

## GREEN LAKE COUNTY JOB DESCRIPTION

**TITLE:** COURT RECORDS CLERK – FULL TIME

**DEPARTMENT:** CLERK OF CIRCUIT COURT

**LOCATION:** GOVERNMENT CENTER

**SUPERVISOR:** CLERK OF CIRCUIT COURT

---

### **SUMMARY:**

Prepares and maintains records for the Circuit Court and does related work, as required. The individual in this position prepares and maintains records for the Circuit Court and does related work, as required. The individual in this role must be highly responsible, as this is a fast-paced clerical position involving the preparation of records and reports for trial, as well as performing a variety of clerical related tasks necessary to ensure that court proceedings operate efficiently. Knowledge of court practices, legal terminology, and procedures is highly desirable and incumbents must know, or quickly learn and retain, procedures of the court. The employee in this class is expected to exercise independent judgment and initiative. Work is performed under the general supervision of the Clerk of Circuit Court.

### **DUTIES AND RESPONSIBILITIES:**

- File court cases of all case types, including juvenile filings, in the Consolidated Courts Automation Program (CCAP) and maintain the status of these cases in said program. Able to determine when a court case is acceptable for filing including knowledge of the appropriate filing fees.
- Maintain a court record of the parties' names, attorneys, and a brief statement of the nature of the action in every civil, criminal and juvenile action or proceeding.
- Maintain and update court records in every action or proceeding as to the dates of hearings, motions, objections, scheduling instructions, filing deadlines, court orders and the disposition of each case type.
- Maintain knowledge of current local and state ordinances and Wisconsin statutes.
- Clerk court hearings and prepare and interpret minutes from court proceedings. Proceed accordingly on all orders/directives issued by the Court.
- Prepare cases and documents necessary for court proceedings.
- Maintain a judgment and lien docket of all money judgments, transcripts of judgments, and lien dockets of other Wisconsin and federal courts, warrants for unemployment and delinquent tax or income liens.
- Computer operation – CCAP program, Microsoft Word, Excel.
- Set up court calendars and arrange for notification to the appropriate agencies.

- Jury management – issue summons to jurors; assist Clerk in preparing the courtroom for jury trial; prepare vouchers for payment of jurors, bailiffs, misc. expenses; annual juror qualification.
- Customer service – assists customers at the counter; answer the telephone; handle requests for information; open and disburse mail.
- Docket and satisfy tax warrants issued by the State of Wisconsin.
- Assist in preparing monthly and annual reports including those required for county and state agencies.
- Issue and cancel warrants, injunctions, no contact orders and timely contact the appropriate agencies and parties.
- Carry out instructions given by the Judge during court proceedings.
- Scanning of court documents into the CCAP system.
- Receipt monies, prepare deposits and financial reports.
- Exhibit management.
- Establishes and maintains effective working relations with department staff, state and county agencies, attorneys, and the public.
- Perform all other duties that are requested by the Clerk of Circuit Court that are required, by law.

#### **SKILLS AND ABILITIES:**

- Excellent knowledge of office terminology and practices, procedures, equipment, and of business Math and English.
- Ability to maintain confidentiality of all records and proceedings.
- Ability to work under pressure and with deadlines.
- Ability to utilize a variety of advisory data and information such as court calendars/schedules, various state court administrative publications, court notices, motions, stipulations, court orders, judgments, satisfactions, Wisconsin Statutes, computer software manuals, recordkeeping manuals, procedures, and guidelines .
- Good knowledge of court proceedings and legal terminology.
- Good organizational skills in both time and case management.
- Knowledge, understanding, and ability to use Microsoft Word and Excel.
- Ability to keyboard at a reasonable rate of speed.
- Ability to get along well with others.
- Ability to make sound decisions in accordance with laws, regulations, and established procedures.
- Good judgment, tact, courtesy.

#### **QUALIFICATIONS:**

**EDUCATION:** High School diploma is required. Advanced business training/classes is highly desirable.

**EXPERIENCE / JOB KNOWLEDGE:** One to three years of office clerical experience is required. Experience in legal work preferred. Knowledge of computers. Or any

equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

**WORKING CONDITIONS:**

**PHYSICAL DEMANDS:** Up to 90% of the time is spent talking, hearing, handling objects or fingering (which includes keyboarding and writing). Walking, sitting, use far and near vision are used 95% of the time. Activities done 5% of the time include stooping, kneeling, climbing, reaching, low to medium lifting (10 to 20 pounds), carrying (10 pound objects). Crouching, balancing, bending or twisting would be required.

**ENVIRONMENTAL DEMANDS:** 100% of the time is spent indoors.

This is a public service position. Employees are required to be courteous, cooperative and respectful at all times with the public and clients. This includes establishing and maintaining courteous, cooperative and respectful working relationships with other employees, supervisors and public officials.

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions and needed skills. It is not intended as a complete list of job duties, responsibilities and/or essential functions. This description is not intended to limit or modify the rights of any supervisor to assign, direct, and control the work of employees under supervision. The county retains and reserves any and all rights to change, modify, amend, add to or delete from, any section of this document as it deems, in its' judgment, to be proper.

January 10, 2018