

City of Niagara - Clerk of Municipal Court

Position Summary

This part-time position is responsible for all administrative, clerical and financial functions of the Municipal Court. The position performs work of considerable responsibility, diversity, detail and confidentiality in the daily operations of the Municipal Court.

Major Position Duties

- Responsible for planning, scheduling, and coordinating all court activities and duties, including but not limited to collections, mailings, filings, and other proceedings.
- Attending court sessions and recording pleas and sentences, collecting forfeitures, and taking appropriate follow-up actions including issuing pretrial notices or notices to appear, and maintaining case files and payment records.
- Act as Municipal Judge's Assistant and as a liaison to the Police Department, the Prosecuting Attorney, other Officials and the public.

Qualifications

- Graduation from High School and at least two (2) years of experience of general office experience (e.g., typing, filing, accounting, and bookkeeping), or any equivalent combination of related education and experience.
- Considerable knowledge and high degree of proficiency with common software applications such as Word, Access, Excel, Outlook, and web browsers.
- Possess a high degree of comfort working with office technology including phones, copiers, computers, postage meters, printers, fax machines, and other commonly used office equipment.
- Ability to perform cashier duties accurately.
- Ability to establish and maintain effective public and working relationships.
- Ability to communicate effectively verbally and in writing.
- Ability to remain calm in stressful situations.

Ideal Candidate will have:

- Two to three years of experience in customer service.
- Ability to effectively utilize Microsoft Office products such as spreadsheet, word processing, and database.
- Excellent problem solving/judgement skills, and high level of attention to detail and accuracy.
- Ability to maintain high level of confidentiality.
- Ability to organize, prioritize, and manage daily work assignments and the ability to work under pressure.
- Ability to communicate both verbally and in writing to establish effective public and internal work relationships.
- Ability to understand and effectively carry out oral and written instructions.

This is a part-time position (10-14 hours per week) with flexible hours. Applicant will need to select a set 4 hours, one day of the week (preferably Wednesdays from 12:00p.m.-4:00p.m.), to have posted as set court hours. Applicants must also be able to attend municipal court proceedings (typically the third Wednesday of each month from 3:30p.m.-5:30p.m., first Wednesday of each quarter, and other ad-hoc court dates).

Starting Pay: \$20.00 per hour

How to Apply: Send resume and letter of interest to:

- Email: courtclerk@cityofniagara.org
- In-Person: City of Niagara City Hall, 1029 Roosevelt Road, Niagara WI 54151
- Mail: City of Niagara Municipal Court, 1029 Roosevelt Road, PO Box 24, Niagara WI 54151

Applications will be accepted until position is filled.