



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, civil, juvenile, and probate 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 be responsible for clerking in-court proceedings, maintaining court files and records, and performing various clerical tasks, which may include accounting tasks for the department.

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 judgment, and other dispositional or court order documents
- Preparing courtrooms, coordinating appearances in person, via telephone or video conference system, apprising Judge of parties and attorneys present, administering oaths to court witnesses, and other tasks necessary
- Filing, entering, recording, and keeping papers, books, and records as required by law
- Processing the filings of new actions, assigning court case numbers and court officials pursuant to procedures
- Variety of other tasks necessary

Starting wage: \$17.63/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

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: **December 28, 2020.**

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