

J O B P O S T I N G
PENDING COUNTY BOARD APPROVAL

POSITION: COURT ASSISTANT

DEPARTMENT: CLERK OF COURTS

SALARY: \$13.34 - \$21.32/HR.

POSITION PURPOSE: PROVIDES CLERICAL ASSISTANCE TO THE CIRCUIT COURT JUDGES AND THE CIRCUIT COURT COMMISSIONERS AS ASSIGNED BY THE CLERK OF COURTS.

POSITION IN ORGANIZATION: REPORTS TO THE CLERK OF COURTS AND A CIRCUIT COURT JUDGE OR COMMISSIONER. THE CIRCUIT COURT JUDGE MAY EXERCISE HIS/HER CONSTITUTIONAL POWER FOR CANDIDATE SELECTION FOR THIS POSITION.

MAJOR DUTIES:

1. Acts as support clerk in any of the circuit court or court commissioner offices.
2. Performs Clerk functions including clerking in court, entering case information (i.e. court record card maintenance and appearance maintenance) onto the CCAP case software system, disposing of cases and preparing the appropriate final disposition reports to be forwarded to the State of Wisconsin and the parties, typing and filing.
3. Types various correspondence, legal documents, forms and reports relative to cases assigned to that court or court commissioner.
4. Acts as back up to the judicial assistant positions, as needed. This includes secretarial functions for the circuit court judge.
5. Acts as back-up to other court assistant staff as needed.
6. Performs related secretarial functions as required.
7. Performs other duties as assigned, including but not limited to; preparing and disseminating to staff and agencies the yearly Intake Court calendars, completing bailiff time cards as assigned by the branch, coordinating video conferencing in all circuit court and court commissioner branches, preparing appellate records to the court of appeals, monitoring and maintaining exhibit records, coordinating bankruptcy hearing rooms, coordinating the Drunk Driver Victim Impact panels and monitoring jury management for the Courts.

GENERAL QUALIFICATIONS:

1. Thorough knowledge of court procedures and practices, office terminology and equipment.
2. General knowledge of bookkeeping practices and procedures.

3. Ability to learn and process information accurately using the CCAP software system.
4. Ability to use Microsoft WORD efficiently.
5. Ability to type accurately at a rate of 35 wpm.
6. Ability to file information properly and consistently.
7. Ability to operate various office copy machines, Dictaphone, and other office equipment.
9. Ability to work effectively, cordially and professionally with the general public, litigants, attorneys, and news media.
10. Ability to establish and maintain effective working relationships with fellow employees.
11. Ability to work with limited supervision.
12. Ability to maintain a high level of discretion, confidentiality and integrity.
13. Ability to handle job duties in stressful situations.
14. Good oral and written communication skills.
15. Possess good organizational skills with the ability to determine priorities, plan and organize work schedule to meet demands.
16. High school or its equivalency required plus related experience 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.



KARON KRAFT
Director of Human Resources
Winnebago County Courthouse
July 25, 2012

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 July 31, 2012.