

POSTING FOR PART-TIME MUNICIPAL COURT CLERK (20 HRS/WEEK)

The Village of Lannon (population 1,204) is seeking to fill an anticipated vacancy for the position of Municipal Court Clerk. This position, which works under the direct supervision of the Municipal Judge, requires a high level of confidentiality, the ability to affectively plan, schedule, and coordinate various court activities and proceedings.

The Court is currently operating under a temporary COVID-19 Plan, which involves reduced contact with the public.

JOB SUMMARY:

The Municipal Court Clerk is responsible for performing a variety of tasks and duties. These include, but are not limited to:

- Accurately entering and maintaining various court-related records in a timely manner;
- Acting as a liaison between the court and the public, the prosecuting attorney, Village officials/departments, State agencies, and other municipal courts;
- Scheduling court activities, including trials, motions, and initial appearances;
- Other duties that may be required to ensure the efficient operation of the Municipal Court.

REQUIREMENTS:

- A United States Citizen
- At least 21 years of age
- Have a valid driver's license at the time of appointment.
- Have at least a High School Diploma OR GED
- Ability to attend required Wisconsin State Office of Judicial Education two day training every other year.
- Ability to work evenings at least one night per month.
- Ability to work 20-25 hours per week, to coincide with Village Hall hours.

KNOWLEDGE, SKILLS, ABILITIES: (includes but not limited to):

- Proficient in Microsoft Office.
- Ability to learn court-specific software (TIPPS.)
- Ability to manage and prioritize large volumes of confidential information.
- Knowledge of basic office procedures, record-keeping, bookkeeping & collections.
- Ability to understand and effectively communicate orally and in writing.
- Excellent organizational skills.
- Ability to deal with public relations problems courteously and tactfully.
- Ability to make minor decisions in accordance with laws and regulations and apply these to work problems.

POSTING FOR PART-TIME MUNICIPAL COURT CLERK (20 HRS/WEEK)

PHYSICAL REQUIREMENTS:

- Tasks require sedentary work, crouching, and walking.
- Extended periods at keyboard, with repetitive fingering motions.
- Preparing the court room and adjacent areas for monthly court, by moving chairs, tables, posting signage.
- Close visual acuity for data-entry activities

Individuals who are interested in being considered for this position should submit a resume and cover letter to bklemmer@villageoflannon.com by May 19, 2021.