

VILLAGE OF PLEASANT PRAIRIE

Job Description



Division/Department:	Municipal Court		
Location:	Village Hall, 9915 39 th Avenue, Pleasant Prairie, Wisconsin		
Job Title:	Assistant Municipal Court Clerk		
Reports to:	Municipal Court Judge; secondary reporting to Finance Director	Salary:	\$10.00/hour
Type of position:	<input type="checkbox"/> Full-time <input type="checkbox"/> Regular Part-time <input checked="" type="checkbox"/> Part-time	<input type="checkbox"/> Seasonal <input type="checkbox"/> Intern	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt

JOB SUMMARY

This position is a skilled clerical position within the Municipal Court of the Village of Pleasant Prairie. The primary responsibilities of this position are, but not limited to: assisting the Court Clerk in the management of the overall efficient operation of the Municipal Court's processes and proceedings; assist Clerk in maintaining daily and monthly financial/statistic reports as required by the Village Finance Director, Kenosha County and State of Wisconsin; requires discretion in performing administrative duties; and all other duties as assigned by the Municipal Judge, Court Clerk and Finance Director.

JOB RESPONSIBILITIES

Essential Job Functions

1. Accept court payments and fess at Village Hall as well as via USPS and apply appropriately within the Court software program.
2. Assist in maintaining court docket (juvenile separate), correspondences, legal documents, reports, forms and other court documents.
3. Assist Clerk in the Issuance and/or processing of forfeiture of bonds, warrants, writs of commitment, summons, subpoenas, citations and other court documents.
4. Assist in compilation and submission of monthly financial/statistic reports of the Court as required by the Village Finance Director, Kenosha County and State of Wisconsin.
5. Utilize data base programs and word processing packages as well as a multi-line telephone system and voice mail.
6. Must be able to work effectively under stress.
7. Must have good verbal and non-verbal skills.
8. Must be able to organize work and manage work schedules effectively.
9. Effectively communicate with the public and co-workers.

General Job Functions

1. Receives and responds to diverse inquiries from the public, state agencies and other city departments and law enforcement agencies regarding court activities. DO NOT GIVE OUT LEGAL ADVICE.
2. Reviews and proofreads files, documents, and other printed material for completeness and accuracy, and corrects errors or facilitates the correction of errors.
3. Utilize the Wisconsin Department of Revenue Tax Refund Interception Program (TRIP).
4. Process incoming mail and faxes and distribute.
5. Process demands for certified court records.

Knowledge, Skills and Abilities Require

1. Ability to maintain a high level of confidentiality in general and particularly as it relates to departmental information.
2. Ability to accurately and correctly perform data entry and data retrieval on PC computer.
3. Knowledge of modern office practices and procedures including knowledge of personal computers and software.
4. Ability to perform duties in a wireless environment on a laptop.
5. Knowledge of State and Federal laws regulating the operation of the Municipal Court. (Municipal Court Proceedings/Wisconsin Statutes).
6. Knowledge of and follow Village policies and procedures.
7. Knowledge of EEO policy and show respect and sensitivity for cultural differences.
8. Work with integrity and ethically uphold organizational values.

EDUCATION/CERTIFICATION REQUIREMENTS

- Minimum of 3 to 5 years in a legal or professional office setting.
- Knowledge of Titan Public Safety Solutions (TiPSS) preferred but not required.
- Proficient in Microsoft Office Suite (Access, Word, Excel, Power Point & Outlook). Minimum of 50 WPM
- Valid Wisconsin Driver's License.
- May be required to be bondable.

JOB REQUIREMENTS/WORK ENVIRONMENT

- Essential job functions of this position require a significant amount of walking, standing, listening, communicating, sitting, transcribing, typing, and lifting and carrying a range of weight up to 15 pounds.
- This position is located at the Village Hall, 9915 39th Avenue, Pleasant Prairie, Wisconsin, and office hours are Monday through Friday, 32 hours per week.

VILLAGE OF PLEASANT PRAIRIE IS AN EQUAL OPPORTUNITY EMPLOYER

Rev. 2-2010