

TOWN OF COTTAGE GROVE

4058 CTH N
COTTAGE GROVE, WI 53527

POSITION DESCRIPTION:

Title: Court Clerk
Location: Town Hall

Department: Municipal Court

GENERAL PURPOSE:

Performs a variety of routine and diverse clerical and accounting work in keeping official records of the Town of Cottage Grove Municipal Court including staffing court proceedings, processing citations, and assisting the Judge in performing his/her statutory duties.

This position is appointed by the Judge. The hiring, termination, hours of employment, work responsibilities of the Court Clerk shall be under the Judge's authority.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Maintain court case files, paper and electronic. Prepare court dockets and calendars for scheduled appearances, pre-trials, motion hearings, restitution hearings, refusal hearings, judicial reviews.
- Coordinate overall court matters with all involved parties, including the municipal judge, defendants, defense counsel, municipal prosecutor, police department, and other criminal justice or social service agencies.
- Tracks court cases and court-ordered actions
- Data entry for court records to include dispositions, forfeitures, appearances, court orders, Judge's notes, enforcements, alternatives, attorney information, witnesses, payments and reviews.
- Maintain court software security and permissions per law and court rule.
- Answers phone calls to include assisting public, litigants, attorneys, state and local along with other agencies.
- Responds to inquiries and complaints with frequent public contact and communications over the telephone, email or in person
- Fills open records requests regarding applicable court case files to include certified records and notary requests
- Collect, receipt, and record payments of fines and forfeitures. Prepare deposits and balance cash receipts. Set-up and monitor payment schedules. Compile and submit financial reports to the appropriate agencies.
- Process court mail, complete forms, requests and responses.
- Assists Municipal Judge in the formulation and implementation of court rules, policies and court forms.
- Remains current in court law and operation with yearly attendance at the WI Municipal Court Clerk's Seminar and other training opportunities as necessary.
- Issue documents (warrants, subpoenas, commitments, default letters, suspensions, notices, etc.) as required by the Judge
- Informs Law Enforcement Department of upcoming trial dates, arraignment dates, court policies or policy changes, law or bond schedule changes, warrant or commitment withdrawals.
- Attend all court sessions (consisting of one evening a month and occasional day court.)
- Prepare and maintain courtroom, court records, addendums, and payment notices. Provides necessary or requested files and addendums to prosecuting attorney.
- Secures substitute Judge or interpreters when needed
- Responds to written inquiries on behalf of the Judge
- Maintains electronic proceedings for trials and hearings
- Assists Judge in budget management and preparation.
- Purchases office supplies when needed.
- Files pending and completed cases. Maintains record retention as required by law.
- Performs any other duties as required by the Judge.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

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- (a) Graduation from high school or GED equivalent with specialized course work in general office practices such as typing, filing, accounting, and bookkeeping, and
- (b) Two (2) years of increasingly responsible related experience, or any equivalent combination of related education and experience.

Necessary Knowledge, Skills, and Abilities:

- (a) Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures; some knowledge of accounting principles and practices. Proficiency with Google Workspace is preferred.
- (b) Ability to perform cashier duties accurately; ability to effectively meet and deal with the public; ability to communicate effectively verbally and in writing; ability to handle stressful situations.
- (c) Ability to learn software specific to Municipal Court, including but not limited to cash receipting of payments for citations, balancing deposits, reports for accounting and reporting to the State of Wisconsin, managing interfaces with the Department of Transportation, Department of Revenue, and the Town of Cottage Grove
- (d) Ability to communicate effectively with customers and coworkers, including but not limited to participating in a productive manner during staff meetings. Any writing is expected to be completed in a professional manner free of errors and grammatically correct.
- (e) Ability to manage a wide range of customer types in a respectful, professional and impartial manner, provide exceptional customer service, keep a professional demeanor during stressful encounters with customers.

SPECIAL REQUIREMENTS

Valid state driver's license or ability to obtain one.

TOOLS AND EQUIPMENT USED

Phone system, personal computer knowledge including word and spreadsheet software, copy machine, scanner, fax machine, and calculator.

PHYSICAL DEMANDS

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. While performing the duties of this job, the employee is frequently required to sit and talk and hear. The employee is occasionally required to walk; use hands to finger; handle or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderately quiet.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related costs may be required. The duties listed above are intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the positional if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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I acknowledge that I have read the job description for my employment position with the Town of Cottage Grove and I certify that I can perform these functions.

Employee Name – Please print

Employee Signature

Date