



Village of Osceola

Municipal Court Clerk (Part-Time)

A part-time Municipal Court Clerk opportunity is currently open for a detail-driven professional who can succeed in a self-motivated, people-centered, court setting. The clerk is tasked with keeping the Court running smoothly -- from day-to-day office administration to managing cases and supporting courtroom operations. If you are organized, confident with complex administrative work and detail oriented, we would be excited to hear from you.

This is a flexible, part-time, position offering 10-15 hours per week, with hours varying based on court schedule and needs.

Essential Duties and Responsibilities

- **Case Management & Documentation:** Initiates, maintains, and closes traffic, municipal ordinance and juvenile case files. Prepare dockets and ensure all records are filed according to Wisconsin Court Rules.
- **Courtroom Assistance:** Attends hearings to record proceedings, swear in witnesses and assist the Municipal Judge with trial preparation.
- **Financial Administration:** Receipts and deposits fines, forfeitures, and fees; manages, audits, and reconciles court financial accounts.
- **Legal Procedures & Notices:** Issues summons, subpoenas, warrants, and driver's license suspensions or vehicle registration suspensions for non-payment or failure to appear.
- **Public Communication:** Acts as a liaison between the public, police department, prosecutors, and the court to provide information on court procedures and case status.

Qualifications

- Graduation from high school or equivalent
 - Knowledge of the Wisconsin judicial systems' court and procedural rules preferred
 - Post-secondary training in office administration or related field preferred
 - Minimum of two (2) years of clerical or administrative experience preferred
 - Experience with financial recordkeeping and customer service preferred
 - Any equivalent combination of training and experience that provides the required knowledge, skills, and abilities may be considered
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Knowledge, Skills, and Abilities

- Knowledge of general office practices and procedures
 - Ability to maintain confidentiality and exercise sound judgment
 - Strong organizational and recordkeeping skills
 - Ability to communicate professionally and effectively with the public
 - Proficiency in computer systems, word processing, and data management
 - Ability to accurately handle financial transactions
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Compensation

Pay range: **\$20.00 – \$26.00 per hour**

This is a **non-exempt, part-time position offering 10-15 hours per week.**

This position is **not eligible for Village benefits.**

Application Process

Qualified candidates should submit a cover letter, resume and completed employment application to the court at the Village of Osceola Village Hall. Applications will be accepted until the position is filled.

For application materials, please visit the Village of Osceola website or e-mail the court at court@vil.osceola.wi.us.

The Village of Osceola is an Equal Opportunity Employer. Applicants are considered for employment without regard to race, religion, gender, sexual orientation, age, marital status, veteran status, disability, or any other protected status. Reasonable accommodations will be provided during the application process upon request.