____   |

**Fiscal Impact** (check all that apply)

- Is this item in the current approved budget? Yes ☒ No ☐ (attach explanation)
- What type of expenditure is this? ☒ Operating ☐ Capital ☐ Other (attach explanation)
- Revenue line account # that funds this item is: \_\_\_\_\_
- Expenditure line account # for this item is: \_\_\_\_\_

**Staffing Impact** (Any yes answer requires a review by Human Resources Manager before going to the board)

- Duties of a department employee(s) may be materially affected. ☐ Yes ☒ No
- Applicable job description(s) may require revision. ☐ Yes ☒ No
- Item may impact a bargaining unit agreement or county work policy. ☐ Yes ☒ No
- Item may change the department's authorized staffing level. ☐ Yes ☒ No



**Supporting Attachment(s)**

- ☒ Memorandum Summary of Item
- ☐ Copy of applicable county policy and/or ordinance (excerpts acceptable)
- ☐ Copy of applicable state/federal statute/regulation (excerpts acceptable)
- ☐ Copy of applicable contract and/or agreement
- ☐ Original bid spec or quote request (excluding complex construction projects)
- ☐ Bids/quotes received (excluding complex construction projects, provide comparison worksheet)
- ☐ Bid/quote comparison worksheet
- ☐ Draft County Board resolution
- ☐ Plat approval check-list and supporting documents
- ☐ Copy of previous minutes related to this issue
- ☐ Other supporting document(s) (please list) \_\_\_\_\_

**Provide (1) copy of supporting documentation NO LATER THAN Wednesday at Noon to make the Board's agenda for the following Tuesday. (If your packet contains colored copies, please provide (4) paper copies of supporting documentation as we do not have a color printer or copier.) Items WILL NOT be placed on the Board agenda unless complete documentation is provided for the Board packets.**

# AITKIN COUNTY HUMAN RESOURCES

**Bobbie Danielson, HR Manager**  
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**Nicole Visnovec, HR Specialist**  
nicole.visnovec@co.aitkin.mn.us

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www.co.aitkin.mn.us

To: County Commissioners  
From: Bobbie Danielson, HR Manager  
Date: June 18, 2013  
Subject: Personnel Committee Recommendations



## Background

The Personnel Committee met on **June 11, 2013 and June 18, 2013**, and unanimously recommends the following:

1. Recorder's Office, Deputy Recorder. Authorize filling one full-time Deputy Recorder position. Position will be vacant on June 28, 2013, due to the voluntary resignation of Terry Otto. Grade Q, wage range \$12.51 to \$22.59 per hour. The estimated starting wage is \$15.02 per hour. (Incumbent is at \$15.72 per hour.) This is a budgeted position. See memo and job description attached.
2. Attorney's Office, Assistant County Attorney. Authorize filling one full-time Assistant County Attorney position. Position is vacant due to the voluntary resignation of Rebecca Trapp. Grade J, salary range \$49,253 - \$88,778 per year. Starting salary DOQ. (Former incumbent was at \$70,239.) This is a budgeted position. See memo and job description attached.
3. HHS Department, Office Support Specialist. Authorize filling one full-time Office Support Specialist position. Position will be vacant due to the voluntary resignation of Sue Hruza. Grade R, wage range \$11.97 to \$21.56 per hour. The estimated starting wage is \$13.10 to \$14.31 per hour, DOQ. (Incumbent is at \$15.71 per hour.) This is a budgeted position. See job description attached.

If you have any questions or require additional information prior to the meeting, please feel free to contact me or Patrick.

## Action Requested

Motion to authorize filling one full-time Deputy Recorder position, one full-time Assistant County Attorney position, and one full-time Office Support Specialist position.

**DIANE M. LAFFERTY**  
**AITKIN COUNTY RECORDER**  
Room 205 • 209-2nd St. N.W  
AITKIN, MINNESOTA 56431  
218 / 927-7336

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To: Personnel Committee

From: Diane Lafferty

Date: June 10, 2013

Subject: Deputy Recorder Recruitment

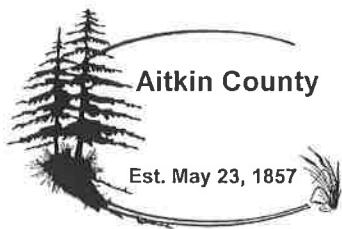
The Recorder's Office currently has the following full-time positions:

- 1 County Recorder
- 1 Chief Deputy Recorder
- 2 Deputy Recorders

One of the Deputy Recorder positions will be vacant soon due to a resignation, a home sale and out of state relocation is pending. I am requesting authorization to begin the recruitment process so that we are ready to make an offer of employment as soon as the resignation is received. Workload demands continue to be high and this position is needed to meet service demands, while attempting to avoid overtime costs and staff burnout. A copy of the job description is attached. This is a Grade Q position, currently budgeted at \$15.72 per hour, step 5. The wage range for the position is \$12.51 to \$22.59 per hour. The position is covered under the AFSCME courthouse collective bargaining agreement.

