



Winnebago County

*The Wave of the Future*

## JOB POSTING

**POSITION TITLE:** Administrative Associate III

**LOCATION:** Clerk of Courts/Register in Probate

**HIRING RANGE:** \$18.52-\$20.61/Hr.

**STATUS:** Full time

**HOURS PER WEEK:** 37.5

**WORK HOURS:** 8:00 am – 4:30 pm

**APPLICATION DEADLINE:** Recruitment will be ongoing

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](#).

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## WINNEBAGO COUNTY POSITION DESCRIPTION *February 2022*

**POSITION TITLE:** Administrative Associate III

**DEPARTMENT:** Clerk of Courts/Register in Probate (Shared)

**PAY BASIS:** Hourly

**PURPOSE AND SUMMARY:** Provides legal secretarial and clerical assistance. Performs a variety of time-sensitive and complex clerical and administrative functions to create and retain court records for the Clerk of Courts and Register in Probate.

### **ESSENTIAL FUNCTIONS:**

1. Establishes new case filings through eFiling into the CCAP system for an assigned caseload. Manually enters cases when necessary. Ensures that appropriate scheduling and workflow are followed and that notifications required by statute or local court rules are given. Maintains additional filing of documents following established court recording guidelines. Ensures that documents are accurately scanned and precisely named for retention purposes.
2. Maintains the assigned caseload's filings and assures those cases are ready for court proceedings. Attends court hearings and keeps a record of assigned caseload's court proceedings held before the assigned commissioner. Administers

oaths. Processes post-dispositional documents, including entering of minutes after attending court hearings, judgments, docketing and verifying the completeness and accuracy of case processing and case closure.

3. Assists the public, attorneys, courts, county and state agencies, and law enforcement agencies through the eFiling system, on the phone, and, when necessary, at the counter. For cases in assigned caseload, acts as a point of contact for internal and external agencies, including attorneys' offices, the District Attorney's Office, Corporation Counsel, the Child Support Agency, local law enforcement agencies, the Department of Human Services, the Public Defender's Office, and others.

#### **ADDITIONAL ESSENTIAL DUTIES:**

1. Provides court dates to litigants and others related to an assigned caseload.
2. Arranges for Guardian Ad Litem (GAL) to appear at hearings when required.
3. Assists with daily operations as needed in other Clerk of Courts Divisions.
4. Drafts Notices, Orders and letters as needed for assigned caseload.
5. Ensures all notices of hearings are properly served to all interested parties as required.
6. Updates Court Commissioners' calendars as needed with assigned hearings.
7. Provides backup to the Register in Probate and the Deputy Register in Probate in their absence.
8. Ensures that confidentiality regarding office business is maintained at all times.
9. Handles time-sensitive matters accurately and efficiently.
10. Performs other related duties as assigned.

#### **WORK RELATIONSHIPS:**

1. Reports to the Clerk of Court and Register in Probate
2. Collaborates with the Deputy Register in Probate
3. Works with judges, court commissioners, Chief Deputy Clerk of Courts, Accounting Supervisor, other Clerk of Courts and circuit court employees, other County departments, external agencies, attorneys, and the public.

#### **REQUIRED EDUCATION, EXPERIENCE, TRAINING, AND CERTIFICATION:**

1. High school diploma or equivalent required, with some post-high school training preferred.
2. Two years' or more related experience, preferably in a legal or governmental setting.
3. Public contact and varied secretarial and office experience preferred.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Ability to work under pressure, maintain a positive attitude and maintain effective working relationships with customers, coworkers, the public, and other agencies with a focus on customer service excellence.
2. Ability to maintain a high level of discretion, confidentiality and integrity.
3. Thorough knowledge of office and legal terminology, practices, procedures and equipment.
4. Ability to follow complex oral and written instructions.
5. Ability to organize work that varies in volume and urgency with frequent interruptions in a busy office setting and with limited supervision.
6. Strong written and verbal communication skills including listening skills.

7. Computer skills including knowledge of Microsoft Office applications. Ability to enter data accurately and to learn and use CCAP software.
8. Ability to handle money and work accurately with figures.
9. Ability to accurately and consistently file electronic and paper documents.
10. Ability to type accurately at a rate of 35 words per minute.
11. Comfort in front of an audience of courtroom litigants and spectators while taking accurate minutes of court proceedings.

**PHYSICAL REQUIREMENTS:**

1. Ability to perform most work from a sedentary position.
2. Ability to function in situations encountered in a normal office setting.
3. Ability to use standard office equipment including telephone, ten-key calculator, computer, computer cash drawer, printer, fax machine, photocopier and scanner.
4. Ability to travel to other County departments and locations, including access to a motor vehicle and commitment to meet and maintain the County's automobile insurance requirements.