

CLERK OF JUVENILE COURT

FUNCTION OF THE JOB

Under direction, to be responsible for the operation, coordination, and administration of the Circuit Court Juvenile Court division to discharge the duties of the Clerk of Juvenile Court as required under the state statutes and County policies; performs other duties as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Manages and coordinates the judicial activities and related services of the Office of Juvenile Court pursuant to the Juvenile Code and Juvenile Justice Code, voluntary and involuntary commitment proceedings as per Chapter 51 of the Wisconsin Statutes and other applicable statutory proceedings.
2. Serves as the Clerk of Juvenile Court and executes the statutory duties of the position.
3. Coordinates support for court proceedings and operations.
4. Functions as the administrative liaison between the presiding Judge of Juvenile Court, Chief Judge, and the Circuit Courts.
5. Assists in the preparation and administration of the annual Juvenile Court budget.
6. Develops, implements, and maintains comprehensive policies and procedures for the operation of the Office of Juvenile Court.
7. Participates in the development and implementation of the strategic plan for the Office of Juvenile Court which includes its goals, objectives, and direction.
8. Plans, coordinates, and directs the operation of the Office of Juvenile Court such as case management, court calendaring, record keeping, monitoring the collection of restitution and cashing.
9. Manages the retention of court exhibits and records in accordance with State Supreme Court rules and state model court record keeping procedures.
10. Analyzes and interprets new legislation related to the activities of Juvenile Court and implements required changes.
11. Assists in managing the preparation and submission of varied complex statistical and financial operating reports and statements as required by government agencies and to establish business and court performance measures.
12. Supervises, selects, trains, and evaluates the work of Juvenile Office support staff; and handles any personnel issues of the staff.
13. Establishes and maintains effective working relationships with staff, court officials, attorneys, other County departments, outside agencies, and the public.
14. Plans and implements automated work processes and computer-based business applications in the Office of Juvenile Court, including Consolidated Court Automation Program (CCAP).
15. Maintains prompt, predictable, and regular attendance.
16. Performs other duties as required.

QUALIFICATIONS

Essential Knowledge and Abilities

1. Comprehensive knowledge of the practices and procedures of Juvenile Court operations.
2. Comprehensive knowledge of the various orders and forms issued by the Juvenile Courts and their effect and impact.
3. Comprehensive knowledge of applicable federal and state laws, regulations, case law, and local court rules regarding specific division operations, especially the Children's Code and Juvenile Justice Code.

QUALIFICATIONS

Essential Knowledge and Abilities (cont.)

4. Comprehensive knowledge of the capabilities, operations, uses, and requirements of the computer-based business applications including Consolidated Court Automation Programs (CCAP).
5. Considerable knowledge of administrative, managerial, and supervisory principles and practices.
6. Working knowledge of the practices and procedures of probate court operations and applicable probate.
7. Working knowledge of Internet access, database, spreadsheet, and word processing programs.
8. Working knowledge of bookkeeping, cash management, and internal control procedures and practices.
9. Ability to plan, organize, supervise, and evaluate the work of others.
10. Ability to plan, evaluate, coordinate, and implement projects, policies, and procedures.
11. Ability to effectively prepare and present clear and concise reports, ideas, concepts, and recommendations.
12. Ability to communicate effectively, both orally and in writing.
13. Ability to apply and interpret departmental policies and use appropriate judgment and discretion.
14. Ability to work cooperatively.
15. Ability to establish and maintain effective working relationships with staff, court officials, attorneys, other County departments, outside agencies, and the public.
16. Ability to effectively interact with sensitivity with persons from diverse cultural, socioeconomic, educational, racial, ethnic, and professional backgrounds, and persons of all ages and lifestyles.

Training and Experience

1. Bachelor's degree from a recognized college or university in business, criminal justice, public administration, paralegal, or a closely related field.
2. Five (5) years of progressively responsible work experience in a court related or legal environment.
3. A master's degree in a related area may substitute for one year of general work experience.