I will be present at the personnel committee meeting to provide more information and to answer any questions you may have.

Action requested: Begin the recruitment process now and authorize filling the full-time Deputy Recorder position as soon as the formal resignation is received.



## ***Position Description***

# **DEPUTY RECORDER**

**Department** Recorder's Office  
**DBM/Grade** To be determined  
**Reports to** County Recorder  
**FLSA Status** To Be Determined by Fox Lawson  
**Union Status** AFSCME Courthouse Unit

### **Final Appointing Authority**

This position shall not be filled until final approval of the County Administrator. All offers of employment are made in writing by the Human Resources Department.

### **Job Summary**

To perform a variety of detail-orientated tasks related to real estate property, U.S. Armed Forces discharges, personal property, vital statistics and land survey records, light bookkeeping and document preservation in accordance with Minnesota Statutes. Provides courteous, respectful and proficient customer service to private citizens, professional businesses and governmental agencies.

### **Supervision Received**

Works under general supervision of the County Recorder. Also receives work direction from the Chief Deputy Recorder.

Employees working in this job class work under general supervision and usually receive some instruction with respect to details of most assignments, but are free to develop their own work sequences within established procedures, methods, and policies. They are often physically removed from their supervisor and are only subject to periodic supervisory checks.

### **Supervision Exercised**

No formal supervisory authority.

### **Essential Functions**

This position description is not intended to be all-inclusive. Employee may perform other essential and nonessential functions as assigned or apparent to meet the ongoing needs of the department and organization. Regular attendance and punctuality are essential requirements of this position.

1. Responds to inquiries and assists and advises the general public, attorneys, Realtors, bankers, and other county departments by phone and in person. Works with real estate (both abstract and Torrens) documents and birth and death records, answers questions and resolves problems using knowledge of laws and office procedures.
2. Accepts and records all documents accurately and completely. This may include photocopying, data entry, inserting records into official record books, labeling documents in numerical order, filing, mailing, maintaining indexes, and other related duties, all performed with the highest degree of accuracy. Prepares daily, monthly, annual, and other reports using accounting principles and office procedures.



## ***Position Description***

3. Certifies copies and supervises the issuing of certified and uncertified copies of all documents filed in the office. Scans documents. Operates office equipment needed to complete these tasks.
4. Opens, sorts, distributes, and sends out mail. Composes correspondence and contacts individuals on rejected documents due to error in completeness.
5. Answers inquiries regarding real estate Torrens title documents and procedures. Approves and records Torrens title documents, files tracts, issues new certificates of title, residue certificates by using knowledge of Torrens and office system procedures.
6. Trains other office personnel by using knowledge of laws, office procedures and system, and assumes responsibilities in the absence of the County Recorder and Chief Deputy. Assists in the training of new office support staff as directed.
7. Exercises independent judgment in daily work activities.
8. Follows oral and written instructions.
9. Resolves minor computer issues.
10. Attends training and meetings as needed.
11. Performs other related duties as assigned or apparent.

### **Minimum Qualifications**

One year certificate from college or technical school, plus experience in the abstract document recording process. Experience in the areas of general clerical, real estate, or property descriptions preferred.

Valid Minnesota driver's license required. U.S. Citizenship required. Employment reference checks and a criminal background check will be performed as part of the pre-employment process.

### **Knowledge, Skills, and Abilities Required**

Knowledge of:

1. County policies, procedures, and practices.
2. Federal and State laws and Local ordinances as they relate to recording of various legal documents and functions of the Recorder's Office.
3. A working knowledge of rectangle land survey and associated tools, instruments, and techniques.
4. Techniques, methods, and equipment required to accomplish department workload and objectives in an efficient and safe manner.
5. Departmental policies and written and oral communication skills sufficient to interpret and explain policy, regulations and operating procedures to employees, the public, and representatives of various businesses and governmental agencies.

Skill in:

1. Reading, writing, and speaking English proficiently.
2. Effective organization, time management, and workload prioritizing skills as it relates to office procedures.

Ability to:

1. Understand Real Estate descriptions and the various types of documents and the effects of those documents transferring interest in Real Estate.



## ***Position Description***

2. Work independently and exercise good judgment.
3. Develop and maintain effective working relationships with supervisors, county staff, and the public.
4. Understand and carry out oral and written instructions.

### **Language Skills**

Intermediate Skills - Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write reports and correspondence. Ability to speak effectively before groups of customers or employees of the organization.

### **Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

### **Reasoning Skills**

**Intermediate Skills** – Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

### **Computer Skills**

To perform this job successfully, an individual should be proficient at using the following software:

County Payroll Software/E-time, geographic information system (WebFusion), Microsoft Word, Excel, Outlook, Internet, and other job-related software.

### **Ability to Travel**

Occasional travel is required for trainings and meetings in and out of Aitkin County.

### **Competencies**

To perform the job successfully, an individual should consistently demonstrate the following competencies (definitions attached or available upon request):

Ethics, attendance/punctuality, safety and security, dependability, analytical, design, problem solving, technical skills, customer service, interpersonal skills, oral communication, written communication, teamwork, leadership, quality management, cost consciousness, diversity, organizational support, judgment, motivation, planning/organizing, professionalism, quality, quantity, adaptability, and initiative.

