

## EASTERN COLUMBIA COUNTY JOINT MUNICIPAL COURT

248 W. STROUD STREET  
RANDOLPH, WI 53956  
(920) 326-3881 FAX: (920) 326-3882  
email: clerk@eccjmc.com

Eastern Columbia County Joint Municipal Court is seeking to fill an opening for a full-time court clerk/administrative assistant.

ECCJMC is a joint court that serves 14 municipalities in eastern Columbia County. The Clerk's office is located at 248 W, Stroud Street, Randolph, Wisconsin. Court is held once a month in Poynette, Wisconsin, 106 S Main Street and twice a month in Randolph, 248 W. Stroud Street. The Clerk is responsible for his/her own transportation to and from Poynette.

The Court Clerk/Administrative Assistant is appointed by the Municipal Judge and works under the Judge's authority. The court's budget is governed by the Court Committee which is made up of one representative from each municipality. Budget meetings are held approximately once a year.

### JOB DESCRIPTION

- Assists the public with inquiries regarding court procedures.
- Obtains and processes citations; prepares court dockets.
- Organizes and attends court sessions, distributes appropriate paperwork and keeps records of pleas and dispositional information.
- Processes not guilty pleas, requests for adjournments, jury demands, requests for substitution of judge and appeals.
- Schedules indigency hearings, pretrial conferences, motion hearings, refusal hearings, trials and other proceedings.
- Records trials and motion hearings and preserves these recordings per statutory requirements.
- Reports dispositions to DOT within five working days.
- Sends notices to defendants regarding appearances and outstanding forfeitures.
- Collects and distributes all forfeitures; compiles and distributes monthly reports to each municipality, state and counties.
- Implements collection actions for non-payment by suspending licenses, issuing warrants and placing debts in State Debt Collection.
- Corresponds with municipal attorneys, defense attorneys, police department personnel and other entities.
- Orders supplies and manages office equipment.
- Attends the annual municipal court clerk seminar at least once every two years.

## PREFERRED OUALIFICATIONS

- Associate degree or bachelor's degree.
- Paralegal and/or legal assistant training.
- Accounting, general office, court clerk procedures.

Minimum of two years of experience in clerical work including the operation of word processing equipment, working with the public, and cash handling experience. Must also be proficient in legal terminology and procedures.

## SKILLS /ABILITIES

Able to work independently.

Proficient typist.

Knowledge of MS word and other software.

Ability to learn court software program — Praxis Quick Clerk.

Excellent communication and organizational skills. Ability to handle citizens in a non-confrontational manner.

## SALARY/BENEFITS

\$23.00/hr. for the remainder of 2023 during training; \$24.00/hr in 2024 to be reviewed after the first year of employment.

Health Insurance: Family: 20% contribution of premium

Single: 12% contribution of premium.

Vacation/Sick Time: 12 hrs./month – to be re-evaluated after 1 year of employment.

**PLEASE SEND RESUME TO: [clerk@eccjmc.com](mailto:clerk@eccjmc.com)**