

FOREST COUNTY COURTHOUSE
POSITION AVAILABLE

The Honorable Leon D. Stenz, Forest/Florence County Circuit Court Judge, is seeking an individual to fill a vacancy for the Register in Probate/Juvenile Court Clerk position.

This is a full time position (35 hours/week). Starting pay is \$15.15/hour. After 1 year the rate of pay is \$16.84/hour. Benefits as may be available through Forest County.

Qualifications:

- Ability to read, understand and apply relevant State law and statutes.
- Knowledge of legal practices and familiarity with court procedures preferred.
- Excellent computer typing and grammar/spelling skills.
- Exceptional organizational skills and the ability to work without close supervision.
- Ability to maintain a high level of confidentiality, discretion and integrity.

Job Duties:

- Keep records and minutes of court proceedings.
- Exercise Court Commissioner powers and conduct hearings when authorized as those duties and powers set forth in Wis. Stats. §851.72 and §851.73.
- Coordinate and schedule cases in Probate, Juvenile, Guardianship and Mental Commitment cases.
- Other duties and responsibilities as assigned by the Judge.

A complete list of qualifications, job duties and application are available at the Judicial Assistant's Office in the Forest County Courthouse during normal business hours of 8:30 AM to 4:30 PM.

Application and Resume to be submitted by the deadline of June 2, 2017 to the Honorable Leon D. Stenz, Circuit Court Judge for Forest/Florence County, Forest County Courthouse, 200 E. Madison Street, Crandon, WI 54520.