



**GINA KOZLIK**  
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**262-327-0323**

## **EDUCATION**

### **CARROLL UNIVERSITY, WAUKESHA, WI**

**BACHELOR OF SCIENCE, COMMUNICATION MAJOR BUSINESS MINOR**  
**MAY 1993**

### **MILWAUKEE AREA TECHNICAL COLLEGE**

**ASSOCIATE DEGREE IN PARALEGAL STUDIES**  
**AUGUST 1988**

## **EXPERIENCE**

### **CLERK TREASURER**

#### **CITY OF WAUKESHA**

**AUGUST 2008 TO PRESENT (APPOINTED FEB. 2013)**

Department Director of Clerk and Treasury functions of large municipality. Responsible for tax roll preparation, tax bill, and A/R invoicing along with payment recording from various sources. Coordination and oversight of Clerk functions to include election administration of 15 poll locations and absentee balloting. Oversee customer service, claim processing, ordinance and resolution preparation, code book maintenance, alcohol and other license issuance, records management, and Council and Committee support. Serve as Board of Review secretary and spokesperson for election related media and legislative contacts. Prepare departmental operating budgets, capital project submissions, manage city funds, monitor investments, borrowing, and bond payments. Implement and troubleshoot software replacements including financial systems and cashiering interfaces. Work with department heads and Council members on legislative and policy issues and provide feedback and testimony to legislative bodies. Integrate policies and procedures to streamline processes with new technologies. Certified to run elections and possess active WMCA, IIMC, and Treasurer Completion Certifications. WMCA Legislative Committee member. EOC participant.

### **CIVIL DIVISION SUPERVISOR**

#### **WAUKESHA CLERK OF COURTS**

**MAY 2007 – JULY 2008**

Supervise and coordinate staff in large and small claims judgment processing and file and mail rooms. Implement scanning procedures for records retention. Forward and monitor appeals and perform taxation of costs on judgments.

### **LEGAL ASSISTANT/PARALEGAL, OFFICE MANAGER**

#### **WAUKESHA CITY ATTORNEY**

**APRIL 2005 – MAY 2007**

Assist with Council, Mayoral, and departmental legal issues. Locate and interpret municipal ordinances in conjunction with state statutes for necessary modifications. Draft correspondence, deeds, contracts, agreements, ordinances and subpoenas concerning in confidential municipal matters. Prepare minutes of committee meetings. Coordinate with IT department to resolve

software, equipment, and website maintenance issues. Maintain schedules and coordinate work load with part-time staff member. Assist in resolving municipal citations at pretrial phase. Manage and maintain complex filing system, assist in budget preparation, maintain office accounts, keep informed of new legislation.

#### **PARALEGAL - CHILDREN'S COURT CENTER**

##### **MILWAUKEE COUNTY DISTRICT ATTORNEY'S OFFICE**

**FEBRUARY 1996 – MARCH 2005**

Prepare juvenile delinquency cases for trial by determining appropriate witnesses for the State, obtaining missing documentation, preparing discovery and drafting necessary documents. Prescreen cases for First Offender Program, requiring judgment of seriousness of offenses and program requirements. Prepare copies of juvenile records for certification, requiring ability to interpret petitions, dockets, and dispositional orders. Communicate effectively with probation department, defense attorneys, legal and clerical office staff members, courts, police department personnel, crime lab analysts, and citizen witnesses as appropriate. Coordinate records and statements on CHIPS cases. Setup and maintain databases for the use in production of statistical information. Maintain law library. Train and supervise new paralegals and interns.

#### **ADMINISTRATIVE ASSISTANT SUPERVISOR – CHILD SUPPORT**

##### **MILWAUKEE COUNTY CHILD SUPPORT ENFORCEMENT**

**AUGUST 1995 – FEBRUARY 1996**

Supervise and coordinate clerical staff efforts in Income Withholding, Service of Process, File and Mail Rooms. Manage newly created telephone bank informational service to include supervision and continuous training of phone line personnel, which required knowledge of all aspects of the department's services. Participated as an active planning committee member, working to anticipate and resolve departmental changes due to computer conversion onto the new KIDS state-wide computer software.

#### **PARALEGAL – CHILD SUPPORT**

##### **MILWAUKEE COUNTY CHILD SUPPORT ENFORCEMENT**

**JANUARY 1991 – AUGUST 1995**

Manage large volume caseload including file review and preparation of appropriate court actions. Setup and coordinate newly funded Modification unit, ensuring optimal use of court time and staff efforts. Developed and maintained computer applications necessary to assess cost effectiveness of order revisions to ensure continued funding. Review and revise balance records and prepare pay histories for court order revisions. Prepare legal documents under attorney supervision and communicate with court staff, judiciaries, and attorneys.

#### **ADMINISTRATIVE SUPPORT SPECIALIST**

##### **HARLEY-DAVIDSON, INC. PRODUCT PERFORMANCE**

**JUNE 1990 – JANUARY 1991**

Supervise two clerical positions. Setup and maintain library of expert witness studies and depositions. Obtain, log, and maintain evidentiary material. Gather records and evaluate new product liability claim information. Obtain documentation required in discovery and preparation of defenses.

#### **LEGAL SECRETARY**

##### **MAROLA & BOHREN LAW OFFICE, GENERAL PRACTICE**

**JUNE 1985 – JUNE 1990**

Transcribe dictation, make database entries of attorney time, maintain attorney time and manage office matters. Interact with court systems, legal professionals and the public.