### **Work Environment**

The noise level in the work environment is usually quiet to moderate.



## ***Position Description***

### **Equipment and Tools**

Computer, copier, fax, telephone, printer, scanner, county-owned vehicles, personal vehicle (requires proof of insurance on file), and other job-related equipment.

### **Physical Activities/Requirements**

Climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, carrying, use of fingers, grasping, talking, hearing, seeing, and repetitive motions. Must have the ability to lift and/or carry up to 50 pounds.

While performing the duties of this job, the incumbent performs light to medium work, exerting up to 50 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

Working safety is a condition of employment. Aitkin County is a drug-free workplace.

### **Disclaimer**

The above statements are intended to describe the general nature and level of the work being performed by employees assigned to this job classification. This is not an exhaustive list of all duties and responsibilities. Aitkin County reserves the right to amend and change responsibilities to meet organizational needs as necessary. This job description does not constitute an employment agreement between the employer and employee.

### **Reasonable Accommodation Notice**

The County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

05/2013

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*"Providing Quality Services and Efficient Resource Management for the Citizens and Guests of Aitkin County."*

# Memo

To: Aitkin County Personnel Committee  
From: James P. Ratz, Aitkin County Attorney  
Date: 6/11/2013  
Re: Felony Prosecutor Position

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As you are aware, our felony prosecutor, Rebecca Trapp, tendered her resignation on May 20, 2013, with an effective date of June 7, 2013. Ms. Trapp has been with our office since September 2009 and had a starting salary of \$64,000.00. She is currently making \$70,239.59. The felony prosecutor position is an exempt position with a hay grade of J. The salary range for a hay grade J employee is \$49,253.14 - \$88,778.39 with a mid-point salary of \$69,015.76. The felony prosecutor is responsible for prosecuting the following offenses including, but not limited to, murder, felony criminal sexual conduct, illegal drug possession and sale, felony assault, terroristic threats, possession of child pornography, and arson.

We request Ms. Trapp's position be re-filled based on the following reasons:

1. Case Load

Ms. Trapp is currently assigned 134 cases. The magnitude of these files is not simply in the numbers. It is in the time it takes to prepare the files, such as determining appropriate charges, determining and making an appropriate offer, negotiating any possible settlement with defense counsel, keeping the victim apprised throughout the steps of the file, preparing and arguing motions, researching and writing briefs, determining suitable witnesses to prove the case, meeting with the witnesses prior to trial, and finally trying the case. These cases are time intensive. The span for all of the above is time-sensitive and requires diligence to manage the files successfully.

2. Speedy Trial Demands

The Public Defender's Office has been making speedy trial demands at unprecedented rates. There are currently 4 felony cases with pending speedy trial demands. A speedy trial demand is a demand made in writing or orally on the record by the defendant. If the defendant is in custody, the trial is then required to be commenced within 60 days from the date of the demand unless good cause is shown. If trial is not commenced within 120 days after such demand is made, the defendant, except in exigent circumstances, is required to be released subject to nonmonetary release conditions as required by the court. Due to the requirements surrounding a speedy trial demand, the court must find time for jury trials to be heard within the required time period causing an additional strain most specifically to the felony prosecutor. The court will at times add another jury trial date to accommodate the speedy trial demand timeline further adding to the stringent deadlines of the caseload. Our office currently has jury



trials scheduled three out of the four weeks in June due to speedy trial demands and the previously scheduled jury trial calendars.

### 3. Working with Victims

A victim is a natural person who incurs loss or harm as a result of a crime. Prior to the entry of the factual basis for a plea pursuant to a plea agreement recommendation, the prosecuting attorney must make a reasonable and good faith effort to inform the victim of the contents of the plea agreement recommendation and their right to be present at the sentencing hearing and at the hearing during which the plea is presented to the court and to express any objection of the victim to the agreement or to the proposed disposition. Almost all felony cases are victim crimes. Working with the victims is an important yet time consuming process. While the prosecutor does not have to proceed pursuant to the victim's wishes, their thoughts and feelings are heavily considered in resolution of all files. In serious felony matters, the prosecutor will meet or speak with the victim several times prior to resolution of the file or the commencement of trial.

### 4. Trial Preparation

Jury trials are time consuming and very draining. During the jury trial and usually a week to several weeks before, the prosecutor(s) and office staff start to focus primarily on the jury trial. Daily office work often needs to be re-assigned or set aside until the jury is complete to allow the time to focus on the pending or upcoming jury trial.

