

# RICHLAND COUNTY

Office of Clinton Langreck, County Administrator

221 West Seminary Street • Richland Center, WI • 53581

Phone: (608) 649-5960 • Fax: (608) 647-6611

E-Mail: [clinton.langreck@co.richland.wi.us](mailto:clinton.langreck@co.richland.wi.us)

To: Derek Kalish – County Clerk (incoming, appointment effective 1 May 2021)

Subject: Approved Position Description

22-Apr-21

Clerk Kalish,

This letter is to inform you of the following:

**Approval of Position Descriptions** — The following position description is approved under authority of the Richland County Administrative manual as provided through Res. No. 20-93. ~ section II, C *“All revisions to a job description must be approved by the Administrator. A copy of the revised job description must be filed with the Administrator or their designee”*

1. Deputy Clerk / Accounts Payable Specialist

#### **Identified Discrepancies and Remedies —**

1. The position of “Deputy Clerk / Accounts Payable Specialist” is constructed under recommendation of the Administrator Transition Committee. The position will combine the financial duties of the Accounts Payable Specialist with Deputy Clerk duties removed from the Accounting Supervisor and Payroll and Benefits Specialist as a result of transitioning to the Administrator’s Office.
2. The “Grade” assignment on the Deputy Clerk / Accounts Payable Specialist position will remain at the previous level of the “Accounts Payable Specialist” Grade of “G.”

#### **Additional Amendments or notes of the Administrator —**

Position description amendments are approved for these changes. However, approval from the Finance and Personnel to amend the county handbook, general wage schedule and payroll system will be required to match these changes.

#### **Repository —**

Please be advised that the official description will be stored at the County Administrator’s Office as a Microsoft Word doc file, under the office designee, Payroll and Benefits Specialist. The digital documents are attached and future requests for a digital copy of the official description can be made to the Payroll and Benefits Specialist, Tami Hendrickson.

#### **Attachments —**

1. County Clerk – Deputy Clerk and Accounts Payable Specialist Apr 2021.doc

# RICHLAND COUNTY

Office of Clinton Langreck, County Administrator

221 West Seminary Street • Richland Center, WI • 53581

Phone: (608) 649-5960 • Fax: (608) 647-6611

E-Mail: [clinton.langreck@co.richland.wi.us](mailto:clinton.langreck@co.richland.wi.us)

---

CC: Tami Hendrickson, Payroll and Benefits Specialist  
Shaun Murphey-Lopez, Finance and Personnel Committee — Chairman



Clinton Langreck  
Richland County — Administrator