



KENT COUNTY EMPLOYMENT OPPORTUNITY

Kent County Human Resources Department, County Administration Building,
300 Monroe Avenue NW, Grand Rapids, MI 49503

Telephone: (616) 632-7440

Fax: (616) 632-7445

www.accesskent.com/jobs

Court Clerk – Legal Clerk
63rd District Court
1950 East Beltline NE
\$16.46/hr. Full-time

Job Responsibilities

In order to be considered for this position, an assessment test must be successfully completed prior to the position closing date. Candidates must call (616) 632-7440 to schedule the assessment test which includes typing proficiency at 50 wpm with 5 or fewer errors.

The successful candidate will process new and existing criminal files; and receive and respond to telephone, written and in-person requests from prosecutors, attorneys, defendants, plaintiffs, law enforcement agencies, other jurisdictions and other interested or involved parties for information and assistance with respect to matters litigated by the Court. Will perform LEIN operator duties for traffic cases, such as preparing and processing bench warrants. Will prepare and submit case disposition and abstract records for submission to Secretary of State. May fill in for other Court staff as necessary.

Job Requirements

High school diploma or equivalent combined with post-secondary training in legal or court procedures or two years paraprofessional experience in a legal environment. An equivalent combination of education, training and experience may be considered. Computer proficiency is required. Must have working knowledge of office protocols and procedures including typing, filing, maintaining office records, and operating a variety of office equipment. Excellent verbal and written communication skills are required. Must be organized, detail oriented, have the ability to multi-task and interact with diverse populations.

Candidates must submit a Kent County Application for Employment by March 14, 2014.

**APPLICATIONS MUST BE RECEIVED NO LATER THAN 5:00 P.M. ON THE DATE
THE POSITION CLOSES.**

Kent County is an Equal Opportunity Employer.

"Kent County...where diversity and inclusion matter"