### 5. Attempting to Keep Pace with the State Public Defender's Office Resources

The State Public Defender's Office now employs teams of trial specialists that travel to smaller out-state counties to bolster the local public defender's office resources. The trial specialists are experienced trial attorneys. These hired guns have no regular caseload duties and have the luxury of focusing on just a few select cases. On cases which the defendant is looking at a commit to prison, the State Public Defender's Office has at least two or more attorneys plus additional staff. For example on the matter of State v. Ronald Wise, the State Public Defender's Office has three (3) public defenders assigned. With the greatly increased trial resources of the State Public Defender's Office, the growing complexities of trial litigation, and the logistical demands, it has become necessary to assign a second prosecutor to second chair jury trials on serious felonies. This necessitates the temporary reallocation of caseload assignments. With fewer attorneys, an already chaotic jury trial situation becomes an impossible situation.

### 6. CSI Effect

There are higher expectations from the trier of fact regarding law enforcement and their role regarding forensic evidence. For the County Attorney's Office, this translates into much greater demands on our efforts to secure forensic evidence. Further, the CSI effect has made litigation increasingly complex. The analysis and incorporation of forensic evidence into trial has added exponential growth to the time committed to trial preparation.

## 7. Fewer State Attorney General's Office Resources

The State Attorney General's Office continues to have fewer and fewer resources allocated to handling appeals and assisting county attorney's offices. Over a period of about 15 years, the State Attorney General's Office has gone from handling all criminal appeals to handling a select few felony appeals. The State has shifted much of the time and expense of appeals to the County. For example with respect to the most recent ten (10) appeals, the Attorney General's Office has declined our requests for assistance, citing a lack of resources. Appellate work is very time consuming, deadline specific, and usually requires the prosecutor to travel to St. Paul for oral arguments. Appellate work is now a very real and significant drain on my office's resources. The local prosecutor's role does not end with the jury trial but continues through months, if not years, of appeals and post-conviction petitions.

## 8. *Missouri v. McNeely*, 133 S. Ct. 1552 (U.S. 2013)

The Supreme Court recently decided *Missouri v. McNeely*, 133 S. Ct. 1552 (U.S. 2013), which held the rapid dissipation of alcohol by itself is not sufficient to allow for a nonconsensual blood test in a DWI case. This decision abrogated past Minnesota law allowing nonconsensual blood draws in criminal vehicular operation cases. A search warrant may now be needed in a short time frame to obtain a blood draw from a suspect in such cases. Our office has received many motions resulting in additional hearing on files that were already pending prior to the Court's decision arguing their blood was illegally drawn. We have also received a new appeal and had a defendant try to withdraw their guilty plea due to the decision. We anticipate the increased motions, hearings, and appeals will continue, resulting in increased time to manage caseloads, until additional ruling(s) are made by the Supreme Court.

## Conclusion and Request

My office and I are acutely aware of the current economic situation and the need to be fiscally sensitive in all decisions having an impact on financial resources. We are, however, also extremely aware and sensitive to the impact crime has on the specific victims and on our constituents. The felonies handled by the felony prosecutor are cases of the highest importance in that virtually all involve victims of physically-violent crimes. Without the felony prosecutor, the assigned caseload will be distributed among the remaining prosecutors with the property-related crimes (e.g. burglary, embezzlement, theft, and forgeries) taking a backseat to the non-property related crimes.

I sincerely believe that public safety will be placed at increased risk, and justice will be delayed for victims (especially for victims of property-related crimes), if the felony prosecutor position is not re-filled. I respectfully request that this committee recommend filling the felony prosecutor position. Thank you for your consideration of this important matter.



## ***Position Description***

# **ASSISTANT COUNTY ATTORNEY**

**Department** Attorney's Office  
**DBM/Grade** To be determined  
**Reports to** County Attorney and Senior Assistant County Attorney  
**FLSA Status** Exempt  
**Union Status** Non-union

### **Final Appointing Authority**

This position shall not be filled until final approval of the County Administrator. All offers of employment are made in writing by the Human Resources Department.

### **Job Summary**

To assist the County Attorney in the evaluation, preparation and presentation of cases brought before the District Court for civil or criminal prosecution, and to provide legal advice and assistance to various County officials and agencies.

### **Supervision Received**

Employees working in this job class work under general supervision and usually receive some instruction with respect to details of most assignments, but are free to develop their own work sequences within established procedures, methods, and policies. They are often physically removed from their supervisor and are only subject to periodic supervisory checks.

### **Supervision Exercised**

No formal supervisory authority.

### **Essential Functions**

This position description is not intended to be all-inclusive. Employee may perform other essential and nonessential functions as assigned or apparent to meet the ongoing needs of the department and organization. Regular attendance is an essential requirement of this position.

