



Deputy Clerk II

Explore. Thrive. Belong.

Jefferson County is the Heart of the Heartland. We offer the best of Wisconsin living with safe, family oriented, vibrant business and civic communities surrounded by picturesque farmland. Jefferson County is proud of our small-town living options and easy access to major urban centers.

ABOUT JEFFERSON COUNTY CLERK OF COURTS

Jefferson County Clerk of Courts manages the entire process of legal proceedings. This position is responsible for all state, county, and some municipal actions as provided under criminal, traffic, family and civil law. It is the goal of the Clerk of Courts to provide superior justice related services to all participants and the general public.

WHAT YOU WILL DO

We are looking for someone who has effective work habits such as meeting deadlines, honoring schedules, coordinating resources in an effective and timely manner, and demonstrating respect for others.

SOME ESSENTIAL RESPONSIBILITIES

You will be successful in this role by completing the following tasks and responsibilities:

- Maintaining/updating CCAP database regarding records of cases or proceedings including names of parties and attorneys involved, brief statement of nature of action, dates of hearings, motions, objections, scheduling instructions, and all other necessary information
- Preparing and processing bonds, warrants, subpoenas, revocation of operator's licenses, judgment of convictions, default judgments, and other dispositional or court order documents
- Preparing courtrooms, coordinating appearances, using technology, administering oaths to court witnesses, and other tasks necessary
- Filing, entering, recording, and keeping papers, books, and records as required by law
- Provide excellent customer service.
- Maintain a high level of attention to detail.

Desired Competencies Include:

Accuracy; self-motivation; collaboration; high work standards; critical thinking; flexibility and initiative.

Qualifications Needed:

High school diploma or equivalent with one-year related experience; or an equivalent combination of education and experience

Qualifications Preferred:

Associate's degree or two years' experience
Legal background

Wage & Benefits

We pay \$20.34 - \$24.40/hr based on candidate's successful experience and qualification.

Full range extends to \$27.37/hr.

Benefit Highlights

- *2 weeks paid vacation* Health insurance* Health insurance Opt Out Plan * Dental & Vision insurance*
- * Life insurance* Wisconsin Retirement System* Health Savings Account * Differed Compensation Program*
- *Group Life insurance *

Employees at Jefferson County Value

Competitive Pay Excellent Benefits* Great Coworkers* Flexibility* Advancement & Opportunity* Family Feel*

HOW TO APPLY: For a full job description and link to apply online, please visit the County's web site at jeffersoncountymi.gov. Interested applicants should submit a cover letter and resume in addition to the online Jefferson County application.

Jefferson County is an Equal Opportunity Employer