**Part Time Municipal Court Clerk Position**

The NorthEast Wisconsin Joint Municipal Court is seeking to hire a Municipal Court Clerk.

This position is part-time with approximately 10-15 hours per month.

Duties include: emails, phone calls, bank reconciliation, writing checks, processing payments, prepare and submit monthly financial reports, court room set-up, record-keeping, issuing orders of the court, preparing dockets of cases and warrants. The position requires attendance in court and knowledge of Microsoft Word, Excel and the Internet. Applicant will be required to attend a 3 day per year Judicial Education training which is in October. Salary will be based on experience. Applications will be accepted until Monday July 7, 2025 by 4:00 pm. Mail resume to: Village of Coleman P.O. Box 52 Coleman, WI 54112 or email resume to [clerk@villageofcoleman.com](mailto:clerk@villageofcoleman.com)