

DEPUTY CLERK OF CIRCUIT COURT IN REGISTER OF PROBATE OFFICE

Department: Register in Probate Office

Reports to: Register in Probate and Judge

Purpose of Position

The purpose of this position is to assist the Register in Probate/Juvenile Clerk/Judicial Assistant in the discharge of the duties of that office which utilizes a working knowledge of the Wisconsin Statutes.

Essential Duties and Responsibilities:

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

Essential Duties and Responsibilities

- Performs a lead role on the absence of the Register in Probate
- Performs as clerk in the courtroom for all case types
- Schedules the Judge's calendar as well court commissioner's calendars
- Acts as the Judge's receptionist
- Initiates and disposes cases including confidential Juvenile cases, guardianship cases and Mental cases.
- Files reports to the Department of Justice/WI Election Commission
- Receipts and files wills
- Obtains a GAL for juveniles under the age of 12 in newly filed juvenile cases.
- Provides customer support to Health and Human Services, Corporation Counsel as well as attorneys and members of the public.
- Prepares receipts
- Processes department mail
- Completes data entry functions
- Completes and files correspondence, legal documents, notices and orders
- Reviews bills from attorneys acting as GAL and adversary counsel
- Oversees the examination of guardianship cases and accounting
- Receipts and files wills
- Performs records searches
- Performs other duties that may be assigned

Minimum Training and Experience Required to Perform Job Functions

- Possession of an associate degree in a professional, legal secretary, information systems, accounting or related field.
- Two years job experience in court-related or legal office setting
- Professional experience using personal computers and contemporary business office software.

Preferred Qualifications

Job experience based in public administration setting

Note: Equivalent combination of education and experience that provides the required knowledge, skills, and ability to proficiently perform the duties of this position may be accepted.

Knowledge, Skills, and Abilities Required to Perform Job Functions

- Language, mathematical, judgmental/reasoning, oral and written communication skills.
- Requires regular attendance
- Ability to communicate professionally and work effectively with peers, subordinate's, supervisor and members of the public.
- Establish proficiency and work effectively with peers, subordinates, supervisor and members of the public
- Establish proficiency in office management skills, which includes required bookkeeping procedures to maintain database, and perform word processing tasks in a Windows environment.
- Must possess a multi-task orientation and be a self-starter with ability to accurately complete all job tasks with minimum supervision.
- Successful completion of Office Skills including typing, MS Word and MS Excel

Working Environment

- Typical working environment is within a temperature-controlled non-smoking office and courtroom.

Physical Requirements

- Ability to operate office equipment such as multi-line telephones, copiers, facsimile, machines, personal computers, calculators, etc.
- Ability to exert very moderate physical effort in sedentary to light work activity, typically involving some combination of stooping, kneeling, crouching, lifting, carrying, pushing and pulling, and stair climbing.

This position description has been prepared to assist in defining job responsibilities, physical demands working conditions and skills needed for compliance with the American with Disabilities act. It is not intended as a complete list of job duties, responsibilities, or essential functions, is not exhaustive and may be supplemented as necessary. This description is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under supervision. The county regains and reserves any or 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.