

**MUNICIPAL COURT CLERK**  
**SCHOFIELD/WESTON MUNICIPAL COURT**  
**WESTON, MARATHON COUNTY**

This position is responsible for all administrative, clerical, and financial functions of the Schofield/Weston Municipal Court. The position performs work of considerable responsibility, diversity, detail, and confidentiality in the daily operations of the Municipal Court. Position is responsible for planning, scheduling, and coordinating all court activities and duties. Position acts as the Municipal Judge's Assistant and as a liaison to the Police Department, the Prosecuting Attorney, other Officials, and the public.

**Qualifications:**

- High School graduate or equivalent preferred.
- Two years of responsible clerical experience or an equivalent combination of education and experience is required.
- Bookkeeping and/or accounting background.

**Desirable:**

- Desire previous work experience with telephone, computer entry, data entry, and word processing in an office atmosphere involving public contact.
- Computer applications knowledge in a Windows environment.
- Working knowledge of legal terminology and legal procedures, knowledge of basic bookkeeping practices.

Fulltime position with a salary range between \$17.00 and \$22.00 an hour, plus fringe benefits to include health, dental, retirement and life insurance.

To see a copy of the full job description and Village of Weston Employment application go to <http://www.westonwisconsin.org/government/jobs.php>. You are not required to fill out the Village of Weston Employment application if you are submitting a resume.

Send resume to Village Clerk, Village of Weston, 5500 Schofield Avenue, Weston, WI 54476 or email to [sweinkauf@westonwi.gov](mailto:sweinkauf@westonwi.gov). Deadline to submit resume is Monday, October 21, 2013. EOE

<b>TITLE:</b>	<b>JUDICIAL ASSISTANT</b>
<b>DEPARTMENT:</b>	<b>MUNICIPAL COURT</b>
<b>FLSA:</b>	<b>NON-EXEMPT</b>
<b>REPORTS TO:</b>	<b>MUNICIPAL JUDGE</b>
<b>STATUS:</b>	<b>FULL-TIME</b>

This position is appointed by and reports to the Municipal Judge.

The Clerk of the Municipal Court is appointed by the Municipal Judge under s 755.10 Wisconsin Statutes and shall have such duties as are delegated to him/her by law, court rule, or the presiding Municipal Judge. Municipal Judge approves all time off. Municipal Judge assigns duties, outlines methods, directs work in process, signs or approves work, hires and fires, takes disciplinary action.

## **1. JOB SUMMARY:**

This position is responsible for all administrative, clerical, and financial functions of the Municipal Court. The position performs work of considerable responsibility, diversity, detail, and confidentiality in the daily operations of the Municipal Court. Position is responsible for planning, scheduling, and coordinating all court activities and duties. Position acts as the Municipal Judge's Assistant and as a liaison to the Police Department, the Prosecuting Attorney, other Officials, and the public.

This position supervises other court personnel (i.e. Municipal Court Clerk Assistant).

## **11. PRINCIPLE DUTIES AND RESPONSIBILITIES:**

- Maintain court case files: paper and electronic. Prepare and process court dockets and calendars for scheduled appearances, pretrials, trials, motion hearings, restitution hearings, refusal hearings, judicial reviews. Tracks court cases and court-ordered actions.
- Data entry for court records to include dispositions, forfeitures, appearances, court orders, Judge's notes, enforcements, alternatives, attorney information, witnesses, payments, reviews.
- Maintains court software security and permissions per law and court rule. The Municipal Judge is the "legal custodian" of the records but may transfer that responsibility to his or her Judicial Assistant.
- Generates and transmits court orders to DOT. Sends dispositions to Crime Information Bureau.
- Answers phone calls to include assisting public, litigants, attorneys, State and local along with other agencies.
- Fills public record requests regarding court case files to include certified records and notary requests.
- Cashiering and answering inquiries on court procedures, functions, policies, payments, and court cases. Reconcile monies.
- Process daily mail; complete forms, requests, and responses.

- Assists the Judge in the formulation and implementation of court rules, policies, and court forms. Remains current in court law and operation with yearly attendance at the Wisconsin Municipal Court Clerk's Seminar.
- Issue subpoenas, warrants, commitments, default letters, past due notices/reminders, driver license suspensions, vehicle registration suspensions, appearance notices, summons, PR bonds, Tax Intercept, Community Service and other notices as required or ordered by the Judge.
- Sends appropriate notices to DOT, including orders for suspension or revocation of driver's license, reinstatements and convictions status reports.
- Maintains a database of parking tickets. Sends out overdue letters. Suspends vehicle registration when overdue letters fail to trigger full payment and remove suspensions when payments are made in full.
- Maintains active warrant file and coordinates with police department.
- Informs Police Department of upcoming trial dates, arraignment dates, court policies or policy changes, law or bond schedule changes, warrant or commitment withdrawals.
- Attend all court sessions; prepare and maintain courtroom, court records, addendums, and payment notices. Provides necessary or requested files and addendums to Prosecuting Attorney.
- Secures substitute Judge or interpreters when needed.
- Schedules or follows up on referrals to court-related agencies.
- Responds to written inquiries on behalf of the Judge.
- Maintains electronic proceedings for trials and hearings.
- Prepares State caseload statistics.
- Obtains certified DOT records for trials.
- Responsible for maintaining workflow, deadlines, supervision of court operations. Schedules and monitors payment plans, community service orders, and alcohol class compliance.
- Responsible for managing the accounting of court funds and revenue received and disbursed; to include reconciliation and monthly audit of court funds. Responsible for certified monthly financial report to the Treasurer.
- Send and receive electronic files from DOR and collection agency and maintain Tax Intercept and Collection accounts.
- Troubleshoot issues with TraCS, Quick Clerk, DOR, COWS and Collections and work with vendors for resolutions.
- Assists Judge in budget considerations.
- Purchasing office supplies when needed.
- Prepares court records for appeal, Jury demand, and transfers.
- Queries federal, state, and local databases as necessary.
- Files pending and completed cases. Maintains record retention as required by law.
- Performs any other duties as required by the Judge.

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

- A. Knowledge of court proceedings, policies, documents, laws and ordinances, legal terminology, accounting practices and principles relating to a Municipal Court.
- B. Ability to keyboard and operate word processing, spreadsheet, and data base management software and other modern office equipment.
- C. Ability to organize a complex caseload and to work under time deadlines and manage numerous tasks on a daily basis with accuracy.
- D. Ability to perform moderately complex mathematical calculations.
- E. Considerable skill and diplomacy in establishing working relationships with others. Well-defined skill and knowledge of oral and written communications.
- F. Ability to deal tactfully, impartially, and skillfully with the public, analyzing problems and developing appropriate recommendations and remedies for same.
- G. Ability to adapt office practices to changes in municipal court laws and procedures.
- H. Ability to maintain confidentiality.
- I. Ability to work with minimal supervision.

### **IV. QUALIFICATIONS:**

#### **A. Education and Experience:**

- High School graduate or equivalent preferred.
- Two years of responsible clerical experience or an equivalent combination of education and experience is required.
- Bookkeeping and/or accounting background.