



**JOB POSTING**

**POSITION TITLE:** Administrative Associate III – Financial Unit

**LOCATION:** Courthouse

**HIRING RANGE:** \$19.62 - 21.81/Hr.

**STATUS:** Full time

**HOURS PER WEEK:** 37.5

**WORK HOURS:** 8 am – 4:30 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 [Internal Department Transfer Form](#). Other parties interested in applying for this position will need to complete the [Winnebago County Application for Employment](#).*

---

**WINNEBAGO COUNTY  
POSITION DESCRIPTION**  
*March 2025*

**POSITION TITLE:** Administrative Associate III

**DEPARTMENT:** Clerk of Courts

**PAY BASIS:** Hourly

**PURPOSE AND SUMMARY:**

Performs a variety of time-sensitive and complex administrative, financial, jury, and technology-related functions to assist the Clerk of Circuit Courts. Provides essential clerical support for retention of court and financial records.

**ESSENTIAL FUNCTIONS:**

1. Acts as the first point of contact for front line staff for customer assistance related to financial questions. Assists Accounting Supervisor in processing DOC/Probation financial information and Bankruptcy information. DOC: monitors receivables, downloads, and DOC WICS website for changes in status. Bankruptcy: schedules dates

to monitor and check status, using appropriate computer websites. Scans paperwork appropriately into CCAP. On a rotating basis, balances and reconciles cash drawers and prepares paperwork for bank deposits.

2. Assists Jury Clerk with all jury functions. Performs all jury functions in the absence of the Jury Clerk. Remains familiar with all jury processes and performs recurring functions on a rotating basis with the Jury Clerk, including mailing and processing questionnaires and summonses and responding to voicemail messages.
3. Assists Court Records Associate with all functions. Remains familiar with copy and records searches by assisting with a minimum average of five copy and records searches and resulting invoices per week. In absence of Court Records Associate, performs daily duties to cover printing of court calendars for security officer; processes copy and records searches and prepares resulting invoices; processes requests for transcript preparation from any Court Commissioner Digital Audio Recording system, and other essential record handling duties as assigned.

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

1. Acts as the first point of contact for all facility and technology-related issues that arise on a day-to-day basis. As needed, acts as liaison between facilities, CCAP, technology vendors, and staff.
2. Assists with daily operations as needed in other Clerk of Courts Divisions.
3. Processes additional documents for any assigned caseload related to official or *pro se* filers.
4. Ensures that confidentiality regarding office business is maintained at all times.
5. Handles time-sensitive matters accurately and efficiently.
6. Performs other related duties as may be assigned.

#### **WORK RELATIONSHIPS:**

1. Reports to the Accounting Supervisor.
2. Works with Clerk of Courts Chief Deputy and 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, with some post-high school training preferred.
2. Two years' or more related experience, preferably in a legal or governmental setting.
3. Public contact and varied secretarial and 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.