



Winnebago County

*The Wave of the Future*

## JOB POSTING

**POSITION TITLE:** Administrative Associate II/III

**LOCATION:** Clerk of Courts-Courthouse

**SALARY:** \$17.96-\$19.96/Hr.

**STATUS:** Part time

**HOURS PER WEEK:** 20

**WORK HOURS:** 9:00 am – 1:00 pm

**APPLICATION DEADLINE:** Recruitment will be ongoing

*Current Winnebago County employees interested in applying for this position will need to complete the Winnebago County Application for [Departmental Transfer/Position Change](#) form. Other parties interested in applying for this position will need to complete the [Winnebago County Application for Employment](#).*

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## WINNEBAGO COUNTY POSITION DESCRIPTION

*April 2021*

**POSITION TITLE:** Administrative Associate II/III

**DEPARTMENT:** Clerk of Courts

**PAY BASIS:** Hourly

### **PURPOSE AND SUMMARY:**

Performs a variety of time-sensitive clerical functions related to opening various case types for pro-se litigants. Provides essential clerical support for retention of court and financial records.

### **ESSENTIAL FUNCTIONS:**

1. Establishes new case filings and scheduling for various case types with pro-se litigants into the CCAP system. Ensures that the appropriate scheduling protocol is followed. Maintains additional filing of documents following established court recording guidelines.
2. Serves as the initial point of contact for public, professional, and official persons and agencies. Assists or facilitates proper channels of assistance for all phone and walk-in counter inquiries regardless of case type. Processes case amendments, motions, affidavits, garnishments, satisfactions, not guilty pleas, notices of appeal, ignition interlock exemptions, and other miscellaneous items.

3. Maintains official court and financial records using the CCAP system. Files documents and ensures that documents are scanned and precisely named for retention purposes. Receipts money for establishment of payment plans, payment of fines, forfeitures, and costs, payment of filing fees, payments for sheriff's sales, and other transactions.

#### **ADDITIONAL ESSENTIAL DUTIES:**

1. Prepares and distributes security and traffic court calendars.
2. Assists other employees with additional scanning and financial record keeping duties as needed.
3. Assists other employees in retrieval and distribution of daily mail as needed.
4. Ensures that confidentiality regarding office business is maintained at all times.
5. Performs other related duties as may be assigned.

#### **WORK RELATIONSHIPS:**

1. Reports to Chief Deputy Clerk of Courts.
2. Works with Accounting Supervisor, other Clerk of Courts and circuit court employees, other County departments, external agencies, attorneys and the public.

#### **REQUIRED EDUCATION, EXPERIENCE, TRAINING, AND CERTIFICATION:**

1. High school diploma or equivalent required.
2. Some post high school training and related experience in the legal field preferred.
3. Public contact and varied secretarial or office experience preferred.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Ability to work under pressure, maintain a positive attitude and maintain effective working relationships with customers, coworkers, the public, and other agencies with a focus on customer service excellence.
2. Ability to maintain a high level of discretion, confidentiality and integrity.
3. Thorough knowledge of office and legal terminology, practices, procedures and equipment.
4. Ability to follow complex oral and written instructions.
5. Ability to organize work that varies in volume and urgency with frequent interruptions in a busy office setting with limited supervision.
6. Strong written and verbal communication skills including listening skills.
7. Computer skills including knowledge of Microsoft Office applications. Ability to enter data accurately and learn and use CCAP software.
8. Ability to handle money and work accurately with figures.
9. Ability to accurately and consistently file electronic and paper documents.
10. Ability to type accurately at a rate of 35 words per minute.

#### **PHYSICAL REQUIREMENTS:**

1. Ability to perform most work from a sedentary position.
2. Ability to function in situations encountered in a normal office setting.
3. Ability to use standard office equipment including telephone, ten-key calculator, computer, computer cash drawer, printer, fax machine, photocopier and scanner.
4. Ability to travel to other County departments and locations.