

**Annual Report Specialist
Operations Program Associate B (#311036)**

Under the supervision of the Division management, this position performs the following duties under general supervision.

45% A. Conduct the Administrative Dissolution Program and Reinstate Administratively Dissolved Corporations

1. Initiate administrative dissolution actions under ss. 180.1421, 181.1421, 183.09025(3) of the Wisconsin Statutes. Coordinate with IT staff to run appropriate jobs to update the CRIS database and create administrative dissolution notices and certificates. Coordinate with DOA Print Services to print and mail the administrative dissolution notices. Coordinate with the IT staff to publish administrative dissolution notice and certificate of administrative dissolution to entities whose notice was returned as undeliverable on DFI website.
2. Issue and serve notices of administrative dissolution, maintaining records of the filed reports received during the compliance period. At the close of the compliance period, review the department records and serve certificates of administrative dissolution. Maintain record of notices that were returned undeliverable.
3. Create and preserve documentation, including proof of publication affidavit, to establish the administrative dissolution actions were carried out in accordance with statutory requirements. Collaborate with the agency's legal services unit in resolving legal challenges to the validity of individual action.
4. Maintain statistics on the number of organizations given notice of administrative dissolution and ultimately dissolved and reinstated.
5. Respond to inquiries concerning administrative dissolutions.
6. Review applications to determine that the name of the reinstating entity is available, that the application conforms to law, that it has been properly executed and that the requisite fees have been paid.
7. Examine entity record to locate and apply any available credits to the application or accompanying annual reports or other documents. If it is evident that the corporation is not maintaining a current registered agent/office, solicit an appropriate filing.
8. Examine the annual report submitted as an element of the application to determine that it conforms to statutory requirements and has been properly executed and all fee obligations have been discharged. For the accepted reinstatements, update the CRIS database to reflect the current status.
9. Issue and serve a copy of the certificate of reinstatement, and arrange for processing of any amendment, restated articles or other instrument received with the application for reinstatement.

25% B. Annual Report/Certificate of Newly Elected Officers Processing

1. Examine annual reports and certificates of newly-elected officers submitted by domestic and foreign business, service and nonstock corporations, limited liability companies and cooperatives to determine compliance with appropriate Wisconsin Statutes. These reports are submitted via paper and electronic filing.
2. Compute filing fee based on the type and status of the entity, assessing a late fee where appropriate. Note any credits on CRIS that may be available to defray part of the filing fee. If necessary, enter the filing fee payment in Manage Payments for electronic annual report filings.
3. At any time the database is accessed with respect to a particular entity, observe any annotation with respect to NSF checks, unsatisfied obligations, or other conditions that would preclude acceptance of filings for the entity.
4. Return rejected reports with well-written explanations clearly indicating what is necessary to accomplish the report filing, any additional fees due or actions necessary, and the date by which an acceptable report must be supplied to avoid further fees or adverse actions.
5. Flag the batches of reports to indicate they are acceptable and ready for further processing. Channel any documents received with annual reports to the appropriate program or desk for disposition.
6. As filed reports are accumulated, periodically assemble them in batches (approx. 100 images).
7. Scan paper reports into system creating electronic images ensuring good quality of scanned images. Index the images by entity id number, entity name, form number and filing year and release the images into the retrieval system. Mark the batches of reports to indicate that they have been scanned.
8. Using various CRIS screens, enter the appropriate locator number for the paper reports. Enter changes to the principal office address, registered agent and registered office address, as reflected by alterations to the preprinted report form and changes in the fee-paid capital representation of foreign corporations based on the examiner's endorsement.
9. Perform entries to "earn" the report filing fee residing on the entity's remittance history screen, if any. Withdraw for special attention, any report where the CRIS record indicates that the entity is delinquent or in default in the payment of any fees, whose certificate of authority has been revoked, or the report appears to be a duplicate filing. Initiate a refund action where indicated.
10. Mark the batches of reports to indicate that they have been entered. Alert the indexing unit to any needed corrections that cannot be accomplished under the operator's security clearance. Place the hardcopy reports in proper storage boxes.

25% C. Answer Phones/Service Telephone Inquiries

1. Respond to questions regarding entity statutes, filing and fee requirements, including explaining rejections, filing procedures on the county level and to some extent with other state agencies; assist in calculating correct filing fees; and when necessary transfer calls to appropriate resources.
2. Answer specific inquiries using the CRIS database for preliminary name availability, entity status and other pertinent information. Explain the process of obtaining certified or simple copywork and certificates of status.
3. Receive stamp documents hand-delivered to the office for processing on a routine or expedited basis and deliver to the cashier's office. When the document is expedited, explain the process and fees in full.
4. Assist walk-in customers including demonstrating record search process using CRIS and how to operate various office copy equipment and inform them of any reproduction fees.

5% D. Resolve Problem Transactions/Requests for Incidental Report Forms/Miscellaneous Duties

1. Resolve problem report filings and review and adjust complaints. Research records to verify fee payments, discovered incorrectly indexed filings, and reconstruct audit trail where original documentation is lacking. Correspond with entities and their representatives concerning the annual report and reinstatement programs.
2. Reconcile number of change of registered agents entered in CRIS to daily journal. If problems exist in the reconciliation, research data entered and make corrections to any problem transactions.
3. Initiate action to update the database information to correct errors that are discovered in the course of review of a corporate record.
4. Prepare captioned report forms in response to incidental requests from corporations or their representatives. Supply appropriate instructions and other forms that may be indicated, such as "Change of Registered Agent/Office" or reinstatement.
5. Miscellaneous duties as assigned.