



JOB DESCRIPTION

Department	Administration
Job Title	Deputy Clerk/Court Clerk
Classification	Non-Exempt
Reports to:	Deputy Village Administrator/Village Clerk
Pay Grade	3

Job Summary

The Deputy Clerk/Court Clerk serves a dual-function role, supporting the Village Clerk's office, Municipal Court, and front counter operations. This position is responsible for providing exceptional customer service, assisting with clerical and administrative duties in compliance with state statutes, processing court cases, maintaining accurate records, managing financial transactions, and ensuring smooth day-to-day operations at Village Hall. The role requires professionalism, strong organizational skills, attention to detail, and the ability to handle sensitive information with discretion.

Job Duties

Customer Service:

- Provide outstanding customer service by greeting and assisting customers at Village Hall, answering the Village's main telephone line, responding to emails and voicemails, and connecting customers with staff or outside organizations as needed.
- Process payments, including tax payments, permit fees, court fines and other revenues, while maintaining an accurate cash drawer using proper cash handling procedures.
- Assist with seasonal customer service projects, special assignments, community room rentals or emergency administrative support as needed.
- Sort and distribute mail and perform general administrative support tasks, including filing, ordering supplies, and processing invoices for payment.

Clerk Responsibilities:

- Carry out duties specified in §61.25 of the Wisconsin Statutes for a Village Clerk and any related duties as assigned by the Village Board.
- Assist with election administration, including absentee voting, voter registration, and training of election officials.
- Assist with Village permits and licenses, ensuring compliance with permitting and licensing regulations.
- Assist with publishing or posting ordinances and resolutions as required by law.
- Adhere to compliance with Wisconsin's open meetings and open records laws.
- Assist with drafting correspondence or notices at the direction of Village officials.
- Assist with preparing minutes and attending Village Board and committee meetings as assigned.
- Other duties as assigned.

Court Responsibilities:

- Process citations, court documents, and appeals to Circuit Court.
- Maintain court dockets, correspondence, legal documents, and other required records.
- Coordinate and manage open court sessions, including distributing handouts and recording pleas.
- Issue subpoenas, commitments, default letters, suspensions, and other court orders as directed by the Judge.
- Manage the collection, reconciliation, and reporting of court-related revenues, including monthly financial/statistical reporting to Racine County and the State of Wisconsin.
- Schedule court proceedings and distribute notices to all parties.
- Respond to inquiries on behalf of the Judge and process open records requests in accordance with State statutes.
- Maintain compliance with court software, DOT programs (e.g., license suspensions and tax intercepts), and record retention policies.
- Other duties as assigned

Physical Requirements

- While performing the duties of this position, the employee is frequently required to sit; talk or hear; stand, walk; use hands to finger, handle or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, lift and use a footstool. Must be able to tolerate fluctuations in temperature while performing duties outside for an extended period of time.
- The employee must lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision, color vision, and the ability to adjust focus.

Requirements - educational, certifications and experience

- **Related Work Experience:** At least two (2) years of local government, accounting, or customer service experience required
- **Formal Education:** Associate's or Bachelor's degree in accounting, finance, public administration, or a related field preferred.
- Strong customer service skills
- Knowledge of government administration, election administration, municipal or utility financial systems are preferred
- Strong attention to detail
- Ability to acquire and apply thorough knowledge of Village and department policies and procedures.
- Ability to communicate effectively orally and in writing
- Ability to exercise sound judgment in carrying out assignments and applying Village policies.
- Strong technology skills including the use of a personal computer, tablet device, smart phone and associated software programs, including word processing, desktop publishing, spreadsheet and data base software; phone; copy machine; fax machine and other modern office technology.