



## LEGAL SERVICES DEPARTMENT

### Office of the City Clerk

100 North Appleton Street  
Appleton, WI 54911  
Phone: 920/832-6443  
Fax: 920/832-5823

#### MEMORANDUM

January 31, 2019

**To:** Human Resources & Information Technology Committee Members, Common Council  
**From:** Kami Lynch, City Clerk  
**Re:** Organizational Chart Change

In mid-January notice was provided that the Deputy City Clerk position was to be vacated in mid-February. The current Elections Clerk, Kayla Filen, was offered and accepted the Deputy Clerk position resulting in a vacancy of the Elections Clerk position. This vacancy has allowed for the position to be re-evaluated and therefore I am requesting that the Elections Clerk position be removed and be replaced with an additional Administrative Support Specialist position.

The current Elections Clerk position duties would be the primary focus of the new Administrative Support Specialist position, but the position would also serve as a back-up to the two current Administrative Support Specialists in the areas of licensing, mail/copy services and customer interactions. In addition, the present staff are currently being more thoroughly trained in the areas of elections and the WisVote voter management system to assist during busy election seasons.

The proposed re-organization would better address the needs and efficiencies of the office. The current role of the Elections Clerk is already largely customer-focused and provides a variety of support for licensing, the mail room, printer/copier services, and various customer inquiries. Changing this position to an Administrative Support Specialist would better reflect the duties and expectations of the position and offer more coverage in the area of frontline staff.

Currently, the Elections Clerk position is non-exempt with a salary range of \$42,972.80 - \$64,480.00. The proposed Administrative Support Specialist position would be non-exempt and have a salary range of \$39,270.40 - \$58,905.60. This re-organization request of the City Clerk's Office in the Legal Services Department will help us to better meet department demands and objectives, and create a more logical structure for the department.

If there are any questions pertaining to this organizational chart change, please do not hesitate to contact me at the number listed above.

Respectfully,

Kami Lynch,  
City Clerk