

POSTING FOR A PART-TIME (20 HRS WEEK) MUNICIPAL COURT CLERK POSITION FOR THE VILLAGE OF LANNON MUNICIPAL COURT, 20399 W. MAIN STREET, LANNON, WI 53046.

PART-TIME HOURS ARE FLEXIBLE DURING THE DAY AND AT LEAST ONE EVENING A MONTH WHEN MUNICIPAL COURT IS HELD.

Municipal Court Clerk Job Description:

Responsible for providing excellent communication to the public regarding court proceedings and judgments, maintaining accurate and timely court records through professional and efficient court software, provides support to the Municipal Judge.

Requirements:

A high school diploma with specific vocation course work in clerical and word processing practices related to legal and/or municipal court settings. Two to four years' experience in clerical or secretarial work in a municipal court setting is preferred.

Knowledge, Skills & Abilities

- Proficient in the use of MS word and similar software.
- Minimum typing speed of 45 wpm.
- Knowledge of filing systems and office procedures.
- Ability to make technical decisions correctly.
- Ability to respond to citizens in crisis and confrontational situations.
- Excellent communication skills.
- Excellent organizational skills.
- Ability to self-motivate and work independently.

Physical Requirements

- Task involves sedentary work. Exerting force occasionally or constantly to stoop, crouch, reach, stand or walk.
- Task involves extended periods at the keyboard.
- Setting up the court room and garage for court, moving setting up chairs, tables, posting signs

Examples of Essential Duties

- Manages all follow-up paperwork following Court proceedings.
- Reviews and inspects all new citations to be processed by Municipal Court for accuracy upon entering.
- Organize, track, and maintain all court records.
- During court sessions, record Judge's findings and court orders. Convey ruling, consequences, and compliance dates to Defendant.
- Record court dispositions and report to appropriate agencies.
- Communicate with the public regarding Municipal Court procedures, court dates, dispositions, and court orders. Send out court notices, orders and correspondence.
- Collect forfeitures and maintain accurate records of all monies received for forfeitures.
- Prepare for each court session by gathering and inspecting citations needed for a particular court date together with preparing and assembling all necessary paperwork.

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- Communicate all trial date information to officers, witnesses, attorneys, and the village prosecutor.
- Prepare and send out all appropriate paperwork and correspondence to defendants and attorneys following each court session.
- Communicate with other Municipal Courts and Circuit Court to follow-up on cases that have been transferred, appealed, set for a jury trial, or have related state charges.
- Other duties as assigned.

SALARY: \$ 20.00/Hour