



**Dodge County  
Wisconsin**



## ***Announces a Recruitment for Corporation Counsel***



***Prepared by the Dodge County  
Human Resources Department***

***November 2016***

## The Community

The county is home to the 32,000 acre Horicon Marsh, the largest freshwater cattail marsh in the United States. Dodge County has an additional 21,000+ acres of surface water, including 31 lakes and 50 rivers and streams that offer an outstanding natural habitat for over 219 species of birds and waterfowl. Dodge County has 20,918 acres of federal recreation areas, 23,372 acres of state recreation areas and 1,131 acres of county recreation land. Other cultural, arts and recreational opportunities include numerous community theatres, a Center for the Arts, a new YMCA, numerous golf courses, as well as many other sports and recreational activities for all seasons.



Known for its lakes, streams and small towns, Dodge County, Wisconsin offers a peaceful rural environment located within an hours drive of Milwaukee, Madison and Fox Valley metropolitan areas.

Covering 892 square miles, Dodge County has a population of nearly 90,000. The county seat is Juneau. Major cities within Dodge County and their populations include Beaver Dam (15,750), Mayville (5,250) and Horicon (3,700). Other major cities, a portion of which is in Dodge County, include Watertown (23,150), Hartford (14,000), Waupun (10,600) and Columbus (5,000).

Friendly small towns, farm markets, orchards, antique and craft shops and cheese factories can be found throughout the County. The Dodge County Fairgrounds hosts a variety of events, including stock car and harness races as well as the annual County fair.

Located 45 miles northeast of Madison, 60 miles northwest of Milwaukee and 60 miles south of the Fox Valley, Dodge County enjoys close proximity to the State's Capital, world class entertainment, sporting venues, restaurants, and art and culture. The University of Wisconsin, with campuses in Madison and Milwaukee, is nationally acclaimed as an outstanding center of higher learning. All are easily accessible by a quality road system, including US Highway 151.

### Dodge County Demographics

**Population** 89,962  
**Area** 892 Square Miles  
**Cities** 9  
**Villages** 11  
**Towns** 24

## History



The earliest inhabitants of Dodge County were hunters and gatherers who used the system of rivers and streams to reach herds of large animals and gather food stuffs. Attracted to the rich soil and bountiful agricultural land, farmers began to settle the area in the 1820s. Dodge County was created in 1836 and named in honor of Henry Dodge, then territorial governor of Wisconsin. The Town of Victory was chosen as the county seat. It was later renamed Juneau, after the son of Solomon Juneau, who founded Milwaukee.

The discovery of iron ore in Mayville in 1845 established mining as an industry in the county. The mines operated for several decades until competition from Lake Superior mines forced them to close. During this time, sawmills and gristmills were widely distributed throughout the county.

In 1875, John Jossie emigrated from Switzerland to Dodge County, where he developed brick cheese and later opened the country's first brick cheese factory in Watertown, which operated until 1943.

## Economy

Dodge County is a leader in the production of cheese, barley, alfalfa, hay and peas for canning. Local manufacturers produce a variety of goods including wood products, metal products, lawn care equipment, stainless steel equipment and ice fishing gear.

Major employers include Quad/Graphics, Wisconsin Department of Corrections, Wal-Mart, John Deere Horicon Works, Beaver Dam Community Hospital, Grande Cheese Co, Watertown Regional Medical Center, Mayville Engineering Co., Michels Corporation, Beaver Dam Public Schools and Seneca Foods Corp. Quad/Graphics is the world's second largest print and multi-media provider. With approximately 25,000 full-time equivalent employees worldwide and \$4.7 billion in annual sales, the company operates two facilities in Dodge County, employing nearly 2,700 persons in the county. John Deere Horicon Works and the Beaver Dam Community Hospital account for over 2,000 jobs.

Wisconsin Aviation provides services to the Dodge County Airport, located in Juneau. The Dodge County Airport is home to approximately 60 aircraft ranging from light sport aircraft to business jets. The Airport serves approximately 24,000 take offs and landings a year.



