

ADMINISTRATIVE ASSISTANT/MUNICIPAL COURT CLERK

Purpose of Position

The purposes of this position is to plan, coordinate, direct operations of the municipal court, and work with the Police Chief as a confidential secretary.

The Administrative Assistant reports to the Police Chief.

Essential Duties and Responsibilities

The following duties and responsibilities are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties maybe required and assigned.

Police Department duties to consist of accurately processing all citations, incident reports and files into the Spillman Software in a timely fashion and preparing them for processing by the courts; maintain office documentation in updated manner; answer telephone and respond to walk-in public questions; maintain contact with on-duty officer; process all accident reports; run driver record for citations; keep updated on new state statutes; maintain filing and form systems; enter and maintain inventory/expenses/maintenance on all police department equipment; other duties as assigned. All duties to be handled in a confidential manner.

Clerk of Municipal Court Duties to consist of entering citations into the Tipps Court software, maintaining court records in accordance with Wisconsin State Statutes, scheduling court appearances for initial appearances, pre-trial conferences, and trials, send proper court correspondences to Defendants, manage Municipal court budget, collect fine monies, report dispositions to Wisconsin Department of Transportation, schedule court staff substitution judges, towns attorney.

Desirable Knowledge, Abilities & Skills

Understanding of Microsoft Word, Excel and Power Point and ability to learn other computer programs with ease; ability to type at least 50 words per minute with extreme accuracy and confidentiality; knowledge of transcription machine, copy machines, folding machine, postage sealing machines, digital duplication devices. Organizational office skills and good telephone skills necessary with ability to greet public in a positive and calm manner.

Minimum Training and Experience Required

1. Completion of high school
2. Additional schooling in office and business field helpful.
3. At least two years working experience with Microsoft Word, Excel and Power Point
4. Prior experience in a public surrounding with knowledge of law and law enforcement, or government office procedures extremely helpful.
5. Must be eligible for security clearance to Wisconsin TIME system.
6. Must have the ability to type 50 words per minute

Required Licenses & Certifications

Notary Public certification, able to obtain Wisconsin Time system within 6 months of employment, Must have valid Wisconsin driver's license.

Revised: January 23, 2017

Physical Demands

While performing the duties of this job, the employee is frequently required to walk, sit, use hands, to finger, handle, or operate objects, talk, hear, and operate a motor vehicle. The employee is occasionally required to reach with arms, kneel, and crouch.

The employee may occasionally lift and/or move more than 40 pounds.

Work Environment

While performing the duties of this job, the employee works in a conditioned office building. Occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts; and is occasionally exposed to wet and/or humid condition.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. They are not intended to be an exhaustive list of responsibilities but are an overview of the duties and skills required. This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as needs and requirements change.

I, _____, acknowledge receipt of a copy of the Job Description for the Administrative Assistant and agree to perform my duties as stated above.

Signature: _____, Dated: _____