

**Jefferson County
Position
Description**

Name: _____ **Department:** Clerk of Courts
Position Title: Deputy Court Clerk II **Pay Grade:** 3B **FLSA:** Non-exempt
Date: December 2020 **Reports To:** Clerk of Courts

Purpose of Position

As a sworn deputy of the Clerk of Courts this position is responsible for clerking in-court proceedings, maintaining court files and records, and performing various clerical tasks. May include performing accounting tasks for Jefferson County Clerk of Courts Office.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Maintains/updates CCAP database regarding records of cases or proceedings, including names of parties and attorneys involved; a brief statement of the nature of the action; the dates of hearings, motions, objections, scheduling instructions, filing deadlines, court orders, and the disposition of each case type.
- Prepares and processes bonds, warrants, subpoenas, revocation of operator's licenses, judgment of convictions, default judgment, and other dispositional or court ordered documents.
- Clerks Court Hearings – prepares the Courtroom; coordinates appearances in person, via telephone or video conference system; apprises Judge of parties and attorneys present; administers oaths to court witnesses, and defendants; receives, marks, and maintains exhibits; provides the Judge with any necessary support; and accounts for all files and paperwork. Takes court minutes via in-court processing directly into the CCAP database, documenting a brief statement of all proceedings in open court showing motions and orders during hearings and trial, including names of witnesses, jurors selected, the officer sworn to take them in charge, jury verdicts, and openings and adjournments of court and all appropriate data which is required by law for both civil and criminal cases.
- Files, enters, records, and keeps papers, books, and records as required by law which may include scanning court files and archives records pursuant to Supreme Court rules.
- Processes filings of new actions, assigning court case numbers and court officials pursuant to local procedures.
- Processes Notice of Intent to Pursue Post-conviction Relief, Notice of Appeals, Appellate records, Competency and Not Guilty by Reason of Mental Disease Defect Orders, SCRAM (alcohol monitoring program), requests for records checks, and other various notices/orders.
- Receives, enters, and maintains records of all payments ordered by and paid to the Court and assists in the process of maintaining, entering, and preparing of daily and monthly financial and accounting records including payment/reminder notices.
- Processes incoming documents and distributes original and copies to correct section/department and parties involved.
- Maintains a judgment and lien docket of all money judgments, transcripts, and lien dockets of other Wisconsin Courts and federal courts, warrants for unemployment and delinquent tax or income.
- Keeps and maintains a record called registers of officials as listed under statute 59.40 (j) and certificate lists as listed under statute 59.40 (k).
- Maintains compliance with Supreme Court Rules regarding Ethics and Decorum.

- Educates parties on the forms necessary to proceed with action and the purposes of each step of the legal process. Assists parties in filling out stipulations, not guilty pleas, payment options.
- Assist with processing the traffic court calendar and sending it for review to all appropriate parties.
- Administers signature bonds to defendants being released from the Court or from Jail.
- Reviews files and documents for completeness and accuracy.
- Complies with County HIPAA Policies and Procedures, if applicable.
- Adheres to and promotes safety as a priority in the workplace.
- Demonstrates dependable attendance
- Performs other duties as assigned or that may develop.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Prepares incoming and outgoing mail; processes documents.
- Responds to requests for records; respond to department of justice Handgun Hotline, and other agencies.
- Provides general reception duties by providing excellent customer service when greeting and directing the public to the appropriate department.
- Operates and troubleshoots video conferencing equipment, digital audio equipment, and other technology as required.
- Receives documents, makes copies, files, sorts, and distributes documents.
- Performs general clerical tasks including such duties as sorting and distributing mail, completing bulk mailing projects, updating Law Library with incoming materials, compiling "packets" of information for customers, and monitoring supply.
- Receipts payments for fines, forfeitures, filing fees, copy fees, any other fees ordered to be paid to the Clerk of Court via counter, United States mail, jail mail, via internet or other means.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent required. One-year related experience and/or training; or equivalent combination of education and experience.

Preferred Training and Experience Required to Perform Essential Job Functions

Associate's degree or two years related experience and/or training; or; or equivalent combination of education and experience.

Other Requirements – Certificates/Licensures

None.

Knowledge, Skills, Abilities

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Ability to deal with problems involving a few concrete variables in standardized situations.
- Ability to maintain confidentiality.

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to reliably and predictably carry out one's duties.
- Ability to speak effectively before groups of customers or employees of organization.
- Ability to work effectively with individuals and families in very emotional and difficult situations and in situations where individuals may be hostile or aggressive.
- Ability to write routine reports and correspondence.
- Knowledge of administrative practices and procedures; business English, spelling, grammar; operation of office equipment; word processing, databases, scanning, presentation, and spreadsheet software.
- Knowledge of County government legal structure and interrelationships between governmental units.
- Knowledge of Federal and State civil and criminal laws and regulations applicable to the delivery of individuals in the court system, including record retention and privacy issues.
- Knowledge of laws, government regulations, and agency rules as they relate to government database management, scheduling, and case management.
- Knowledge of principles and processes for providing customer service. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Knowledge of rules and regulations concerning what information may be provided, and how information is to be entered into the system.
- Skill in prioritizing workload, developing action plans and meeting deadlines.

Supervision

None.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is regularly required to sit; use hands to finger, grasp, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl. Lifting, moving, pushing or pulling up to 10 pounds does not generally occur, but may occur when lifting boxes, books or paper.

Specific vision abilities required by this job include close vision, color vision, depth perception and ability to adjust focus, distance vision.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is not regularly exposed to adverse conditions. The noise level in the work environment is usually moderate.

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand the duties of this job description and, by signing below; I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee

Date

Supervisor

Date

Human Resources

Date
