

LAKESIDE MUNICIPAL COURT

DEPUTY COURT CLERK

JOB SUMMARY

The Deputy Clerk of the Municipal Court is responsible to the Municipal Judge as outlined in State Statute. This position will report directly to the Municipal Court Administrator for day to day supervision.

DESCRIPTION OF WORK

Distinguishing Characteristics of the Class

The highly responsible work of this class involves performing a variety of complex administrative and clerical functions for the multi-jurisdictional municipal court including: preparing and processing court documents; collecting recording and maintaining citations and payments, setting up payment schedules and issuing delinquent notices; maintain all court records; process delinquents through collections, Wisconsin Tax Return Intercept Program and/or State Debt Collection.

Examples of Work

NOTE: This listing of typical duties is intended to be illustrative only and does not include all of the tasks performed by the position.

- Answer inquiries from people in person, telephonically, at window or via computer.
- Enter payments, collect forfeitures and issue receipts.
- Balance cash drawer daily to match computer generated reports and submit to village Clerk Treasurer or his/her designee.
- Filing.
- Process incoming and outgoing mail and investigate returned mail as deemed necessary.
- Secure complete and confidential information on all defendants.
- Set up payment schedule for those who are not able to pay at court in a timely manner.
- Complete citations and close out completed cases.
- Prepare addendums to be placed with citations.
- Send or issue post appearance paperwork as ordered or required.
- Send assessment form to appropriate facility.
- Maintain file of all completed court cases.
- Maintain separate secure files for juveniles.
- Submit request for payment of witness fees, restitution, refunds, etc.
- Maintain files, send and follow up on final notices, SDC letters, suspensions, past due notices, payment plans, juvenile court orders, TRIP, SDC, OCR, etc.
- Suspend driver's license with DOT not before day 61 and send to collections not before day 91.

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- Check supplies and submit to Court Administrator.
- Compile and submit financial reports as designated.
- Prepare miscellaneous court forms, labels, etc. as needed.
- Be prepared to cover in court duties if/when needed.
- Perform other duties as requested.

Working Conditions

Must be available for court sessions as assigned by the municipal judge. Also works in normal office setting.

REQUIREMENTS OF WORK

Knowledge of

- * Office equipment, terminology, procedures, and methods.
- * Design and maintenance of centralized records management systems.
- * Village policies, procedures and ordinances.
- * Data entry, spreadsheet, data base management, word processing, and desktop publishing techniques and procedures.
- * Proper grammar, spelling, and punctuation.
- * Familiarity of office machines, electronics and recording devices.

Ability to

- † Type and proofread a variety of written materials.
- † Understand and carry out complex oral and written directions.
- † Handle routine administrative details independently.
- † Maintain confidentiality of sensitive records and materials.
- † Employ tact, courtesy, composure, and good judgment in dealing with the public.
- † Communicate effectively in oral and written form.
- † Establish and maintain effective working relationships with fellow employees and the general public.

Required Qualifications: High school education with strong background in office practices and procedures; working knowledge of a variety of computer applications including spreadsheets and word processing; must be bondable.

Desired Qualifications: General knowledge of court procedures and general laws.