



# 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.*

## **MAKE A DIFFERENCE THROUGH PRECISION, SERVICE, AND JUSTICE**

The Clerk of Courts plays a vital role in ensuring the justice system functions fairly, efficiently, and accurately.

If you take pride in accuracy, organization, and dependable work – and want a career where your attention to detail truly matters – this position offers meaningful work in a fast-paced, professional, and variable environment.

Every case depends on accurate documentation and careful recordkeeping. In this position, your work helps ensure that hearings occur as scheduled, legal documents are properly processed, and official court records remain complete and reliable. The ability to focus, verify information, and maintain consistency in a fast-paced environment is essential.

This position also offers the opportunity to build valuable experience within the legal and public service fields while working alongside professionals dedicated to upholding the law and serving the community.

## **WHY THIS ROLE MATTERS**

Court records and legal documents must be correct, complete, and timely. In this role, your careful work directly supports due process, public trust, and the fair administration of justice. Every entry, filing and document you handle contributes to outcomes that affect real people.

Because courts rely heavily on precise information, strong attention to detail and a commitment to accuracy are essential. Your work ensures that judges, attorneys, and the public can rely on the integrity of official court records.

## **WHAT YOU WILL DO**

We are looking for a reliable, detail-oriented professional who values accuracy and consistency. Successful candidates are organized, meet deadlines, follow established procedures, and communicate respectfully with a wide range of people. You will balance independent work with teamwork in a fast-paced but structured environment while maintaining high standards of professionalism and confidentiality.

## **SOME ESSENTIAL RESPONSIBILITIES**

You will thrive in this position by performing the following duties with care and precision:

- Accurately maintains and updates CCAP database, documenting case activity such as litigant information, hearing Minutes, motions, objections, and scheduling details
- Prepares, processes, and verifies legal documents including bonds, warrants, subpoenas, judgment of convictions, default judgments, license revocations and other court orders
- Prepares courtrooms and coordinate court appearances, including use of technology and administering oaths to witnesses
- Files, enters, records, and preserves official court records in accordance with legal and procedural requirements
- Provides professional, courteous, and accurate customer service to the public and justice system partners
- Maintains confidentiality and a high standard of accuracy in all work

## **WHAT WE'RE LOOKING FOR**

- Strong attention to detail and commitment to accuracy
- Dependability and effective time-management skills
- Ability to follow procedures while adapting to changing priorities
- Professional communication and customer service skills
- Critical thinking and sound judgement
- Initiative, flexibility, and willingness to learn



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**Required Qualifications:**

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

**Preferred Qualifications:**

- Associate's degree with two years' experience
- Prior experience in a legal, court, or records-management environment

***Wage & Benefits***

We pay \$21.06 - \$23.30/hr based on candidate's successful experience and qualification.

***Benefit Highlights***

- \* Health insurance\* Health insurance Opt Out Plan\* Dental & Vision insurance\*
- \* Wisconsin Retirement System\* Health Savings Account\* Deferred Compensation\* 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 [jeffersoncountywi.gov](http://jeffersoncountywi.gov).

*Jefferson County is an Equal Opportunity Employer*