1. Evaluates and exercises discretion in criminal investigations, child protection matters, civil commitment screenings, forfeitures, child support, and other matters, identifies appropriate charging or other decisions, recommends appropriate disposition of those matters in accordance with established policies and standards; refers investigations to appropriate agencies as may be required; refers, notifies, consults, advocates, and informs crime victims in accordance with the Victim's Rights Act.
2. Prepares cases for judicial and administrative proceedings or appeals by, including but not limited to, reviewing evidence presented by county agencies, investigating facts, researching law, drafting and editing correspondence, pleadings and other documents, analyzing the opposing position(s), document and record case proceedings for future reference, and writing legal memoranda and briefs



## ***Position Description***

3. Represents the County in assigned criminal or civil cases in court or at other hearings by presenting facts, analyzing and introducing evidence, interpreting information and law as it is conveyed during the proceedings, and revising and adapt the County's legal arguments as necessary. Recommends the disposition of cases to judges, referees, arbitrators and administrative law judges.
4. Confers with other staff attorneys and plans trial strategy, analyzes and presents evidence, engages in negotiation of case settlements or other matters of law, and monitors, modifies, and verifies the work of clerical staff in the preparation of legal documents. Supervises the issuance of subpoenas for trial preparation, manages and coordinates the trial process, maintains communication with trial witnesses and victims through pretrial witness interviews, correspondence, and phone calls to convey case status updates and schedule court appearances.
5. Coordinates the flow of information between defense attorneys, law enforcement, social services, and other agencies.
6. Analyzes legislation, case law, legal publications and other relevant literature in order to maintain accurate, current information on legal developments in all areas of law.
7. Counsels, represents and advises law enforcement officers; county officials, departments or agencies; attorneys; corrections workers; and other relevant parties in areas of investigation, trial techniques, criminal and civil law, strategy, and legal issues pertinent to the area of assignment; includes on-call availability after hours or on weekends as assigned to authorize continued detention of suspects, creation of search warrants, and other legal matters as presented.
8. Trains law enforcement officers, other agencies, and public organizations regarding legal issues.
9. Researches and identifies appellate issues on assigned cases by analyzing the facts and proceedings, reviewing court transcripts, and performing legal research, and drafting legal briefs and presenting oral arguments to the appellate court.
10. Composes correspondence and distributes relevant information to law enforcement, defense attorneys, the Court, guardian ad litem, county agencies, victims and other individuals and organizations relating to the status of the case.
11. Attend conferences and continuing education courses as needed.
12. Performs other related duties as assigned or apparent.

### **Minimum Qualifications**

Requires a Juris Doctorate (J.D.) degree and Minnesota Attorney License issued by the Minnesota Supreme Court.

Valid Minnesota driver's license required. U.S. Citizenship required. Employment reference checks and a criminal background check will be performed as part of the pre-employment process.

All attorneys in the County Attorney's Office rotate weekend and holiday on-call duties. Such on-call duties include twenty-four (24) hour availability to law enforcement officers for authorization for continued detention of suspects, assistance in the creation of search warrants, and advice or consultation as needed. There is currently no additional compensation, remuneration, or consideration for said additional on-call duties.



## ***Position Description***

### **Knowledge, Skills, and Abilities Required**

#### **Knowledge of:**

1. Duties, powers, limitations, and authority of the office of the County Attorney.
2. Criminal and civil law, rules of procedure, rules of evidence, and their application.
3. Principle methods, materials and practices of legal research, investigation, and writing.
4. Appraisal, interpretation, and application of legal principles and precedents to difficult legal problems.
5. Preparation and presentation necessary to try complex civil or criminal cases and solve complex legal issues.
6. County and departmental policies, procedures, and practices.

#### **Skill in:**

1. Effective communication, which will allow for presentation of statements of fact, law and argument clearly, logically, and forcefully, both in written and oral form.
2. Effective legal research, analysis, and application of the law.
3. Communicating with and relating calmly, logically and sensitively to crime victims, law enforcement, other attorneys, court personnel, and county departments.
4. Typing skill sufficient to complete 30 net words per minute without errors.
5. Reading, writing, and speaking English proficiently.

#### **Ability to:**

1. Work both independently and cooperatively.
2. Communicate effectively, both orally and in writing, in a variety of forums.
3. Analyze, appraise and organize facts, evidence, case law, statutes and rules and to effectively present legal opinions to other county officials, attorneys, judges and juries.
4. Present and argue cases in court, including the ability to deal with unanticipated situations when they arise.
5. Negotiate with adverse parties to settle cases in a manner which promotes the interests of justice.
6. Work effectively with others and manage time and workload effectively.
7. Travel and work in excess of standard hours when necessary.
6. Present a positive attitude in the workplace, promote a spirit of teamwork and cooperation, and be able to treat co-workers, supervisors, and subordinates with respect, honesty, and consideration.
7. Maintain confidentiality.

### **Language Skills**

Highest Skills – Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or governing boards.



## ***Position Description***

### **Mathematical Skills**

High Skills – Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

### **Reasoning Skills**

Very High Skills - Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

### **Computer Skills**

To perform this job successfully, an individual should be proficient at using the following software:

County Payroll Software/E-time, Microsoft Word, Outlook, PowerPoint, Jail and/or Dispatch Software, Minnesota County Attorney Practice System (MCAPS), Minnesota Court Information System (MNCIS), Westlaw, Windows media system, and Internet.

### **Ability to Travel**

Periodic travel required for court hearings, trainings, and meetings in and out of Aitkin County.

