



**Winnebago County**  
*The Wave of the Future*

## **JOB POSTING**

**POSITION TITLE:** Court Commissioner  
**LOCATION:** Circuit Courts  
**HIRING RANGE:** \$98,658 - \$109,619/Yr.  
**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](#).*

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## **WINNEBAGO COUNTY POSITION DESCRIPTION *September 2017***

**POSITION TITLE:** Court Commissioner  
**DEPARTMENT:** Circuit Courts  
**PAY BASIS:** Salaried

### **PURPOSE AND SUMMARY:**

Serves as a circuit court commissioner for Winnebago County with powers and duties as established by section 757.69 of the Wisconsin Statutes.

### **ESSENTIAL FUNCTIONS:**

1. In small claims actions, conducts return-date proceedings and conciliation conferences; presides at court trials, evaluates evidence and credibility and enters decisions on the merits.

2. In traffic and ordinance cases, conducts initial appearances, receives pleas and orders appropriate penalties.
3. Performs the functions of a family court commissioner in matters as assigned.

**ADDITIONAL ESSENTIAL DUTIES:**

1. Conducts non-contested probate proceedings.
2. Rules on petitions for temporary commitment and conducts probable-cause hearings related to mental and alcohol commitments and emergency protective placements.
3. Conducts hearings, makes findings and issues temporary harassment restraining orders and injunctions.
4. May officiate at marriage ceremonies and conduct inquests.
5. Has all powers of and substitutes for Family Court Commissioner as needed.
6. In juvenile court, issues summonses, warrants and capiases; conducts custody and detention hearings, plea hearings and pre-hearing conferences; conducts traffic, ordinance, CHIPS, JIPS, delinquency and waiver hearings; enters into consent decrees; conducts hearings and issues temporary restraining orders in abuse cases in which the respondent is a child, and issues orders requiring compliance with deferred prosecution agreements.
7. Conducts supplementary hearings on present financial status of debtors.
8. In paternity cases, conducts initial appearances and pre-trial hearings; issues temporary orders and approves final stipulations.
9. Conduct temporary guardianship hearings.
10. Performs other functions as authorized by Wisconsin Statutes.
11. Performs other related duties as may be assigned.

**WORK RELATIONSHIPS:**

1. Reports to Circuit Court Judge.
2. Supervises Court Reporter.
3. Works with Circuit Judges, Court Assistant, Clerk of Courts staff, District Attorney's Office staff, public defenders, private attorneys, law enforcement agencies, and the general public.

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

1. Admission to the Wisconsin Bar and a license to practice law in Wisconsin in good standing.
2. Must have been licensed to practice law in Wisconsin or another state for a minimum of 3 years immediately before appointment.
3. Possession of a valid Wisconsin driver's license and maintenance of at least minimum insurance coverages required by Winnebago County.
4. Must be appointed by the Chief Judge, upon the recommendation of the supervising judge or judges, upon appointment and thereafter annually, in accordance with Wisconsin Statutes. Failure to be reappointed under this procedure will result in removal from the position.

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

1. Thorough knowledge of criminal, juvenile, probate and civil law, and of rules governing judicial proceedings and responsibilities, and the Code of Judicial Conduct.
2. Ability to research, organize, interpret and apply legal principles and knowledge to complex legal problems.
3. Ability to communicate clearly and to maintain effective working relationships with other people.
4. Ability to effectively and appropriately preside over various judicial proceedings.
5. Strong written and verbal communication skills including listening skills.

### **PHYSICAL REQUIREMENTS:**

1. Ability to perform most work from a sedentary position.
2. Ability to function in both normal and stressful situations.
3. Ability to use standard office equipment including telephone, computer, printer, photocopier, and scanner.
4. Ability to travel to other County departments and locations.