



Winnebago County

*The Wave of the Future*

## **JOB POSTING**

**POSITION TITLE:** Court Assistant

**LOCATION:** Clerk of Courts-Courthouse

**HIRING RANGE:** \$24.26-\$26.95/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**

*November 2017*

**POSITION TITLE:** Court Assistant

**DEPARTMENT:** Clerk of Courts

**PAY BASIS:** Hourly

### **PURPOSE AND SUMMARY:**

Performs a variety of time-sensitive and complex clerical and administrative functions to maintain court records and schedule court activities for various case types. May be assigned to various branches or court commissioners from time to time. Assists with preparing the assigned branch or court commissioner for daily operations.

### **ESSENTIAL FUNCTIONS:**

1. Processes and records documents filed in the assigned court into the CCAP system, following established court recording guidelines. Documents to be processed may be received through eFiling or on paper, and include documents prepared by the Court. Ensures that documents are accurately scanned and precisely named for retention purposes.
2. Assists the assigned branch in being prepared for daily operations. Ensures that appropriate scheduling and workflow are followed and that notifications required by statute or local court

rules are given. Keeps a record of court proceedings for all kinds of proceedings in all case types before the assigned branch or commissioner. Administers oaths.

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 branch, 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 police agencies, the Department of Human Services, the Public Defender's Office, and others.

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

1. Schedules court dates as specified by the assigned court.
2. Handles time-sensitive matters accurately and efficiently.
3. Ensures that confidentiality regarding office business is maintained at all times.
4. Coordinates video conferencing in the assigned Court.
5. Prepares appellate records for cases sent to the Court of Appeals.
6. Acts as back-up to other court assistants as directed by the Clerk of Court or Chief Deputy Clerk of Courts.
7. Performs other related duties as may be assigned.

#### **WORK RELATIONSHIPS:**

1. Reports to Chief Deputy Clerk of Courts.
2. Works with judges, court commissioners, 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.
2. An associate's degree, completion of a course of studies as a paralegal, or two years' or more post-high school formal education, preferably in a legal or related field.
3. Two or more years' administrative or clerical experience, preferably in a legal or related setting.
4. Five or more years experience in a law office, court system, or governmental agency position which demonstrates the skills, knowledge, and abilities needed to perform the duties of this position will be accepted in lieu of post-high school formal education.
5. 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 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 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 sit for long periods in a relatively fixed position without breaks during trials and other court proceedings.
3. Ability to function in situations encountered in a normal office setting.
4. Ability to use standard office equipment including telephone, ten-key calculator, computer, computer cash drawer, printer, fax machine, photocopier and scanner.
5. Ability to travel to other County departments and locations.