



LAKESIDE MUNICIPAL COURT

is seeking applicants to fill the position of Deputy Court Clerk. This is a full-time position, which involves performing a variety of administrative and clerical support functions for the court, both in the office and the courtroom. Some of these functions include, but are not limited to: preparing and processing citations and court documents, collecting, recording, and maintaining payments and processing and distributing appropriate paperwork. Qualified candidates must have a high school education, preferably beyond, with a strong background in office practices and procedures with knowledge of a variety of computer applications including spreadsheets and word processing. In addition to an interview, candidates may be subject to reference and background checks as well as pass a drug screen and physical ability test. Applicants must be bondable. Any interested candidates in applying should complete an [application](#) and send a letter of interest and resume to:

Lakeside Municipal Court
16 Garfield Street
North Fond du Lac, WI 54937
(or email to municourt@nfdl.org)

Applications are available online at www.nfdl.org
Deadline for submission is Wed., Sept. 2, 2020.
at 4:30 p.m.

an equal opportunity employer

Pay Grade 7 on the Non-Union Field, Office & Support Positions Compensation Plan.