## Education

Dodge County is served by nine different school districts, with most students attending schools located in the Beaver Dam School District.

The County is also home to two campuses of the Wisconsin Technical College System. The Moraine Park Technical College (MPTC) campus in Beaver Dam offers more than 100 associate degrees, technical diplomas and certificates. The Madison College has a campus located in Watertown. Madison College is dedicated to providing accessible, high quality instruction and technical experience to meet the needs of its students, community and area employers. More than 90% of MPTC and Madison College graduates are hired shortly after graduation.

## County Government

Dodge County is governed by a 33-member elected County Board of Supervisors as well as other elected officials including the County Clerk, Treasurer, Sheriff, Clerk of Circuit Court, Register of Deeds and the District Attorney. The County Board revised its form of government to create the County Administrator position in 2008. The County Administrator serves as the County's chief administrative officer under Section 59.18 of the Wisconsin State Statutes.



Dodge County's adopted 2017 budget is \$111 million. The county has a workforce of approximately, 1033. The Corporation Counsel's office staff include: three (3) full-time Assistant Corporation Counsel, one (1) full-time Confidential Secretary to the Corporation Counsel, one (1) full-time Administrative Assistant and one (1) full-time Legal Secretary I. The Corporation Counsel's adopted 2017 budget is \$584,000.

## Corporation Counsel Position Requirements

Law degree from accredited school, member of Wisconsin Bar Association, licensed to practice before Wisconsin Supreme Court, and five (5) or more years of experience in professional practice, including municipal legal experience.

This position coordinates and performs all legal work advising and representing Dodge County Board, all departments, governing bodies and officials of County in all civil legal activities and directs Corporation Counsel's office. It is imperative this candidate have the ability to build effective working relationships with the County Board, elected officials, employees, service providers, and civic and community groups/organizations. This position reports to the Executive Committee of the County Board.

## Desired Capabilities

- Thorough knowledge of County ordinances and of general municipal states, federal and common law; and of constitutional law affecting County government in Wisconsin.
- Thorough knowledge of County ordinances particularly as relating to authority and functions of County departments.
- Thorough knowledge of principles, materials and practices of legal research.
- Thorough knowledge of judicial procedures and rules of evidence.
- Thorough knowledge of established precedents and sources of legal reference applicable to County activities.
- Ability to establish and maintain effective working relationships with fellow employees, public officials of other departments and general public.
- Skill in preparation and trial of cases.
- Skill in organizing, interpreting and applying legal principles and knowledge to complex legal problems.
- Skill in expressing legal ideas clearly and concisely.
- Ensure a positive inter-departmental and intra-departmental culture.

## Compensation and Benefits

Starting Range: \$87,984 - \$97,780. However, salary range is commensurate upon the candidate's qualifications and experience. Among the many attractive benefits offered are options for health, dental, life insurance, Long Term Disability, Deferred Compensation, vacation and sick leave, Post Employment Health Plan and participation in the State of Wisconsin's retirement system.

## How to Apply

Please apply online at [www.co.dodge.wi.us](http://www.co.dodge.wi.us) under "Employment" on the home page. Applications must be received by 4:30 p.m., January 10, 2017.

Confidentiality can only be kept for those requesting it until finalists are determined.

Equal Opportunity Employer M/F/D/V  
Minorities/Females encouraged to apply

## Recruitment timeline (subject to change without notice):

January 10, 2017	Application materials due
Week of January 16, 2017	Initial Interviews
Week of January 23, 2017	Second Interviews, County Board and Staff Meet & Greet
February 21, 2017	Confirmation of appointment by Dodge County Board
March 21, 2017	Tentative start date

## Contact Information

Requests for further information may be directed to:  
Sarah Hinze  
Director of Human Resources  
127 E. Oak St.  
Juneau, WI 53039  
[hr@co.dodge.wi.us](mailto:hr@co.dodge.wi.us)

