

A RESOLUTION CREATING POSITIONS THE COUNTY CLERK / REGISTER OF DEEDS
OFFICE AND AMENDING THE BUDGET

WASHTENAW COUNTY BOARD OF COMMISSIONERS

August 5, 1998

WHEREAS, the Washtenaw County Business Improvement Process is the way by which the County is evaluating and re-thinking the way it does business; and

WHEREAS, enhanced customer service and providing mandated services are two of the Washtenaw County Guiding Principles; and

WHEREAS, the Court Services Division functions as the Constitutional keeper of the records for the Circuit Court, and the Register of Deeds Division serves as the repository for all real and personal property records; and

WHEREAS, the caseload of the Washtenaw County Circuit Court has increased and staffing has remained static; and

WHEREAS, the Unified Office became operational in 1993, thereby reducing the staff at the downtown office; and

WHEREAS, the number of Circuit Judges (to include Family Court) that need courtroom coverage has increased and the Family Court is utilizing the District Bench to handle Circuit Court proceedings; and

WHEREAS, the Register of Deeds workload has continued to grow over the last 10 years, while staffing has decreased overall through achieving technology efficiencies; and

WHEREAS, in 1998, it is estimated that 83,000 documents will be processed which will generate revenue of over \$2.5 million, an estimated 41% more documents this year and 70% greater revenue than our 10-year average; and

WHEREAS; County Administrator and County Clerk / Register of Deeds have been working collectively to respond to this emergency situation in an attempt to meet the needs of the Register of Deeds Division; and

WHEREAS, the County Administrator has already authorized \$90,000 in temporary services and contractual funding; and

WHEREAS, this matter has been reviewed by the County Administrator, Human Resources, Finance, Corporation Counsel and the Ways & Means Committee

NOW THEREFORE BE IT RESOLVED that the Washtenaw County Board of Commissioners hereby creates the following positions to provide for the efficient handling of the document processing and mandated services to the internal and external customers of Washtenaw County:

Position # Position Title Grade Grp Create

1513-0007 Deputy Circuit Court Clerk 15 12 1.0

1419-0035 Records Management Specialist* 14 12 1.0

* tied to volume

BE IT FURTHER RESOLVED that the Board of Commissioners directs that the volume within the Register of Deeds continued to be monitored and reported to the County Administrator on a quarterly basis, as well as with the implementation of the imaging system, and if deemed necessary, the County Administrator has the authority to eliminate this position if and when necessary.

BE IT FURTHER RESOLVED that the Board of Commissioners authorizes \$40,000 for two (2) full time temporary positions for a period of three (3) months to assist with the increased workload.

BE IT FURTHER RESOLVED that the Board of Commissioners directs the County

Administrator to re-evaluate the volume and progress of the imaging system in the Register of Deeds at the end of three (3) months and if this evaluation determines that another permanent position is necessary, hereby authorizes the Administrator to create a Records Management Specialist position

BE IT FURTHER RESOLVED that the Board of Commissioners hereby amends the 1998-1999 budget, as attached hereto and made a part hereof

Clerk / Register of Deeds

101-400-4000-2000

Current Revised

REVENUES Budget Budget Variance

980. Revenues 2,445,800 2,514,465 68,665

Clerk / Register of Deeds

101-400-4100-6000

Current Revised

EXPENDITURES Budget Budget Variance

700 Personal Services 382,972 451,637 68,665

[Return to BOC August 5, 1998 Agenda Page](#)