



Circuit Court Commissioner/Deputy Register in Probate

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.

Say goodbye to nights, weekends, and holiday shifts!

This daytime-only role comes with competitive time off and the incredible perk of being part of the Wisconsin Retirement System. Your work-life balance just got a whole lot better!

WHAT YOU WILL DO

Appointed under Chapter 757 of the Wisconsin Statutes and governed by Supreme Court Rule Chapters 75 (Circuit Court Commissioners) 60 (Judicial Code of Ethics) and 32 (Continuing Education for Wisconsin Judiciary). This position is assigned to full-time magistrate duties, including all powers and duties authorized by SCR 75 and all duties and powers of the Deputy Register in Probate/Probate Registrar. The most important impact of the position on the organization is its contribution to efficient functioning of the court and various interrelated offices of county government.

SOME ESSENTIAL RESPONSIBILITIES

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

- Presides at hearing in actions affecting the family, including post-judgment hearings involving legal custody, physical placement, child support, and maintenance.
- Presides at paternity proceedings, other proceedings to establish or revise child support, and contempt of court proceedings for failure to pay support.
- Educates the pro se litigants and attorneys on the forms necessary to proceed with action and the purposes of each step of the legal process.
- Drafts orders, memorandums, and minutes from each hearing.
- Presides at small claims pre-trial and trials.

Requirements:

- Twelve years related experience and/or training
- Juris of doctorate.
- Wisconsin Bar, licensed attorney
- Valid driver's license

Preferred Requirements:

- Fifteen years or more related experience and/or training.

Wage & Benefits

Starting salary is \$99,798 based on education and experience.

Benefit Highlights

Paid Vacation, Health insurance
Health insurance Opt Out Plan
Dental & Vision insurance, Life insurance
Wisconsin Retirement System
Health Savings Account
Deferred Compensation Program
Group Life insurance, Short- & Long-term disability

Employees at Jefferson County Value

Competitive Pay, Excellent Benefits
Great Coworkers, Flexibility
Advancement & Opportunity
Family Culture

HOW TO APPLY: For a full job description and link to apply online, please visit the County's web site at www.jeffersoncountywi.gov

Jefferson County is an Equal Opportunity Employer