

Deputy Clerk of Circuit Court

Rusk County Circuit Court

Rusk County is accepting applications and resumes for a full time Deputy Clerk of Circuit Court. The position is under the direct supervision of the Clerk of Circuit Court. Responsibilities of this position include maintaining and processing court records for traffic, criminal, civil, small claims, family and paternity cases. This position also receipts funds, daily balancing of books and journal entries as needed. Qualifications include a high school diploma or GED with a minimum of two years experience in the legal system, legal terminology, the Wisconsin court system procedures, bookkeeping and record keeping procedures. The wage for this position is \$19.63 per hour with generous fringe benefits. Closing date for accepting applications with resume is June 26, 2019, at 4:30 p.m. Questions regarding this position can be directed to Lori Gorsegner at lori.gorsegner@wicourts.gov.

Applications & Resumes can be submitted to the Rusk County Clerk, 311 E. Miner Ave., Suite C150, Ladysmith, WI 54848, or email jobs@ruskcountywi.us. Applications and a complete job description are available online at www.ruskcounty.org or at the Rusk County Clerk's office.

Rusk County is an Equal Opportunity Provider and Employer.