### **Competencies**

To perform the job successfully, an individual should consistently demonstrate the following competencies (definitions attached or available upon request):

Ethics, attendance/punctuality, safety and security, dependability, analytical, design, problem solving, project management, technical skills, customer service, interpersonal skills, oral communication, written communication, teamwork, change management, delegation, leadership, quality management, cost consciousness, diversity, organizational support, judgment, motivation, planning/organizing, professionalism, quality, quantity, adaptability, initiative, and innovation.

### **Work Environment**

The noise level in the work environment is usually moderate. Employees working in this position are exposed to evidence of trauma, violence, and disturbing crimes.

### **Equipment and Tools**

Computer, copier, fax, telephone, printer, Elmo visual projector and presentation equipment, scanner, emergency weather-alert system, county-owned vehicles, personal vehicle (requires proof of insurance on file), and other job-related equipment.

### **Physical Activities/Requirements**

Climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, carrying, use of fingers, grasping, talking, hearing, seeing, and repetitive motions. Must have the ability to lift and/or carry up to 50 pounds.



## ***Position Description***

While performing the duties of this job, the employee performs light work, exerting up to 50 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Working safely is a condition of employment. Aitkin County is a drug-free workplace.

### **Disclaimer**

The above statements are intended to describe the general nature and level of the work being performed by employees assigned to this job classification. This is not an exhaustive list of all duties and responsibilities. Aitkin County reserves the right to amend and change responsibilities to meet organizational needs as necessary. This job description does not constitute an employment agreement between the employer and employee.

### **Reasonable Accommodation Notice**

The County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

05/2013

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*"Providing Quality Services and Efficient Resource Management for the Citizens and Guests of Aitkin County."*

# Aitkin County

2013 Start    6 Mnths    1 Year    2Years    3 Years    4 Years    6 Years    8 Years    10 Years    12 Years    16 Years    20 Years    24 Years    28 Years

2013 Minimum    +6 Mnths Step 1    +6 Mnths Step 2    +1 yr Step 3    +1 yr Step 4    +1 yr Step 5    +2 yr Step 6    +2 yr Step 7    +2 yr Step 8    +2 yr Step 9    +4 yr Step 10    +4 yr Step 11    +4 yr Step 12    +4 yr Step 13

G	\$ 32.69	\$ 34.22	\$ 35.80	\$ 37.46	\$ 39.20	\$ 41.02	\$ 42.92	\$ 44.92	\$ 47.00	\$ 49.18	\$ 51.47	\$ 53.85	\$ 56.34	\$ 58.97
H	\$ 30.60	\$ 32.01	\$ 33.50	\$ 35.05	\$ 36.69	\$ 38.39	\$ 40.17	\$ 42.02	\$ 43.98	\$ 46.03	\$ 48.16	\$ 50.41	\$ 52.75	\$ 55.20
I	\$ 27.12	\$ 28.37	\$ 29.69	\$ 31.09	\$ 32.52	\$ 34.01	\$ 35.63	\$ 37.26	\$ 38.99	\$ 40.80	\$ 42.69	\$ 44.68	\$ 46.75	\$ 48.91
J	\$ 23.68	\$ 24.76	\$ 25.89	\$ 27.12	\$ 28.37	\$ 29.66	\$ 31.06	\$ 32.51	\$ 34.01	\$ 35.61	\$ 37.24	\$ 38.98	\$ 40.79	\$ 42.68
K	\$ 21.01	\$ 21.97	\$ 23.00	\$ 24.08	\$ 25.19	\$ 26.37	\$ 27.58	\$ 28.84	\$ 30.19	\$ 31.59	\$ 33.05	\$ 34.59	\$ 36.18	\$ 37.87
L	\$ 19.00	\$ 19.89	\$ 20.82	\$ 21.79	\$ 22.79	\$ 23.84	\$ 24.97	\$ 26.12	\$ 27.34	\$ 28.61	\$ 29.94	\$ 31.32	\$ 32.77	\$ 34.30
M	\$ 17.19	\$ 17.99	\$ 18.83	\$ 19.69	\$ 20.62	\$ 21.56	\$ 22.57	\$ 23.61	\$ 24.71	\$ 25.85	\$ 27.04	\$ 28.31	\$ 29.62	\$ 31.00
N	\$ 15.71	\$ 16.43	\$ 17.19	\$ 17.99	\$ 18.83	\$ 19.69	\$ 20.62	\$ 21.56	\$ 22.57	\$ 23.62	\$ 24.71	\$ 25.85	\$ 27.04	\$ 28.31
O	\$ 14.48	\$ 15.13	\$ 15.83	\$ 16.58	\$ 17.35	\$ 18.15	\$ 18.98	\$ 19.87	\$ 20.79	\$ 21.77	\$ 22.77	\$ 23.82	\$ 24.95	\$ 26.10
P	\$ 13.34	\$ 13.95	\$ 14.58	\$ 15.27	\$ 15.98	\$ 16.70	\$ 17.48	\$ 18.30	\$ 19.16	\$ 20.04	\$ 20.98	\$ 21.94	\$ 22.96	\$ 24.02
Q	\$ 12.51	\$ 13.10	\$ 13.72	\$ 14.33	\$ 15.02	\$ 15.72	\$ 16.43	\$ 17.20	\$ 18.00	\$ 18.84	\$ 19.71	\$ 20.63	\$ 21.58	\$ 22.59
R	\$ 11.97	\$ 12.51	\$ 13.10	\$ 13.72	\$ 14.31	\$ 15.01	\$ 15.71	\$ 16.43	\$ 17.19	\$ 17.98	\$ 18.82	\$ 19.69	\$ 20.61	\$ 21.56
S	\$ 11.37	\$ 11.92	\$ 12.45	\$ 13.03	\$ 13.64	\$ 14.26	\$ 14.94	\$ 15.65	\$ 16.36	\$ 17.10	\$ 17.91	\$ 18.74	\$ 19.60	\$ 20.51
T	\$ 10.85	\$ 11.33	\$ 11.90	\$ 12.42	\$ 13.00	\$ 13.60	\$ 14.22	\$ 14.90	\$ 15.60	\$ 16.32	\$ 17.08	\$ 17.89	\$ 18.72	\$ 19.58
U	\$ 10.38	\$ 10.86	\$ 11.36	\$ 11.91	\$ 12.44	\$ 13.02	\$ 13.63	\$ 14.24	\$ 14.92	\$ 15.63	\$ 16.36	\$ 17.10	\$ 17.91	\$ 18.74
V	\$ 9.97	\$ 10.44	\$ 10.93	\$ 11.42	\$ 11.98	\$ 12.51	\$ 13.10	\$ 13.72	\$ 14.33	\$ 14.99	\$ 15.69	\$ 16.42	\$ 17.18	\$ 17.97
W	\$ 9.71	\$ 10.16	\$ 10.63	\$ 11.14	\$ 11.64	\$ 12.16	\$ 12.75	\$ 13.35	\$ 13.96	\$ 14.62	\$ 15.30	\$ 16.02	\$ 16.75	\$ 17.53

