



JOB POSTING

POSITION TITLE: Administrative Associate III
LOCATION: Clerk of Courts
HIRING RANGE: \$19.62 - \$21.81/Hr.
STATUS: Full Time
HOURS PER WEEK: 37.5
WORK HOURS: 8 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 [Internal Department Transfer Form](#). Other parties interested in applying for this position will need to complete the [Winnebago County Application for Employment](#).

**WINNEBAGO COUNTY
POSITION DESCRIPTION**
September 2024

POSITION TITLE: Administrative Associate III

DEPARTMENT: Clerk of Courts

PAY BASIS: Hourly

PURPOSE AND SUMMARY:

Provides legal secretarial and clerical assistance. Performs a variety of time-sensitive and complex clerical and administrative functions related to the opening of various case types and the recording of court documents. Provides essential clerical support for retention of court and financial records.

ESSENTIAL FUNCTIONS:

1. Establishes new case filings and scheduling for various case types into the CCAP system. 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. Serves as an initial point of contact for public, professional, and official persons, and agencies. Processes the filing of those contacts' documents via in-person filing or CCAP's eFiling system, dependent upon the assigned caseload. Assists or facilitates proper channels of assistance for any phone and walk-in counter inquiries.
3. Accurately records financial information by utilizing the CCAP system. Receipts money either in person or through eFiling as needed. Assists in receipting for establishment of payment plans; payment of fines, forfeitures and costs; payment of filing fees; payments for sheriff's sales; and any other financial transactions needed, dependent upon the assigned caseload.

ADDITIONAL ESSENTIAL DUTIES:

1. Assists with daily operations as needed in any Clerk of Courts Division.
2. Ensures that confidentiality regarding office business is maintained at all times.
3. Ensures all notices of hearings are properly generated for all interested parties.
4. Handles time-sensitive matters accurately and efficiently.
5. Updates Court Commissioners' calendars as needed with assigned hearings.
6. Prepares for hearing attendance and keeps a record of assigned caseload's court proceedings if assigned.
7. Assists in the retrieval and distribution of daily mail as needed.
8. Performs other related duties as assigned.

WORK RELATIONSHIPS:

1. Reports to the Chief Deputy Clerk of Courts.
2. Works with 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 preferred, ideally in a legal or governmental setting.
3. Customer service, varied secretarial, or 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.