

## Florence County, Wisconsin

### Deputy Clerk of Court/Register in Probate/Juvenile Clerk

The County of Florence, Wisconsin invites applications for the Deputy Clerk of Court/Register in Probate/Juvenile Clerk.

Position Summary: This position is under the direction of the Clerk of Court, Register in Probate, and Juvenile Clerk. Responsibilities would include maintaining and processing court records and for coordinating the flow of office documents, work and information between the court, outside agencies and the public. Must be able to maintain confidentiality with certain aspects of the position. A full job description is available at the County's website <http://www.florencecountywi.com> or by contacting the County Clerk's office.

Education & Experience: High School degree or GED. Requirements: Knowledge of computers, business productivity, and software applications. Preferred: One-year experience in the legal system.

Compensation Information:

FLSA Status: Full Time/Non-exempt  
Reference Rate: \$17.00

The Florence County Employment Application form is required and can be downloaded at the County's website or by contacting the County Clerk's office. Applications are due by 12:00 p.m. on Friday, October 22, 2021 and can be submitted to the County Clerk by email to [dtrudell@co.florence.wi.us](mailto:dtrudell@co.florence.wi.us), regular mail, or by delivery to the Clerk's office at 501 Lake Avenue, Suite 241.

Florence County Clerk/Administrative Coordinator  
P.O. Box 410  
Florence, WI 54121

Florence County is an equal opportunity employer and has a Wisconsin Residency requirement.