



Deputy Clerk of Court (Small Claims)

The Grant County Clerk of Court is recruiting for a Deputy Clerk of Court – Small Claims. This position performs a variety of routine and complex clerical and administrative duties in keeping official court records and assisting the Clerk of Court in administration of standard operation policies per section 59.40 Wis. Stats. This position performs intermediate technical work assisting the general public and attorneys, preparing cases, process various legal paperwork, maintaining schedule, participating in court proceedings, and related work as apparent or assigned. This position is also responsible for processing and maintaining small claims filings, liens, judgments and garnishments.

Benefit Position: 80 hours bi-weekly; Monday-Friday, 8 a.m. to 4:30 p.m.

Start Rate: \$24.08 (effective 01/01/2026)

Minimum Qualifications

Education:

1. Graduation from high school or equivalent
2. Associate's degree in paralegal / legal secretary, information systems, or related field

Experience:

1. Two years' experience in a court related or legal office setting including experience in legal terminology
2. Experience using personal computers and ability to work in Word and Excel required

Note: Equivalent combinations of job-related education and experience may be considered

How to Apply: A Grant County Employment Application and job description may be obtained at www.co.grant.wi.gov (under employment opportunities) or by contacting the Human Resources Department at (608)723-2540. **Application, resume, and letter of interest should be submitted by 4 p.m. on Monday, January 26, 2026 to:**

Grant County Human Resources
111 S. Jefferson St. - PO Box 529
Lancaster, WI 53813

*This is an **Affirmative Action/Equal Employment Opportunity employer** (AA/EEO). All qualified applicants are encouraged to apply including minorities, veterans, women, and persons with work related limitations.*

GRANT COUNTY JOB DESCRIPTION

TITLE: Deputy Clerk of Court (Small Claims)

DEPARTMENT/ AGENCY: Clerk of Court's Office

IMMEDIATE SUPERVISOR: Clerk of Court

PAY RANGE: F

FLSA: Non-exempt

NATURE OF WORK

This position performs a variety of routine and complex clerical and administrative duties in keeping official court records and assisting the Clerk of Court in administration of standard operation policies per section 59.40 Wis. Stats. This position performs intermediate technical work assisting the general public and attorneys, preparing cases, process various legal paperwork, maintaining schedule, participating in court proceedings, and related work as apparent or assigned. This position is also responsible for processing and maintaining small claims filings, liens, judgments and garnishments.

MINIMUM QUALIFICATIONS

Education:

1. Graduation from high school or equivalent
2. Associate's degree in paralegal / legal secretary, information systems, or related field

Experience:

1. Two years experience in a court related or legal office setting including experience in legal terminology
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Knowledge, Skills and Abilities:

1. Knowledge of Office methods, practices, and procedures
2. Knowledge of Legal proceedings
3. Knowledge of the Consolidated Court Automation Program (CCAP) is beneficial
4. Ability to operate a variety of office equipment including personal computer, digital telephone, fax machine, calculator, copy machine, receipt station and scanner
5. Skill and proficiency in Microsoft Word computer program
6. Must be trained in Excel programs and have the ability to prepare spreadsheets.
7. Skill in performing mathematical computations
8. Oral and written communication skills
9. Skill in organization
10. Ability to work effectively and harmoniously with others

11. Ability to complete detailed work accurately and timely in a work environment with a considerable amount of distractions (i.e. phone calls, customer service with litigants, attorneys and the general public)
12. Ability to maintain peripheral computer equipment, records and filing systems

ESSENTIAL FUNCTIONS

Under Supervision

1. Responsible for accurately processing and maintaining small claims filings including opening new cases and creation of files, accurately file and process correspondence and other paperwork accordingly, prepare filings for service, calendar all activities, accurately enter case dispositions, orders and judgments, electronically file and scan all documents
2. Accurately process post judgment filings, including by not limited to, earnings/nonearning garnishments, financial disclosure statements, updating electronic court record activities, process docketing and/or satisfactions of judgment
3. Assist the public, attorneys and other public agencies with information, completing forms, filings, electronic filings and court rules
4. Responsible for accurately preparing, processing and maintaining all liens, warrants, tax warrants, judgments, orders, writs, transcripts of judgment and foreign judgments, etc.
5. Accurately process and maintain filings of unemployment and bankruptcy notifications
6. Responsible for purging small claims records after retention disposition pursuant to statute
7. Process and maintain civil judgments and satisfactions for all case types
8. Perform court room duties including opening court, marking and tracking exhibits, swearing in witnesses, preparing minutes, assisting attorneys, parties and witnesses relevant to hearings, calendaring future activities, assist Judges and other staff with courtroom flow with accuracy and professionalism
9. Timely and efficiently process cases dispositions and communicate dispositions with the proper public agencies, such as the DOC, DOT, DOJ, law enforcement and/or other interested parties
10. Prepare paperwork for temporary restraining orders, injunctions, sealed records, name changes, etc.
11. Process and update criminal, civil and family case actions after filing of legal documents
12. Responsible for verification of compliance with mandated forms
13. Reviews incoming documents and determines appropriate action by routing to appropriate party or processing accordingly
14. Responsible for reviewing and editing scanned documents for accuracy and labeling before final process of file destruction pursuant to statute
15. Perform deputized functions of the department
16. Knowledgeable of all the fee schedules for fines, forfeitures, filing costs and fees for all case type actions
17. Draft legal documents/forms, letters and notices for the department
18. Accurately prepare, process, and maintain all electronic and non-electronic records
19. Responsible for receipting money for fines, bonds and other court imposed fees
20. Review and process passport applications and collect the applicable fees; comply with annual certification by the US Department of State

21. Assist public, media and other judicial agencies with record requests and background searches
22. Conduct record searches upon request from the public or other agencies and direct/assist individuals in doing public access searches
23. Interact professionally with the public, law enforcement, public agencies and attorneys
24. Cross trained to assist in all case filings within the department
25. Assists in training of new employees
26. Perform such other duties as may be assigned

SUPERVISION RECEIVED

General and specific assignments are received and work is performed according to prescribed methods and procedures and must be able to work independently with very little supervision

SUPERVISION EXERCISED

None

ENVIRONMENTAL FACTORS

Works in a general office setting; dexterity in moving, picking up objects and operating office equipment is required

CLOSING STATEMENT

This description has been prepared to assist in evaluating duties, responsibilities and skills of this position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed. It is understood that the supervisor has the right to assign, direct, and modify duties and responsibilities.

Revised 01/01/2018