



Winnebago County
The Wave of the Future

JOB POSTING
Effective 1/1/2025

POSITION TITLE: Family Court Commissioner

LOCATION: Circuit Courts

HIRING RANGE: \$98,658 - \$109,619/Yr.

STATUS: Full Time

HOURS PER WEEK: 40

WORK HOURS: 8 am – 4:30 pm

APPLICATION DEADLINE: 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](#).

WINNEBAGO COUNTY
POSITION DESCRIPTION
September 2017

POSITION TITLE: Family Court Commissioner

DEPARTMENT: Circuit Courts

PAY BASIS: Salaried

PURPOSE AND SUMMARY:

Serves as the circuit court commissioner appointed to supervise the office of family court commissioner for Winnebago County pursuant to section 757.68(2m) of the Wisconsin Statutes.

ESSENTIAL FUNCTIONS:

1. Conducts temporary hearings and issues temporary orders regarding actions affecting marriage, divorce, legal separation or annulment. Issues Temporary Restraining Orders

and presides over Domestic Abuse and Harassment Restraining Order Injunction hearings.

2. Holds hearings on post-judgment motions and orders to show cause. Presides over requests for modifications of judgments concerning custody, visitation, support and maintenance payments, payments of debts, and medical expenses. Enters findings of fact in Family Court proceedings. Appoints guardians ad litem and orders custody investigations.
3. Organizes, distributes, and delegates work to subordinates fairly and impartially. Provides clear and appropriate direction to employees. Provides training and coaching to subordinates. Ensures that staff has the resources and flexibility to perform, improve, and learn in their jobs. Keeps open communication with subordinates, listens to them, and provides feedback. Positively motivates, mentors, and leads employees. Provides appropriate and timely performance evaluations for all subordinates.

ADDITIONAL ESSENTIAL DUTIES:

1. May order either spouse to not impose any restraint on the personal liberty of the other, and may require either party to obtain counseling.
2. Approves all stipulations, findings of fact, conclusions of law and judgments in actions affecting marriage.
3. Conducts hearings on wage assignments and institutes wage assignments pursuant to Wisconsin Statutes.
4. Performs other related duties as may be assigned.

WORK RELATIONSHIPS:

1. Reports to assigned Circuit Court Judge.
2. Supervises Family Court Services Manager.
3. Works with Circuit Court judges, Family Court Services employees, Clerk of Courts employees, litigants, and attorneys.

REQUIRED EDUCATION, EXPERIENCE, TRAINING, AND CERTIFICATION:

1. License to practice law in good standing and admission to the Bar in Wisconsin.
2. Must have been licensed to practice law in Wisconsin or another state for a minimum of 3 years immediately before appointment.
3. 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. Knowledge of social service guidelines and regulations.
2. General knowledge of the current economic climate and the financial impact on people involved in the divorce process.
3. Comprehensive knowledge of statutory and case law as they relate to families.

4. Ability to work with and understand people from a variety of backgrounds and circumstances.
5. Strong written and verbal communication skills including listening skills.
6. Computer skills including facility with Microsoft Office applications and ability to learn and use software.

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, computer, printer, photocopier, and scanner.
4. Considerable emotional and mental stability and ability to work effectively in an environment that may become verbally hostile from time to time.
5. Ability to travel to other County departments and locations.