



Clerk of Circuit Court

**Kristina M. Secord**  
Clerk of Circuit Court

**Hon. Phillip A. Koss**  
Circuit Court Judge  
Branch I

**Hon. Daniel S. Johnson**  
Circuit Court Judge  
Branch II

**Hon. Kristine E. Drettwan**  
Circuit Court Judge  
Branch III

**Hon. David M. Reddy**  
Circuit Court Judge  
Branch IV

**TO:** Walworth, Kenosha, Racine, Rock, Jefferson, and  
Waukesha County Bar Associations

**FROM:** Walworth County Judiciary and  
Kristina M. Secord,  
Walworth County Clerk of Circuit Court

**DATE:** April 26, 2021

**SUBJECT:** Walworth County Judicial Court Commissioner  
Position Posting

Walworth County is currently seeking candidates for its Judicial Court Commissioner position. This position will be vacant effective July 24, 2021.

Enclosed please find the Walworth County Judicial Court Commissioner job description outlining the duties and responsibilities and qualifications and education/experience required for the position.

Letters of interest and resumes are being accepted until 5:00 p.m. on May 17, 2021, and can be mailed to:

Kristina M. Secord  
Clerk of Circuit Court  
Walworth County Judicial Center  
P.O. Box 1001  
Elkhorn, WI 53121

## **JUDICIAL COURT COMMISSIONER**

### **POSITION SUMMARY**

The Judicial Court Commissioner is a judicial officer as provided in the Wisconsin State Statutes and the Wisconsin Supreme Court Rules. It is an appointed position by the majority of the Walworth County Judges with approval of the Chief Judge of the 2<sup>nd</sup> Judicial District.

### **SUPERVISION**

This position is supervised by the Walworth County Judges and the Chief Judge of the 2<sup>nd</sup> Judicial District. This position requires annual recertification.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- May exercise Powers and duties authorized by s.757.69 Wis Stats
- Manages Small Claims Court under the supervision of the civil court judge pursuant to s.802.12(2) Wis Stats
- Conducts hearings and enters orders for Harassment and Domestic Abuse Restraining Injunctions
- Presides over preliminary hearings in Criminal matters.
- Presides over criminal traffic court (drivers license specific)
- Reviews and signs search warrants and subpoenas
- Sets bonds and conducts initial appearances in criminal cases
- Conducts Pretrial Hearings and court trials on contested Small Claims cases
- Conducts Restitution Hearings in Criminal cases
- Conducts Pretrial and Plea Hearings in CHIPS and JIPS (Juvenile) cases
- Conducts Pretrial and Plea Hearings in Delinquency Cases
- Conducts Pretrial Hearings and enters orders in Uncontested traffic citation cases
- Conducts Legal Research and Drafts decisions for Judges
- Presides over Uncontested Divorce matters as needed
- Conducts hearings and enters judgments in action to enforce or Revise maintenance, custody and placement as needed
- Conducts hearings and enters orders in actions to establish Paternity as needed
- Enforces child support orders and conducts hearings in actions to revise child support as needed
- Performs weddings as needed
- Conducts hearings and enters orders for Domestic Abuse Injunctions as needed
- Conducts reviews of Guardianship and Protective Placements as needed
- Conducts Probable Cause Hearings under Chapter 51 as needed
- Must be available to be on-call after hours to review emergency search warrants and set weekend bonds on a rotating schedule with the FCC and Judges.

## **QUALIFICATIONS**

- Adherence to the Code of Judicial Conduct
- Member in good standing with the Wisconsin State Bar

## **Education and/or Experience**

Juris Doctorate  
Current CLE's

## **Decision Making; Thinking and Problem Solving**

Ability to exercise professional judgment in making those decisions authorized by the Statutes and the Chief Judge.