



Winnebago County  
*The Wave of the Future*

## JOB POSTING

**POSITION TITLE:** Judicial Associate-Lead  
Branch I

**LOCATION:** Circuit Courts-Courthouse

**SALARY:** \$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 May 2018

**POSITION TITLE:** Judicial Associate-Lead

**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. Implements case management policy in assigned branch. Assists assigned judge in determining and coordinating case management. Acts as office administrator for assigned branch. Implements and monitors workflow to keep cases moving efficiently through the system.
2. Attends hearings and keeps a record of court proceedings and documents filed as required by Wisconsin Statutes.

3. Monitors budget performance for assigned branch. Monitors budget performance. Prepares and monitors purchase requisitions. Provides inventory control. Monitors and authorizes payment of court-related fees, including the judge's in-chambers library.

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

1. Develops a master schedule of trials, hearings, conferences, legal appointments, meetings and other activities for assigned branch, and manages workflow accordingly.
2. Acts as branch receptionist by answering the telephone, greeting visitors and processing mail. Contacts attorneys and litigants about court dates, appointments, and cancellations.
3. Types opinions, decisions, and correspondence. Prepares reports, dispositions, memoranda, agendas, jury instructions, jury verdicts, orders, and notices.
4. Oversees and assigns the work of assigned branch's support clerk and bailiffs.
5. Acts as assigned judge's personal assistant by maintaining interdepartmental files and records. Makes travel arrangements.
6. Makes arrangements and accommodations for juries during trials, including lodging, food, transportation, and special dietary or medical needs.
7. Performs other related duties as may be assigned.

#### **WORK RELATIONSHIPS:**

1. Reports to assigned circuit judge.
2. Works with support clerks and other court personnel, attorneys, litigants, jurors 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 strategically plan for large volume of cases and to schedule appropriately the time surrounding and during the Judge's Intake month.
2. Considerable skill in composition, spelling, and typing.
3. Considerable knowledge of legal and medical terminology.
4. Ability to communicate effectively orally and in writing.
5. Considerable ability to take accurate dictation in shorthand or fast notes.
6. Considerable ability to maintain a high level of discretion, confidentiality and integrity.
7. Ability to work independently and reliably with no supervision.
8. Ability to exercise initiative and sound judgment.
9. Ability to assess situations and solve problems, often under stressful circumstances or strict deadlines.
10. Ability to deal pleasantly and tactfully with attorneys, coworkers, and the public.
11. Ability to independently prepare reports, legal documents and correspondence.
12. Computer skill including familiarity with Microsoft Office applications.

**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.