



Part-Time Deputy Clerk of Courts

Grand Chute is a growing, vibrant community of 23,200 residents, and has a tax base of more than \$2.4 billion. In addition to steady growth in residential development, Grand Chute is recognized as the commercial and retail center of Wisconsin's Fox Cities region.

The Town of Grand Chute is accepting applications for the position of Part-Time Deputy Court Clerk in the Municipal Court. Under the direction of the Municipal Judge and Clerk of Courts, this position provides clerical support and performs a variety of court tasks including service to attorneys and the general public.

This is a part-time position that is scheduled to work 24 hours per week Wednesday through Friday.

Qualified candidates:

- At least eighteen (18) years of age
- Minimum of:
 - High School Diploma or GED AND
 - Three (3) years of court/legal experience or a combination of education and experience
- Ability to work in comfortable office environment and be able to lift up to 20 pounds

Starting pay is between \$20.48 - \$23.40 per hour plus excellent fringe benefits.

A detailed job description and employment application are available on the Employment page of the Town's website, <https://www.grandchute.net> or in person at Town Hall. To apply, submit a Grand Chute Employment Application and Resume to Human Resources, 1900 W. Grand Chute Boulevard, Grand Chute, WI 54913-9613 no later than 4:30 pm on Friday, November 6th, 2020. Application and resume may be emailed to: hr@grandchute.net.

Town of Grand Chute is an Equal Opportunity Employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.



Grand Chute Town of Grand Chute Position Description

Department: Municipal Court

Position Title: Deputy Clerk of Courts

Pay Grade: G

FLSA: Non-Exempt

Date: October 2020

Reports to: Clerk/Judge

Purpose of Position

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.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Maintains and initiates court records in accordance with statutory requirements and within recommended procedures.
- Maintains records regarding satisfaction of judgments, money and other related areas.
- Attend court proceeding and handling documents for court signature.
- Prepare documents prior to and succeeding court proceedings.
- Provides a variety of clerical support services such as: processing mail; setting up interpreters; preparing court calendar; answering phone calls and front window; filing.
- Communicates both in writing and verbally with court personnel, attorneys and the general public.
- Work closely with other departments including but not limited to the Police Department.
- Ability to organize, prioritize and systematically handle a large volume of information, documents and files in a fast-paced multi-task environment.
- Maintain confidentiality at all times.

Additional Tasks and Responsibilities

While the following task are necessary for the work of the court, they are not an essential part of this position and may be performed by other members.

- Ability to manage large caseloads while working under pressure.
- Must be reliable in attendance and flexible to work additional hours as needed.
- Ability to work effectively with little supervision.

Minimum Training and Experience Required to Perform Essential Job Functions

- High school diploma or equivalent and three years clerical/secretarial experience, or a combination of education and experience that provides equivalent knowledge, skills and abilities.
- Experience within the Wisconsin Judicial System.

Language Ability and Interpersonal Communication

- Ability to understand legal documents, statutes and court proceedings.
- Ability to readily comprehend and grasp complex procedures and processes.
- Ability to classify, compute, and tabulate data and information following a prescribed plan requiring the exercise of some judgment.
- Ability to advise and provide interpretation to others on how to apply policies, procedures and standards to specific situations.
- Ability to communicate orally and in writing with Town employees, attorneys and residents.
- Requires the ability to communicate orally providing guidance, assistance, and/or interpretation to the public regarding the procedures of the court.

Mathematical Ability

- Ability to add and subtract, multiply and divide, and calculate percentages, fractions, and decimals.

Judgment and Situational Reasoning Ability

- Ability to use functional reasoning in performing semi-routine functions involving standardized work with some choice of action.
- Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable criteria. Handles highly confidential information on a regular and ongoing basis.

Physical Requirements

- Ability to operate a variety of office equipment including computer terminal, typewriter, telephone, fax machine, calculator, adding machine and photocopier.
- Ability to coordinate eyes, hands, feet and limbs in performing semi-skilled movements such as data entry.
- Ability to exert light physical effort in sedentary to light work, typically involving lifting, carrying, pushing, pulling or otherwise moving objects up to 20 pounds.
- Ability to work under generally safe and comfortable conditions where exposure to factors such as repetitive computer keyboard use may cause discomfort and post little risk of injury.

EEO/ADA Policy Statement

The Town of Grand Chute is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Pre-employment drug testing is mandatory. 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 Town and requirements of the job change.

Employee’s Signature

Supervisor’s Signature

Date

Date