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ONEIDA COUNTY
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Quick Link on Land Records System

OVERVIEW OF LAND INFORMATION OFFICE PROGRAMS AND FUNCTIONS Page 1 of 3

A summary of the primary tasks of the various programs the Land information Director/County Surveyors position administers are listed below. It should be noted these programs cover the entire county which is 1,240 sq miles, having over 60,000 parcels and 34,000 addresses. The programs include, but are not limited to:

- 1) Review countywide deed transactions to update the real property listing ownership and related data for all Towns and the City.
- 2) Process all certified survey maps, subdivisions and other land divisions to create new tax parcels.
- 3) Coordinates the countywide assessment process for the assessors workbook and official town assessment rolls
- 4) Creates and submits the statement of assessments for all Towns and City to the Department of Revenue.
- 5) Process statement of taxes and creates and prints tax bills for all Towns and City resulting in \$84 million dollars of taxes.
- 6) Processes the personal property assessment rolls.
- 7) Administer, maintain and create the countywide digital parcel mapping data.
- 8) Administer the countywide addressing and road naming ordinance and maintain the 911 Master Street Address Guide used in the Sheriff Department Dispatch Center and other law enforcement agencies.
- 9) Creates and maintains the data sets needed for NexGen 911.
- 10) Perform County Surveyor Duties and administer land survey work or contracts.
- 11) File land surveys and related maps for use by other departments and the general public.
- 12) Administer the US Public Land Survey Remonumentation program.
- 13) Assist landowners, attorneys, title companies, general public and departments in the use and search of land records and tax assessment data
- 14) Develop and maintain the county's geographic land information data sets and participate in the Wisconsin Land Information Program.
- 15) Provide parcel, road, address, waterbody, zoning, school districts and PLSS GIS data to the State for inclusion in the statewide parcel layer system.
- 16) Facilitates the sale of tax foreclosed properties and other county owned real estate transactions.
- 17) Provide GIS services to all county departments.
- 18) Maintain the county GIS land records website allowing users 24/7 access to the data.

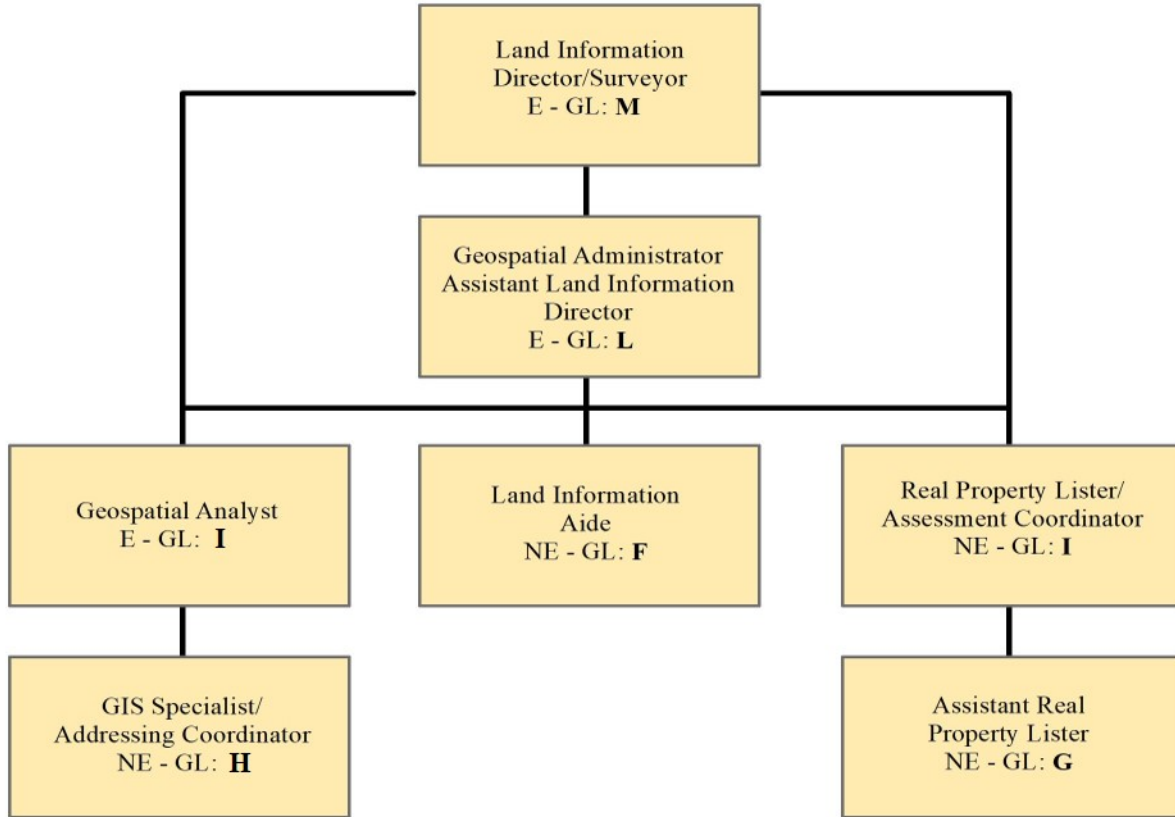
On the next page is the current staff organization chart followed by the job summaries to help understand the variety of responsibilities of the Land Information Director position.

