

## CLERICAL ASSISTANT II

Department: Clerk of Circuit Court

*Revised 4/08*

Reports to: Clerk of Circuit Court

### Purpose of Position

The purpose of this position is to provide clerical assistance for Richland County Clerk of Circuit Courts.

### Essential Duties and Responsibilities

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

- Processes incoming and outgoing mail.
- Performs a variety of fiscal tasks. Performs receipting for a variety of financial transactions and posts money to appropriate accounts. Receives cash and other payments for fines, forfeitures, court fees, etc.
- Performs reception duties including answering telephone, relaying messages, greeting visitors, and answering routine questions.
- Prepares revised vital statistic forms correcting birth certificates. Prepares numerous other forms including those needed by the Wisconsin Department of Transportation and the Wisconsin Vital Records Unit. Faxes criminal complaints and judgments of convictions, as requested, to the Crime Information Bureau (CIB).
- Assigns case numbers to court cases for all case types stored in the Clerk of Court Office including forfeiture, traffic, ordinance, small claims, evictions, garnishments, criminal, civil, family and paternity. Sets up and assembles new case folders.
- Indexes and files cases to appropriate areas. Dockets and files incoming pleadings to appropriate cases.
- Maintains the Law Library Resource Center and catalogs new acquisitions; also discards obsolete books and materials.
- Signs legal documents as delegated by the Clerk.
- Follows Judge's instruction regarding court records. Runs weekly calendars and assembles daily cases for the Judge,
- Conducts judgment searches as requested.
- Types letters and memos from copy or dictation.
- Records open court proceedings in minutes as well as clerking court hearings.
- Enters case and citation dispositions as directed by the Clerk

### Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma with three years of office bookkeeping experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities. Computer skills, including word processing skills (Microsoft Office Word), in a Windows environment required. Typing, computer, and skills test may be required.

## Physical and Mental Abilities Required to Perform Essential Job Functions

### Language Ability and Interpersonal Communication

- Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to criteria/standards. Ability to compare, count, differentiate, measure and/or sort data and information. Ability to assemble, copy, record, and transcribe data. Ability to classify, compute, and tabulate data.
- Ability to advise and interpret in regards to the application of policies, procedures, and standards to specific situations. Ability to explain, demonstrate and clarify to others within well-established policies, procedures, and standards.
- Ability to utilize advisory data and information such as financial statements, technical operating manuals, procedures, guidelines, non-routine correspondence, and laws.
- Ability to communicate effectively with co-workers, court reporters, probation and parole personnel, the general public, child support personnel, attorneys, judges, and other clerks of circuit courts.

### Mathematical Ability

- Ability to add and subtract, multiply and divide, and calculate percentages, fractions, and decimals.

### Judgment and Situational Reasoning Ability

- Ability to apply situational reasoning ability by exercising judgment, decisiveness, and creativity with repetitive or short-cycle operations covered by set procedures or sequences.
- Ability to use functional reasoning development in the performance of semi-routine functions involving standardized work with some choice of action. Ability to work under highly-stressful situations and with criminal-thinking individuals.

### Physical Requirements

- Ability to exert light physical effort in sedentary to light work involving lifting, carrying, pushing, and pulling. Ability to handle, finger, and feel objects.
- Ability to operate computer keyboard, telephone, calculator, photocopier, etc.
- Ability to recognize and identify colors, forms, sounds associated with objects, materials, and ingredients.

### Environmental Adaptability

- Ability, in regard to environmental factors such as temperature variations, odors, toxic agents, violence, noise, vibrations, wetness, disease and/or dust, to work under extremely safe and comfortable conditions.

Richland County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the county will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.