



**Town of Grand Chute
Position Description**

Job Title:	Administrative Specialist	Reports To:	Municipal Judge		
Department:	Municipal Court			Date:	January 24, 2023
FLSA Status:	Non-Exempt	Pay Grade:	F	FTE:	.49

General Job Summary

This purpose of this position is to provide clerical support, perform a variety of court tasks and provide service to attorneys and general public involving maintaining citations and other records.

Duties and Responsibilities		Estimated % of Time
1.	Process Citations. Pull citations daily and review for accuracy in accordance with statutory requirements.	70
2.	Court Responsibilities. Prepare court dockets, attend hearings, record hearings, and follow through with disposition. Familiarity with referring files to tax intercept and State Debt Collection (SDC).	10
3.	Public Interactions. Receive inquiries from the public by letter, email, or telephone and provide proper information or direct to appropriate source. Assist the public in person at the court window to include collection of monies, and issue receipts; answer questions on court procedure, functions, payment plans, appearance in court, and entering pleas.	5
4.	Collections. Track court cases and court-ordered actions for enforcement.	5
5.	Court Record Retention. Scan files and file based on active, collections, or closed files.	5
6.	Back up. Familiarity with responsibilities of the Clerk of Courts to cover their absences.	5

Perform additional duties as assigned and attend the Town required training. Regular attendance is required. Work in a manner that is aware of personal safety and the safety of others and observes safety, health and sanitation codes, regulations, or practices required by the Town or governmental authority.

Required Minimum Qualifications

Education & Experience

- High school diploma or equivalent
- Two (2) to three (3) years of clerical experience
- Experience working within the Wisconsin Judicial System

Knowledge, Skills, and Abilities

- Ability to review statute and interpret law.
- Ability to organize, prioritize, manage large caseloads, and meet deadlines while working under pressure with minimal supervision.
- Ability to understand and effectively carry out oral and written instructions.
- Ability to become proficient with job related software and updates.
- Skilled at communicating both in writing and verbally with the Police Department, court personnel, attorneys, Town staff, and the general public.
- Skilled at maintaining confidentiality at all times.
- Excellent interpersonal skills and the ability to establish and maintain effective working relationships with all Town staff and deal with the public in a courteously and tactfully.

The Town may consider any equivalent amount of credentials, licensures, training, or experience that provides the necessary knowledge, skills, and abilities to perform the duties and responsibilities of this job.

Equipment Used

Office equipment including computer terminal, typewriter, telephone, fax machine, calculator, adding machine and photocopier.

Working Conditions

Work is primarily in a climate controlled office environment. This position typical works 17 hours per week (Wednesdays 7:00 am – 4:30 pm and flexibility with the remaining 8 hours per week), plus 40 hours per week to cover approximately 4 weeks of vacation per year.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the duties and responsibilities of the job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform this job.

Generally a sedentary position working in a professional office environment. Regularly required to sit, stand, walk and use both hands to handle, touch, grasp; reach with hands and arms. Frequent talking, hearing/listening, seeing/observing, and performing repetitive motions. Occasional physical activities such as stooping, kneeling, crouching, standing, walking; lifting, carrying, pushing, and pulling up to 20 pounds.

Note

The duties and responsibilities listed in this job description are intended to describe the general nature and level of work that may be performed. The omission of specific statements of duties does not exclude them from the job if work is similar, related or a logical assignment to the job. Percentage of time may vary widely depending on the needs of the position during any particular time period.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.