

## JOB POSTING

**POSITION:** LEGAL SECRETARY/DEPUTY COURT CLERK

**DEPARTMENT:** FAMILY COURT COMMISSIONER

**SALARY:** \$12.58-\$18.35/HR.

**POSITION PURPOSE:** PROVIDES SECRETARIAL AND CLERICAL SUPPORT TO THE FAMILY COURT.

**POSITION IN ORGANIZATION:** REPORTS TO FAMILY COURT COMMISSIONER.

### **MAJOR DUTIES:**

1. Maintains court calendars for the Family Court Commissioner, including scheduling of initial proceedings, post judgment proceedings and default divorce proceedings.
2. Maintains Family Court Commissioner's work schedule, including scheduling appointments, preparing daily schedule and determining upcoming matters.
3. Acts as secretary to the Family Court Commissioner, including transcription of dictation, maintenance of correspondence and composition of documents.
4. Records and processes incoming papers related to pending cases.
5. Maintains statistical records on new divorce actions, type of hearing and divorces granted.
6. Provides information to the public regarding court matters as requested.
7. Receives and screens telephone calls for the Family Court Commissioner.
8. Assists individuals who call or walk in to the Family Court Commissioner's Office by answering general questions and referring them to appropriate resources.
9. Opens incoming mail and forwards to appropriate recipients.
10. Assists the Child Support Agency with non-IV-D wage assignments.
11. Performs related duties as assigned.

### **PRINCIPAL ACCOUNTABILITIES:**

1. Ensures that a full range of secretarial services is provided to the Family Court Commissioner.
2. Ensures that various reports, forms and correspondence is typed accurately and on a timely basis.

### **GENERAL QUALIFICATIONS:**

1. Thorough knowledge of office and especially legal terminology, practices, procedures and equipment.
2. Knowledge of the Family Code.
3. Ability to type accurately at a high rate of speed.
4. Ability to transcribe dictation proficiently at a reasonable rate of speed.
5. Ability to file information properly and consistently.
6. Ability to operate common office equipment, including a Dictaphone.
7. Ability to deal effectively and cordially with the public.
8. Ability to establish and maintain effective and cooperative working relationships with fellow employees.
9. Ability to follow complex oral and written instructions.
10. Ability to work under limited supervision and to handle workloads that vary in volume and urgency.
11. Ability to effectively communicate in oral and written form.
12. Ability to use computer and appropriate software.
13. Ability to work extra hours when needed.
14. High school graduation or its equivalency required, with post high school training and related experience of a legal nature preferred.

**PHYSICAL QUALIFICATIONS:**

1. Ability to perform most work from a sedentary position.
2. Ability to function in situations encountered in a normal office setting.

A handwritten signature in black ink that reads "Karon Kraft". The signature is written in a cursive, flowing style.

KARON KRAFT  
Director of Human Resources  
Winnebago County Courthouse  
September 25, 2009

Current Winnebago County employees interested in applying for this position will need to complete the Winnebago County Application for Departmental Transfer/Position Change form. Other parties interested in applying for this position will need to complete the Winnebago County Application for Employment. The deadline to apply is October 1, 2009.