



Winnebago County
The Wave of the Future

JOB POSTING

POSITION TITLE: Administrative Associate III

LOCATION: Clerk of Courts

SALARY: \$17.98-\$20.01/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](#).

WINNEBAGO COUNTY POSITION DESCRIPTION *February 2021*

POSITION TITLE: Administrative Associate III

DEPARTMENT: Clerk of Courts

PAY BASIS: Hourly

PURPOSE AND SUMMARY:

Performs a variety of time-sensitive and complex clerical and administrative functions to create and retain court records.

ESSENTIAL FUNCTIONS:

1. Establishes new case filings through eFiling into the CCAP system for an assigned caseload. Manually enters cases when necessary. Ensures that appropriate scheduling and workflow are followed and that notifications required by statute or local court rules are given. Maintains additional filing of documents following established court recording guidelines. Ensures that documents are accurately scanned and precisely named for retention purposes.
2. Processes post-dispositional documents, ensuring that cases from the assigned caseload which are going into or are already in closed status are promptly handled. Enters judgments, docket cases, verifies case closure, and verifies case files and processes for accuracy and completeness.

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 caseload, 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. Provides court dates to litigants and others related to an assigned caseload.
2. Assists with daily operations as needed in other Clerk of Courts Divisions.
3. Processes additional documents for assigned caseload related to official or *pro se* filers.
4. Ensures that confidentiality regarding office business is maintained at all times.
5. Handles time-sensitive matters accurately and efficiently.
6. Performs other related duties as may be assigned.

WORK RELATIONSHIPS:

1. Reports to Chief Deputy Clerk of Courts.
2. Works with 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, with some post-high school training preferred.
2. Two years' or more related experience, preferably in a legal or governmental setting.
3. 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.

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, ten-key calculator, computer, computer cash drawer, printer, fax machine, photocopier and scanner.
4. Ability to travel to other County departments and locations.