

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 (35 hours/per week, Mon-Fri) Non-exempt
Reference Rate: \$17.00/hour (minimum)
Fringe Benefits: Includes participation in Wisconsin Retirement System, paid time off benefits, and group insurance (medical, dental, vision, life & disability)

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 accepted until position is filled & can be submitted to the County Clerk by email to dtrudell@florencecountywi.gov, 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.