

TOWN OF BURLINGTON MUNICIPAL COURT CLERK

GENERAL NATURE OF POSITION

The Municipal Court Clerk reports to the municipal Judge of the Municipal Court. This position is a skilled and technical position. The primary responsibilities of this position are, but not limited to: manage the overall efficient operation of the Municipal Court's processes and proceedings; requires independent judgement and discretion in the development of administrative procedures; maintain daily and monthly financial/statistic reports as required for the Town of Burlington/Town Municipal Court, Racine County and the State of WI.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Performs duties as described in Chapters 755 and 800 of the Wisconsin State Statutes.
- Ensure appropriate processing of all citations, documents and court cases, including appeals to the Circuit Court.
- Maintain Court docket, correspondences, legal documents, reports, forms and other Court Documents.
- Coordinate and manage open court sessions including supervise and distribute court handouts, record all pleas made by the defendants and/or their legal counsels.
- Oversee that trial proceedings are recorded and preserved.
- Issuance and/or processing of forfeiture of bonds, summons, subpoenas, citations and other court documents as directed by the Municipal Judge.
- Manage the collections of forfeitures, fees, assessments, surcharges and costs.
- Compile, balance, and submit monthly financial/statistic reports of the Court as required for the Town of Burlington/Town Municipal Court, Racine County and State of WI.
- Assist the Municipal Judge with the annual court's budget.
- Coordinate dates and notices for trials, pre-trials, motion hearings, initial appearance and other court proceedings and distributes schedules to all interested parties as required.
- Receipt and process all not guilty pleas by mail.
- Receive and respond to diverse inquiries from the public, state agencies and other city departments and enforcement agencies regarding court activities.
- Prepare correspondence to defendants of pending driver's license suspension and WI DOT-Motor Vehicle Division.
- Review files, documents and other printed material for completeness and accuracy, and facilitate the correction of errors.
- Utilize the DOT Tax Refund Interception Program (SDC).
- Utilize the Court Software.
- Process incoming mail and distribute to defendants, attorneys, judge, etc.
- Process demands for certified court records.
- Develop and maintain an archiving process for all citations, documents and court cases.
- Revise forms utilized by the Court with approval of Municipal Judge.
- Order and maintain supplies needed for operations of the Court.
- Complete tasks as assigned by Municipal Judge.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below 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.

- Valid Driver's License.

EDUCATION AND/OR EXPERIENCE:

- High School Diploma or GED equivalent; Associated Degree in Administrative Assistant, or related field is desired.
- 3-5 years of legal secretary experience, while not required, is preferred

SKILLS AND ABILITIES:

- Ability to maintain a high level of confidentiality in general and particularly as it related to departmental information.
- Demonstrate organizational skills, attention to detail and accuracy.
- Ability to work independently and use discretion as it related to administrative procedures.
- Ability to develop and maintain effective work record keeping systems for the Court.
- Ability to implement and utilize the WI DOT Tax Interception Program (SDC).
- Ability to implement and utilize the Court software.
- Ability to communicate effectively both orally and in writing with general public, defendants, legal counsel and representatives of other governmental agencies.
- Ability to accurately and correctly perform data entry and data retrieval on PC computer.
- Working knowledge of Microsoft Office 365 and applications as well as a variety of software applications and hardware use including utilization of internet and file management.
- Ability to establish and maintain effective working relationships with co-workers, general public and Racine County Circuit Court along with employees from surrounding communities.
- Knowledge of modern office practices and procedures including knowledge of personal computers and software.
- Ability to plan, organize and direct the work of subordinates in all phases of the Municipal Court.
- Knowledge of State and Federal laws regulating the operation of the Municipal Court as well as Town policies and procedures.
- Must be able to work effectively under stress.

PHYSICAL DEMANDS/WORK ENVIRONMENT:

The Physical Demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Essential job functions of the position require a significant amount of walking, standing, listening, communicating, sitting, typing and lifting and carrying a range of weight up to 50 pounds.