

## Job Description

**Job Title:** Part-time Municipal Court Assistant Clerk      **Department:** Municipal Court

**Date Issue:** June 1, 2015  
Passed S & G 6/8/15  
Passed Council 6/15/15      **Reports To:** Municipal Court Clerk

**Classification:** Non - Exempt      **Wage:** Salary Grade 2

## Position Summary

Under the direction of the P.T. Municipal Court Judge this individual performs statutory and administrative functions. These functions include but are not limited to various court record keeping and clerical duties and the assumption of responsibilities at court proceedings.

## Essential Duties & Responsibilities

1. \*Performs a variety of diverse clerical tasks in connection with the maintenance of court records.
2. Completes Department of Transportation Summons; Civil Commitment, Alcohol Assessment and other Court forms; and sends to appropriate agency.
3. \*Prepares necessary file folders. Files, makes copies, records and keeps all documents received in the Municipal Court Clerk's office.
4. \*Sends notices of hearing dates as necessitated by case or requested by the Municipal Court Judge, attorneys and pro se litigants, within statutory time limits.
5. \*Prepares and distributes Court calendars.
6. \*Responsible for handling juvenile records, which are closed and confidential.
7. \*Prepares files and minute sheets for the weekly court calendar and monitors files for next action.
8. \*Hours of work may vary.
9. \*Verifies accuracy of citations in database.
10. \*Prepares legal documents, reports and statistical information necessitated by statutory requirements, office policies or judicial process.
11. \*Orders court supplies.
12. May receive and process mail.
13. Performs other office duties that are required or that may be assigned.
14. Assures compliance with all City human resource policies.

## Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty and responsibility satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## Education and/or Experience

Requires high school diploma or GED Certificate recognized by the Wisconsin Department of Public Instruction plus two years of responsible office experience.

1. Working knowledge of office practices and procedures; proficiency in the use and understanding of business terminology; and the ability to follow oral and written instructions.
2. Ability to learn, interpret, understand and utilize legal terminology, including the preparation of legal documents.
3. Requires a high sense of responsibility, accuracy, and initiative to work independently and productively with limited supervision.

4. Ability to efficiently utilize a personal computer system for automated record keeping, creating reports, scheduling and preparation of documents.
5. Ability to maintain a high level of discretion, confidentiality and integrity, and utilize good judgment, tact and courtesy in dealing with employees and the public.
6. Proficiency in typing accurately at a prescribed rate of speed as determined by the Civil Service Commission. Ability to obtain a satisfactory grade on clerical examinations involving English, spelling, clerical accuracy, and any other related examinations.
7. Requires high school diploma or GED Certificate recognized by the Wisconsin Department of Public Instruction plus two years of responsible office experience.

#### **Pre-employment Requirement**

Job offers for this position are contingent on the individual passing a pre-employment drug screen.

The City of Sheboygan, Wisconsin is an Equal Opportunity Employer

In compliance with the Americans with Disabilities Act, the City of Sheboygan will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.