Land Information Office – CURRENT Organization Chart

LAND RECORDS COMMITTEE

Land Information Office – Organization Chart, Job Titles and Grade Level

E = Exempt NE = Non-Exempt GL = Grade Level



LAND INFORMATION OFFICE CURRENT TITLES AND SUMMARIES

Land Information Director/County Surveyor

SUMMARY This administrative and professional position directs, coordinates and supervises the functions and personnel of the Land Information Office which includes; preparing and administering the office budget; hires, disciplines and evaluates office staff; oversees the county geospatial program and developing and maintaining a geographic/land information system (GIS/LIS); administering the Corner Restoration and Map Filing Ordinances; performs the duties of the County Surveyor and contracts for or performs land surveys; responsible for the countywide road naming & uniform addressing ordinance; facilitates the sales and transactions of the tax foreclosed and other county owned real property; supervises the parcel mapping program; real property listing functions; deed reviews and creation of the tax bills; and other duties as assigned.

Geospatial Administrator/Assistant Land Information Director

SUMMARY: This administrative and professional position assists the Land Information Director with the Departments budgeting, directing and supervising Land Information office personnel including hiring, evaluation and discipline. This position is responsible for designing, implementing and overseeing all county Geospatial projects and contracts, and keeping Geospatial technologies current. This position assists with the administration of the department programs: Real Property Listing and creation of tax bills; County Road Naming and Uniform Addressing System ordinance; Parcel Mapping; Land Survey; County Real Estate transactions, and is the primary contact to implement, maintain and support the Law Enforcement GIS activities including NexGen 911.

Geospatial Analyst

SUMMARY: The Geospatial Analyst assists in the planning, maintenance and development of the County's Geospatial Enterprise GIS System and Oneida County Land Records Modernization Program. This position is responsible for the countywide Parcel Mapping program and manages county real estate transactions and tax-foreclosed properties. Assists with land surveying, real property and addressing program; and backs up the Geospatial Administrator in support of the Law Enforcement Geographic Information System (GIS).

GIS Specialist/Addressing Coordinator

SUMMARY: Responsible for the management and implementation of the Countywide Road Naming and Uniform Addressing system; maintains GIS addressing and other databases; creates or edits map; assists with real property listing processes; assist with tax foreclosed properties and processing county real estate transactions; and supports a variety of other office activities.

Real Property Lister/Assessment Coordinator

SUMMARY: Responsible for duties in WI Stat 70.09 for countywide coordination, creation and maintenance of accurate real property listings and data to produce the assessment workbooks and rolls by coordinating the data exchange with all Town and City Assessors and with State agencies and municipal clerks; reviewing all recorded real estate transactions for correct title and ownership; and creates and prints the tax bills for all Towns and City.

Assistant Real Property Lister

SUMMARY Assists the Real Property Lister/Assessor Coordinator with performing duties under WI Stat 70.09 following prescribed and established procedures for maintaining accurate real property listings to produce the assessment workbooks and rolls by coordinating the data exchange with all Town and City Assessors, State agencies and municipal clerks; reviewing all recorded real estate transactions for correct title and ownership; and creates and prints the tax bills for all Towns and City.

Land Information Aide (half time)

SUMMARY Handles public land records inquires and requests; does basic research of land records; index, scans and files survey maps and documents; invoices, receipting, deposits payments and balancing financials; processes agendas and takes meeting minutes; order supplies, and performs a variety of other office related duties.