



**TRANSFER/PROMOTIONAL OPPORTUNITY**  
**for**  
**COURT SERVICES ASSISTANT III**  
**(Municipal Court)**

**CURRENT SALARY RANGE (425):** \$1,227.13 – 1,357.53 biweekly

**BASIC FUNCTION OF POSITION:** This position is located in the Division Reception area of Municipal Court and provides information to defendants, attorneys and the general public regarding court procedures and policies.

**ESSENTIAL FUNCTIONS:**

- ❖ Direct defendants, attorneys and others to the appropriate court, city or other governmental unit, agency or individual
- ❖ Provide documentation and information and assistance via telephone or in person to defendants, attorneys, general public and others regarding Court administration policies and procedures
- ❖ Distribute court calendars
- ❖ Route case files/documents to the appropriate court section
- ❖ Route incoming calls to the proper area
- ❖ Record and monitor messages on answering machine
- ❖ Update and maintain address information for defendants
- ❖ Distribute defendant notices, witness fee forms, and general information handouts
- ❖ Prepare and process witness fee vouchers
- ❖ Ability to work overtime as required

*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.*

**REQUIREMENTS:**

1. Current status and at least six months experience as a regularly appointed full-time City of Milwaukee employee.
2. A minimum of 4 years of office experience that included a substantial amount of typing, including at least one year at the Office Assistant II level or above.

NOTE: Up to six months of equivalent non-City experience may be substituted for this requirement.

**KNOWLEDGE AND SKILL REQUIRED:** This position will have constant contact with the general public, litigants, public officials and others. It requires the ability to deal with difficult individuals with tact and diplomacy and to work under stress. Ability to work effectively with individuals from diverse backgrounds.

*The City of Milwaukee is an Equal Opportunity Employer and values and encourages diversity.*