

MUNICIPAL COURT CLERK JOB DESCRIPTION OCONTO FALLS, WISCONSIN

GENERAL SUMMARY:

The Municipal Court Clerk is responsible for the administrative maintenance of the Municipal Court system and will perform court customer service duties. The Administrative Assistant (I) duties include, but not limited to, collecting money, issuing licenses, answering telephones, and receptionist. This position will have light secretarial duties and requires a technical background in computers. The Municipal Court Clerk reports directly to the Municipal Judge. The Municipal Court Clerk works closely with the Elected and Appointed Officials, Administrative Staff, police officers, state offices, and the general public. Ability to follow the Municipal Court Clerk Manual.

1. EDUCATION AND EXPERIENCE REQUIREMENTS:

- A. High school graduate or equivalent. Associates degree in business administration, office management, or a related field preferred.
- B. Working knowledge of computer software applications for word processing and spreadsheet management.
- C. Strong oral and written communication skills and analytical abilities.

2. PHYSICAL REQUIREMENTS:

Work is generally performed in a climate-controlled office environment with minimal physical exertion. There are rare occasions when the Municipal Court Clerk may be required to traverse to off-site departments, or other governmental agencies. Activities include written and verbal communication with frequent communication with employees, customers, and the management staff. Extensive use of computers to analyze data, produce reports and formal, professional correspondence. Uses the telephone extensively to communicate with numerous parties to address concerns and issues. Must have ability to sit or stand for long periods of time. Ability to work at a computer for extended periods of time.

3. DUTIES, POWERS AND RESPONSIBILITIES:

- A. Ability to plan and organize work with frequent interruptions.

- B. Must be able to effectively communicate verbally and in writing.
- C. Reasonably available to attend after-business-hours meetings or classes as directed by the Municipal Judge
- D. The preparation of accurate reports for regulatory agencies.
- E. Ability to establish and maintain effective working relationships with co-workers, management and the public.
- F. Demonstrate a professional level of interaction with the public.
- G. Must have a positive attitude and respect for management decisions and policies.
- H. Must have a high level of self-motivation.
- I. During entire tenure as Court Clerk incumbent must be bondable and maintain bonding (City will pay reasonable costs for bonding).
- I. Other duties may from time to time be assigned by the Municipal Judge.

4. REPORTING RELATIONSHIP

- A. Municipal Judge
- B. City Administrator

5. WAGE SCALE

The Municipal Clerk wage scale will depend upon qualifications.

CITY OF OCONTO FALLS, WISCONSIN
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