

TOWN OF BURLINGTON MUNICIPAL COURT

NOW HIRING

PART-TIME MUNICIPAL COURT CLERK

Town of Burlington, Wisconsin

POSITION OVERVIEW

The Part-Time Municipal Court Clerk reports to the Municipal Judge of the Municipal Court. This is a skilled and technical position with primary responsibilities that include managing the overall efficient operation of the Municipal Court's processes and proceedings. The role requires independent judgment and discretion in the development of administrative procedures, as well as maintaining daily and monthly financial/statistical reports as required for the Town of Burlington/Town Municipal Court, Racine County, and the State of Wisconsin.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties include, but are not limited to:

- Perform 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, correspondence, legal documents, reports, forms, and other Court documents.
- Coordinate and manage open court sessions including supervising and distributing court handouts, and recording all pleas made by defendants and/or their legal counsel.
- Oversee that trial proceedings are recorded and preserved.
- Issue and/or process forfeiture of bonds, summons, subpoenas, citations, and other court documents as directed by the Municipal Judge.
- Manage the collection of forfeitures, fees, assessments, surcharges, and costs.
- Compile, balance, and submit monthly financial/statistical reports of the Court as required for the Town of Burlington, Racine County, and the State of Wisconsin.
- Assist the Municipal Judge with the annual court budget.
- Coordinate dates and notices for trials, pre-trials, motion hearings, initial appearances, and other court proceedings; distribute schedules to all interested parties.
- Receipt and process all not-guilty pleas by mail.
- Receive and respond to diverse inquiries from the public, state agencies, and other departments and enforcement agencies regarding court activities.
- Prepare correspondence to defendants regarding pending driver's license suspensions and WI DOT Motor Vehicle Division.
- Review files, documents, and other printed material for completeness and accuracy; facilitate correction of errors.
- Utilize the DOT Tax Refund Interception Program (SDC) and 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 the Municipal Judge.
- Order and maintain supplies needed for operations of the Court.
- Complete tasks as assigned by the Municipal Judge.

QUALIFICATIONS

Education and Experience

- High School Diploma or GED equivalent required; Associate's Degree in Administrative Assistant or related field is desired.
- 3–5 years of legal secretary experience preferred, but not required.
- Valid Driver's License required.

Skills and Abilities

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

PHYSICAL DEMANDS

Essential job functions require a significant amount of walking, standing, listening, communicating, sitting, typing, and lifting and carrying weights up to 50 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

HOW TO APPLY

Interested candidates should submit a completed application and resume to the following contacts:

Taylor Wishau: taylor.wishau@townofburlingtonwi.gov

Rachel Naber: rachel.naber@townofburlingtonwi.gov

The Town of Burlington is an Equal Opportunity Employer.