

Court Clerk – Family

Oneida County seeks an individual to fill a full time Court Clerk – Family position in the Clerk of Courts Office. Position performs a variety of routine accounting, clerical and administrative duties in keeping official court records and providing support to the Circuit Court Branches, along with the Family Court Commissioner. Starting 2017 hourly rate of \$16.79 plus fringe benefit package.

Qualified candidate must have a high school degree or equivalent with course work in general office practices such as typing, filing, accounting and bookkeeping; one year post high school education specialized in administrative or legal secretary areas; one year work experience in above areas, family protection and/or other related fields.

Complete job description and required Oneida County application may be obtained at the Northern Advantage Job Service Office at 51A N. Brown St., Rhinelander, WI 54501 or at www.oneida.wi.gov. Completed application, resume and college transcripts are due to the Job Service Office by 4:30 p.m. on Thursday, September 21, 2017.

EOE/AA

Oneida County Job Description

Job Title: Court Clerk - Family
Class Title: Court Clerk
Department: Clerk of Circuit Court
Reports To: Clerk of Circuit Court
FLSA Status: Nonexempt
Prepared By: Brenda Behrle
Prepared Date: September 2017
Approved By: Lisa Charbarneau
Approved Date: September 2017
Reviewed Date: _____

SUMMARY This employee performs a variety of routine accounting, clerical and administrative duties in keeping official court records, and providing support to the Circuit Court Branches, along with the Family Court Commissioner. Upon successful completion of training and education, this employee will have specialized knowledge related to family and paternity proceedings and an understanding of the Wisconsin Consolidated Court Automation Programs (CCAP). Employee will assist in the administration of the standard operation policies and procedures of the Clerk of Court per section 59.40 Wis. Stats.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

Case management related to processing family and paternity actions. This includes receiving the new case filings, assigning case numbers and judge, authenticating and distributing copies, docketing and scanning all legal documents, disposing of cases, reporting to Bureau of Vital Statistics, and maintaining and processing post-judgement matters. The appeals process is also part of case management.

The family clerk directly assists the Family Court Commissioner, in court, on assigned days and works very closely with the Child Support Agency, which includes duties and performance standards as part of the Standard Cooperative Agreement between Clerk of Courts and the Child Support Agency.

In-court processing to include taking official minutes of all court proceedings, administering oaths, and marking exhibits.

Receipt and record various fees for filing, fines, forfeitures, bonds, copies, etc.

Assist with front counter needs on a daily basis, including answering phones, file-stamping documents, directing phone calls to the proper person or agency, and providing assistance and information to self-represented litigants and the public within the guidelines of office policy.

Assists Clerk of Court with jury management including contact with jurors, mailing out juror summons and/or questionnaires, and computer input of information.

Conduct record searches upon request from the public or other agencies.

Assist in back-up to perform necessary tasks for all court case types and proceedings.

Other duties as assigned by the Clerk of Circuit Court.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of modern office practices, procedures, terminology and equipment.

Maintain accurate and complete records.

Ability to apply and research Wisconsin State Statutes.

Knowledge of court practices and procedures, desirable.

Ability to accurately type 50 words per minute.

Ability to maintain confidentiality of all records and proceedings.

Ability to maintain effective working relationship with others.

Ability to multi-task and work directly with the public.

Ability to exercise independent judgement and initiative.

EDUCATION and/or EXPERIENCE

High school degree or equivalent with specialized course work in general office practices such as typing, filing, accounting and bookkeeping.

PC computer skills including internet, windows, and Microsoft Word.

One year post high school education specializing in administrative or legal secretary areas.

One year work experience in above areas and/or family protection or other related fields.

LANGUAGE SKILLS

Must possess good verbal and written communication skills.

MATHEMATICAL SKILLS

Good mathematical skills.

REASONING ABILITY Ability to evaluate situations and make good independent decisions as well as take initiative and use discretion.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Frequent bending, lifting, twisting, stretching, squatting, sitting, standing, and walking
Visual acuity.

Ability to hear normal conversation.

Ability to communicate in a clear manner.

Patience.

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

Exposure to noise, unhappy customers and disturbing testimony, at times.