



Deputy Court Clerk II

Jefferson County Clerk of Courts manages the general legal proceedings and business operations of the Jefferson County Circuit Courts, which 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.

The Clerk of Courts is currently hiring a Deputy Court Clerk II to join the team and share the responsible of clerking in-court proceedings, maintaining court files and records, performing various clerical tasks, working with technology along with accounting tasks for the department.

Must be able to meet professional obligations through effective work habits such as meeting deadlines, honoring schedules, coordinating resources in an effective and timely manner, and demonstrating respect for others. Must be able to successfully analyze information, manage complexity, report results, enter data and observe local court policies, procedures and rules along with state laws with attention to detail, confidentiality and thoroughness. Must accept responsibility and be self-motivated. Must maintain a high level of confidentiality.

With excellent attention to detail and customer services skills, you will be successful in this role by completing the below key 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

Starting wage: \$18.71/hour

Hours: 40 hours/week

Benefits: eligible for our excellent benefit package with details at the below link

https://www.jeffersoncountywi.gov/departments/human_resources/pay_and_benefit_information.php

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

Applications will be accepted as long as position is posted, however, initial screening of applicants will begin:

November 21, 2022.

Application and position details are available at www.jeffersoncountywi.gov or
Jefferson County Human Resources: 311 S. Center Ave. Room 111, Jefferson, WI 53549.

Jefferson County is an Equal Opportunity Employer