



WAUKESHA COUNTY
invites applications for the position of:

Clerk of Courts

SALARY: \$38.69 /Hour

OPENING DATE: 12/27/17

CLOSING DATE: Continuous

DESCRIPTION:

This position is being appointed by the Waukesha County Circuit Court Judges pursuant to Wisconsin Statute 17.21(4m) for the residual term of office through January 6, 2019. To hold office past this date, the candidate must run for election in the August 14, 2018 primary election and November 6, 2018 General Election for the new term beginning January 7, 2019. The primary and general elections are partisan. For more information about the election visit <http://elections.wi.gov/>.

Applicants must apply through the Waukesha County portal for job openings located at <https://www.waukeshacounty.gov/jobs>.

If there are any question, please call the District Court Administrator, Michael Neimon, at (262) 548-7210.

EXAMPLE OF DUTIES:

The duties of the clerk of court are detailed in Wisconsin Statute 59.40.

SUPPLEMENTAL INFORMATION:

Benefits associated with this position include:

Health Insurance

County pays 85% of premium, incumbent contributes 15% of the premium

Health Savings Account

Pre-tax savings account that can be used for qualifying medical expenses (e.g. office visit fees, co-pays, prescriptions, vision and dental). County contributes to health savings account based on Health Risk Assessment completion. If completed, contribution amounts are \$2,250 for family plan and \$1,500 for single plan

Onsite Health and Wellness Clinic

Available to individuals who are enrolled in the County's health insurance plan including incumbent's spouse and children ages 2+. Preventive care services are free. Dispensed prescriptions available for \$2. Non-preventative care visits are \$30. Physical therapy is \$25 per visit. Clinic staffed with MD and Physician Assistant, Physical Therapists, and Health Coaches

Dental Insurance

Choice of two dental plans. Coverage begins on the first day of the month following 6-months of appointment

Vision Insurance

Coverage begins on the first day of the month following 60-days of appointment

Employee Wellness Activities & Program/Fitness Center

24/7 access to a wealth of health tools and information on the wellness portal. On-going education programs, fitness challenges and classes. On-site fitness center

Retirement Pension

Immediate enrollment in the Wisconsin Retirement System. Learn more http://etf.wi.gov/members/benefits_wrs.htm.

457 Deferred Compensation

Optional program used to supplement retirement income. Pre-tax and Roth options available

Roth IRA

Optional post-tax program used to supplement retirement income

Life Insurance

Automatic coverage in life insurance at no cost. Additional coverage for spouse and dependents available at incumbent's request

Dependent Care Reimbursement

Optional pre-tax account used for child and elder/care expenses

Retirement Health Savings Plan

Automatic enrollment in a retirement health savings plan. County makes contributions on behalf of incumbent. 2018 contribution amount is \$550.00.

Long-term Disability Insurance

Automatic coverage in long-term disability. County pays 100% of monthly premiums

Employee Assistance Program

Voluntary program that offers free and confidential assessments, short-term counseling, referrals, and follow-up services to employees and their family members who have personal and/or work-related problems. Unlimited access to a highly informative website with articles and tools to support you in a wide variety of your work/life needs

Employee Discount Programs

Dell products

Cell service through US Cellular, AT&T Wireless, Sprint Wireless, Verizon

Special licensing for a copy of Microsoft Office for home use

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.waukeshacounty.gov/employment/default.asp>

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Waukesha, WI 53188
262-548-7044

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Position #01730
CLERK OF COURTS
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