County Board adopted 4/9/2013





## ***Position Description***

# **OFFICE SUPPORT SPECIALIST**

**Department** Health and Human Services Department  
**DBM/Grade** To be determined  
**Reports to** Assigned Supervisor  
**FLSA Status** Non-exempt  
**Union Status** AFSCME HHS Unit

### **Final Appointing Authority**

This position shall not be filled until final approval of the County Administrator. All offers of employment are made in writing by the Human Resources Department.

### **Job Summary**

To perform moderately difficult office support assignments requiring knowledge of agency programs, procedures and practices, and to serve as liaison between the general public and agency staff.

### **Supervision Received**

Employees working in this job class work under general supervision and usually receive some instruction with respect to details of most assignments, but are free to develop their own work sequences within established procedures, methods, and policies.

### **Supervision Exercised**

No formal supervisory authority.

### **Essential Functions**

This position description is not intended to be all-inclusive. Employee may perform other essential and nonessential functions as assigned or apparent to meet the ongoing needs of the department and organization. Regular attendance and punctuality are essential requirements of this position.

1. Provides courteous, high quality service to the public by asking questions to determine client needs and then directing clients to the appropriate staff member, department or meeting or by diffusing and redirecting belligerent clients before hostility escalates.
2. Greets and assists clients in proper completion of forms and applications based on knowledge of agency programs, policies and procedures, and gathers personal medical identification numbers and electronic benefit transfer cards after identity verification.
3. Communicates information to the public or interdepartmental representatives in situations where good judgment and correct interpretation of departmental policies and regulations are required.
4. Photocopies reports, forms, correspondence, and other agency documents.
5. Operates multi line telephones, directing calls, taking accurate messages, and providing agency program information and community resource information to callers.
6. Sorts, screens, prioritizes and distributes incoming mail, interagency correspondence and court documents and collects, prepares and delivers outgoing mail in a timely manner.



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7. Composes, types, and edits correspondence, memos, forms, reports, and other documents from rough drafts or dictation, proofing for accuracy, completeness, and compliance with applicable regulations using knowledge of procedures to determine the correct format.
8. Creates and maintains filing system, performs data entry, and maintains computer database files.
9. Sorts, files, purges and scans agency records and case files in accordance with state and federal mandates and agency procedures. Pulls files for other staff upon request.
10. Operates all office equipment: computers, typewriters, dictation system, scanning system, calculators, photocopiers, fax machines, postage machines, laminators, and multi-phone lines.
11. Troubleshoots staff problems and issues with computer programs, equipment, and agency policy/procedures.
12. Takes meeting minutes and prepares and enters statistical data such as charts, tables, and graphs from written, typed or verbal instructions.
13. Creates newsletters, brochures, and other printed materials using desktop publishing software.
14. Assembles informational packets, ordering and updating forms and brochures for all divisions, maintaining adequate inventory.
15. Attends training and meetings as needed.
16. Performs other related duties as assigned or apparent.

### **Minimum Qualifications**

Must be eligible for appointment by the MN Merit System.

Administrative Support Diploma or college coursework in administrative support applications, business English, business communications, typing, Microsoft Office software, or closely related field, plus one or more years of general clerical experience.

