

**Job Title:** Court Clerk

**Opening Date/Time:** 09/29/16 12:00 AM Central Time

**Closing Date/Time:** 10/18/16 4:30 PM Central Time

**Salary:** \$36,000.00 - \$40,000.00 Annually

**Job Type:** Full-time

**Location:** Municipal Court, 7511 12<sup>th</sup> Street, Somers, WI 53171

**Department:** Municipal Court

Under the direction of the Municipal Judge, assists in the activities of the Somers Joint Municipal Court.

All positions in the Village of Somers will be filled according to the Equal Rights Act with no discrimination shown on the basis of race, religion, color, sex, age, national origin, or disability.

### **Examples Of Essential Duties**

The following are responsibilities required of the court clerk. Other duties may be assigned.

- Perform clerical duties in court of law; prepare docket of cases to be called; secure information for judge; and contact witnesses, attorneys, and litigants, as needed.
- Answer questions from the public regarding the status of cases, complaints, or warrants;
- Obtain information on complaints and warrants and enter information relative to warrants, court schedules, and fine payments to update database;
- Process paperwork in accordance with established procedures;
- Sort, separate, arrange, file (alphabetically and numerically), and/or distribute court or legal documents;
- Document files, motions, court records, and case files;
- Compile and maintain statistical information;
- Prepare and mail form letters providing court dates, fine amounts, and general court information;
- Create new case files and docket entry sheets;
- Review and proofread files, documents, and other printed materials for completeness and accuracy, and correct errors or facilitate the correction of errors;
- Demonstrate continuous effort to improve operations, decrease turnaround time, streamline work process, and work cooperatively and jointly to provide quality seamless customer service.
- Assist the Clerk-Treasurer in collection of taxes & election work

## Typical Qualifications

### Minimum Qualifications

1. High School Diploma is required.
2. Must be at least 18 years of age, a citizen of the United States, and possess a valid Wisconsin driver's license with a satisfactory driving record.
3. Experience preparing or processing legal documents, forms and/or records used for Court proceedings and/or prior experience as a Court Clerk preferred.

## Supplemental Information

### Essential Knowledge and Abilities

1. Well-developed communication skills, both verbal and written.
2. Ability to perform arithmetic computations accurately and quickly.
3. Ability to manage time well, be highly organized, and plan work assignments effectively to maintain a smooth flow of record keeping and information processing.
4. Ability to use modern office technology, including a personal computer.
5. Knowledge and ability to work with software related to accomplishing the Court functions, with various computer applications.
6. Ability to establish successful working relationships.

### Physical Demands and Work Environment

The physical and work environment described is representative of those that must be met by an employee to successfully perform the function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

Work is performed in an office setting. Hand-eye coordination is necessary to operate various pieces of office equipment. Specific vision abilities required by this job include vision and the ability to adjust focus. While performing the duties of this job, the employee is occasionally required to:

1. Stand, walk, sit, stoop, kneel, crouch and crawl
2. Climb, balance, bend, twist and reach
3. Feel, talk and hear (normal range in normal office environment, corrected or uncorrected)
4. Lift, carry, push/pull up to 25 pounds
5. Work under time pressures such as frequent "rush" jobs, urgent deadlines, etc.
6. Work under distractions such as telephone calls and other disturbances.
7. Perform repetitive activities (calculating, keyboarding, and writing).
8. Encounter unpleasant social situations (dealing with irate or disturbed individuals).