



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

## **JOB POSTING**

**POSITION TITLE:**                    **Judicial Associate**

**LOCATION:**                            Circuit Courts  
Oshkosh

**HIRING RANGE:**                    \$25.25 – \$28.04/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](#).*

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## **PROPOSED WINNEBAGO COUNTY POSITION DESCRIPTION January 2025**

**POSITION TITLE:**                    **Judicial Associate**

**DEPARTMENT:**                    Circuit Courts

**PAY BASIS:**                         Hourly

### **PURPOSE AND SUMMARY:**

Performs office management and advanced secretarial, administrative and courtroom duties for assigned Circuit Court Judge. Performs extensive administrative duties within the court system. Is appointed by the Circuit Court Judge for the assigned branch, and may be removed by that judge with or without cause.

### **ESSENTIAL FUNCTIONS:**

1. Develops and implements case management policy in assigned branch. Forecasts office needs annually for jurors, court hearings and supplies. Implements and monitors workflow to process cases efficiently through the system. Executes special projects for court improvement and updated legal procedures.
2. Attends court hearings, keeps a record of court proceedings and documents filed, as required by Wisconsin Statutes, and coordinates the preservation of exhibits from trials.
3. Performs office managerial duties which include: monitors budget performance for assigned branch, prepares and monitors purchase requisitions, provides inventory control, monitors and authorizes payment of court-related fees, supervises the work flow of the branch and schedules assigned hours for branch employees.

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

1. Develops a master schedule of trials, hearings, conferences, legal appointments, meetings, and manages workflow accordingly.
2. Acts as assigned judge's personal assistant by maintaining interdepartmental files and records. Makes travel arrangements.
3. Directs and oversees the work of assigned branch's Court Assistant and bailiffs.
4. Acts as branch receptionist by answering the telephone, greeting visitors and processing mail. Contacts attorneys and litigants about court dates, appointments, and cancellations.
5. Types opinions, decisions, and correspondence. Prepares reports, dispositions/judgments, memoranda, agendas, jury instructions, jury verdicts, orders, and notices.
6. Makes arrangements and accommodations for juries during trials, including lodging, food, transportation, and special dietary or medical needs.
7. Provides training to newly hired Judicial Associate-Lead positions.

#### **WORK RELATIONSHIPS:**

1. Reports to assigned Circuit Court Judge.
2. Works with other court personnel, attorneys, litigants, jurors, other county and state agencies, 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. Customer service and varied secretarial and office experience preferred.

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

1. Ability to strategically plan for large volume of cases and to schedule appropriately the time surrounding and during the Branch's Intake.
2. Considerable skill in composition, spelling, and typing.
3. Considerable knowledge of legal terminology.
4. Ability to communicate effectively orally and in writing.
5. Considerable ability to maintain a high level of discretion, confidentiality and integrity.
6. Ability to work independently and reliably with no supervision.
7. Ability to exercise initiative and sound judgment.
8. Ability to assess situations and solve problems, often under stressful circumstances or strict deadlines.
9. Ability to deal pleasantly and tactfully with attorneys, coworkers, and the public.
10. Ability to independently prepare reports, legal documents and correspondence.
11. Computer skill, including familiarity with Microsoft Office applications and CCAP.

### **PHYSICAL REQUIREMENTS:**

1. Ability to perform most work from a sedentary position.
2. Ability to function in situations encountered in normal office settings.
3. Ability to work for long periods of time without taking a break when necessary (such as during court proceedings).
4. Ability to use standard office equipment including telephone, computer, printer, photocopier, and scanner.
5. Ability to work overtime as required.