Valid Minnesota driver's license or access to reliable transportation for infrequent travel that may be required for off-site training or other job-related activities. U.S. Citizenship required. Employment reference checks and a criminal background check will be performed as part of the pre-employment process.

Must have the ability to focus and work productively despite frequent interruptions.

### **Knowledge, Skills, and Abilities Required**

Knowledge of:

1. County and departmental policies, procedures, and practices.
2. Federal, State, and local laws, rules, and regulations relevant to the work performed in this position.
3. Business English, spelling, grammar and punctuation.
4. Basic math.
5. Agency programs, procedures and policies.
6. General office practices and equipment.
7. Special computer software.



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8. Record keeping systems in order to maintain administrative and fiscal data and to prepare reports.
9. Other community resources sufficient to be able to refer clients when needed.
10. County customer service objectives and strategies.
11. Proper telephone technique, office and online etiquette.
12. Current technology and trends in the clerical field.

### **Skill in:**

1. Communication and interpersonal skills as applied to interaction with supervisors, staff, and the general public sufficient to exchange or convey information and to receive work direction.
2. Typing correspondence, preparing a quality product in a timely fashion and in a wide variety of typing layouts and formats.
3. Accessing and utilizing data from a computerized record keeping system.
4. Communicating effectively with a wide variety of individuals representing diverse cultures and backgrounds and to function calmly in challenging situations that require a high degree of sensitivity, tact and diplomacy.
5. Typing skill sufficient to complete 35 net words per minute without errors.

### **Ability to:**

1. Present a positive attitude in the workplace, promote a spirit of teamwork and cooperation, and be able to treat others with respect, honesty, and consideration.
2. Operate a variety of office machines.
3. Understand and apply oral and written instructions.
4. Organize and prioritize one's own work.
5. Use human relations skills to positively interact with and to work constructively with clients and other employees.
6. Do sustained typing accurately at a satisfactory rate of speed.
7. Maintain the confidentiality of non-public information according to laws, rules and policies.
8. Organize information into written documents and reports.
9. Multi-task and prioritize client needs to ensure a smooth work flow to rest of staff.
10. Select appropriate financial worker by determining type of income and household size through direct questioning or retrieving information from the database.
11. Communicate effectively, both orally and in writing.
12. Assess the client's immediate needs and ensure client's receipt of needed services and to exercise appropriate judgment in answering questions and releasing information and to analyze and project consequences of decisions and/or recommendations.

### **Language Skills**

Intermediate Skills - Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write reports and correspondence. Ability to speak effectively before groups of customers or employees of the organization.



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### **Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### **Reasoning Skills**

Intermediate Skills – Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

### **Computer Skills**

To perform this job successfully, an individual should be proficient at using assigned software which may include:

County Payroll Software E-time, Webfusion, Microsoft Word, Excel, Outlook, Access, Publisher, MAXIS, MMIS, SSIS, EDocs, PHAT, MEC2, SIR, PRISM, CATCH3, HuBERT, Application Extender (Scanning system), Internet and other job-related software.

### **Ability to Travel**

Infrequent travel may be required for trainings and meetings in and out of Aitkin County.

For the Public Health Office Support Specialist, travel is required to various WIC clinics and immunization and flu clinics throughout Aitkin County.

### **Competencies**

To perform the job successfully, an individual should consistently demonstrate the following competencies (definitions attached or available upon request):

Ethics, attendance/punctuality, safety and security, dependability, analytical, design, problem solving, project management, technical skills, customer service, interpersonal skills, oral communication, written communication, teamwork, leadership, cost consciousness, diversity, organizational support, judgment, motivation, planning/organizing, professionalism, quality, quantity, adaptability, initiative, and innovation.

### **Work Environment**

The noise level in the work environment is usually moderate. Work is performed in an office setting with noise and activity. Requires the ability to be flexible and tolerate numerous interruptions while maintaining a pleasant, personable demeanor.



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### **Equipment and Tools**

Computer, copier, fax, telephone system, printer, 10-key calculator, shredder, scanner, laminator, emergency weather-alert radios, and other job-related equipment.

County-owned vehicles and personal vehicle (requires proof of insurance on file).

### **Physical Activities/Requirements**

Climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, carrying, use of fingers, grasping, talking, hearing, seeing, and repetitive motions. Must have the ability to lift and/or carry boxes and children weighing up to 50 pounds.

While performing the duties of this job, the employee performs light work, exerting up to 50 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Working safety is a condition of employment. Aitkin County is a drug-free workplace.

### **Disclaimer**

The above statements are intended to describe the general nature and level of the work being performed by employees assigned to this job classification. This is not an exhaustive list of all duties and responsibilities. Aitkin County reserves the right to amend and change responsibilities to meet organizational needs as necessary. This job description does not constitute an employment agreement between the employer and employee.

### **Reasonable Accommodation Notice**

The County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

05/2013

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*"Providing Quality Services and Efficient Resource Management for the Citizens and Guests of Aitkin County."*