



WAUKESHA COUNTY
invites applications for the position of:
Court Commissioner

SALARY: \$45.17 - \$65.05 Hourly

OPENING DATE: 03/15/21

CLOSING DATE: 03/26/21 04:00 PM

DESCRIPTION:

About Us

Waukesha County prides itself on operating in a business-like manner and is recognized as a leader delivering high quality services with competence and skill. With our vision of "Leading the Way", we value teamwork and collaboration, ethics and diversity, communication, efficiency and cost savings, innovation, and the well-being of our staff and the citizens we serve. Employees are provided professional development opportunities and encouragement to learn and practice continuous improvement and LEAN principles as we regularly ask ourselves "Is there a better way?"

Rewards & Recognition

In addition to a comprehensive compensation and benefits package including health-dental-vision-life insurance, generous paid time off, participation in the Wisconsin Retirement System, amongst many other benefits, employees are recognized and valued through a pay for performance system. Employee well-being is promoted through a balanced work-life culture and through an exceptional employee wellness program that offers a variety of programs and tools to help promote an employee's wellness and health, including an on-site health & wellness clinic.

Anticipated annual starting salary placement is between \$93,954 and \$114,629 dependent upon qualifications and experience directly related to the workload of commissioner. Successful candidates will be eligible for performance/merit base-pay and non-base pay awards.

EXAMPLE OF DUTIES:

Under direction, to assist circuit court judges in legal actions relating to family, criminal, civil, traffic, juvenile and probate law in assigned matters as authorized by statute and directed by a judge; and to perform other duties as required.

1. In criminal matters, conducts initial appearances, sets bail, conducts preliminary examinations and arraignments and accepts pleas.
2. In traffic and County ordinance cases, conducts initial appearances, receives non-contested forfeiture pleas, orders the revocation or suspension of operating privileges, and imposes monetary penalties.
3. In small claims actions, conducts initial appearances, conferences and hearings; examines pleadings; identifies issues; and issues decisions that shall become judgments unless a demand for trial is filed.
4. In paternity and divorce cases, conducts initial appearances or temporary hearings, non-contested judgment, and post-judgment hearings; hears testimony; issues judgments and/or temporary orders regarding establishment of paternity, counseling, custody, visitation, physical placement, child support, maintenance, use of assets and payment of debts.
5. In any action affecting the family, informs the parties of any services offered by the family court commissioner and family court services; provides parties with written information on their case.

6. Conducts juvenile detention, shelter care hearings, permanent plan hearings, and preliminary appearances, and orders the release or detention of children apprehended; conducts uncontested juvenile proceedings and enters dispositions, but may not impose confinement.
7. Hears petitions for mental commitment for juveniles and adults and conducts probable cause hearings; reviews of adult and child guardianships, protective placements, protective services non-contested probate proceedings.
8. Conducts hearings and issues injunctions in domestic abuse cases and harassment cases.
9. Appoints guardians ad litem and advocate attorneys.
10. Issues warrants, summonses, capiaii, orders to show cause, and orders to appear.
11. Is on-call 24/7 for a week at a time to review warrant requests for blood draws.
12. Administers oaths and takes testimony; advises individuals of constitutional rights; makes referrals to the Public Defender's Office; directs cases to the appropriate circuit court, if necessary.
13. Researches issues of fact in a case, examines accounts, and reports the findings to the Court.
14. When requested, acts in an advisory capacity to circuit judges on the latest aspects and changes in case or statutory law.
15. May select or assist in the selection of staff; may supervise employees; may evaluate performance or provide input in the evaluation process; may handle any personnel issues of the staff.
16. Performs other duties as required.

QUALIFICATIONS

Essential Knowledge and Abilities

1. Thorough knowledge of legal proceedings under the jurisdiction of circuit courts.
2. Thorough knowledge of family, criminal, civil, traffic, probate and juvenile laws of Wisconsin.
3. Comprehensive knowledge of judicial procedures and rules of evidence.
4. Comprehensive knowledge of the practices and techniques used in the presentation of cases in court.
5. Ability to analyze and interpret legal documents and instruments.
6. Ability to appraise and organize facts, and to apply legal principles based upon a review and evaluation of the facts presented.
7. Ability to negotiate and resolve disputes in a variety of situations.
8. Ability to effectively present material in written and oral formats.
9. Ability to deal tactfully and effectively with attorneys, the public and representatives of other governmental agencies.
10. Ability to deal effectively with people who are under great emotional and economic stress on a daily basis.
11. Ability to utilize word processing programs and access the Internet for information.

MINIMUM QUALIFICATIONS:

You must meet these minimum Training and Experience requirements:

1. Licensed to practice law in the State of Wisconsin.
2. Three (3) years of work experience as a practicing attorney, with varied experience in civil, criminal, and family law preferred.

Please attach a resume and cover letter to your application, but not in lieu of completing the online application in its entirety.

Most communication regarding this recruitment will be conducted via email. Consider adding info@governmentjobs.com email address to your contacts to ensure you do not miss out on emails.

SUPPLEMENTAL INFORMATION:

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.waukeshacounty.gov/jobs>

Position #CourtCom 3-15-21
COURT COMMISSIONER
JB

515 W. Moreland Blvd.
AC Room 160
Waukesha, WI 53188
262-548-7044

Court Commissioner Supplemental Questionnaire

- * 1. Are you licensed to practice law in the State of Wisconsin?
 - Yes
 - No
- * 2. Do you have at least three (3) years of work experience as a practicing attorney?
 - Yes
 - No
- * 3. Describe any experience you may have in civil, criminal or family law.

- * 4. Have you attached the requisite resume and cover letter to your application, but not in lieu of completing the online application in its entirety?
 - Yes
 - No
- * Required Question