

# Dane County Register of Deeds

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## → Goal

Our organizational equity goal is to develop methods to increase diversity of employees within our department by hiring individuals with culturally different backgrounds, understandings and perspectives to more clearly represent our community and focus on equity.

## → Objective & Plan

Register of Deeds positions have historically required multi years of specified job experiences and sometimes higher education that can be construed as narrow and may not be easily attainable. Having a concern that the *job experience (and education requirement was) is a barrier* to our goal of hiring, retaining and promoting a diverse workforce, I reviewed these job requirements for the two largest groups of employees (9) in our office. These positions are generally considered the entry positions for my department. My review resulted in combining these two job groups into one *new job title*, while amending the job experience to be broader and customer oriented. By not requiring specific job experience in various areas, I am hoping to attract individuals to apply and work here who we can train with no time frame parameters. This change in the experience required will allow us to *mentor* new employees on our “industry” dynamics and develop their knowledge and understanding to succeed. We are providing the job experience training piece in-house. We have *also amended the training schedule to be completely flexible and modified to the individual to secure success.*

## → Future Support

When future vacancies arise, my hope is that our organization will have (if they do not already) a potential recruiting network in place to facilitate, inform and assist others of open positions.

# **Dane County Register of Deeds Sustainable Operations Plan Update 2017**

## **Description**

The Register of Deeds office relies heavily on technological advances and equipment. We currently provide and support electronic real estate document recording, where we receive, record and return documents electronically, with no paper handling done. In addition, with a recent advance provided by our software vendor entitled "*Swift*" we can now provide real estate document submitters with the opportunity to have their paper documents return electronically. This past summer I held two educational seminars instructing those submitters not yet participating in full electronic recording to learn about Swift. The Swift program saves Dane County paper and envelopes, postage expenses, in addition to staff handling time returning the documents thru the mail.

## **Goal**

As more Swift users become full electronic recorders (completely paperless) we will positively impact our operation, environment and community even more.