

Berrien County Trial Court

Thomas E. Nelson, Chief Judge ~ Brian E. Ray, Administrator
Courthouse – 811 Port Street, St. Joseph, MI 49085
(269) 983-7111; FAX (269) 982-8643
www.berriencounty.org

TRIAL COURT CLERK II

Salary Range – \$25,375-34,005

REQUIREMENTS: A high school diploma or have passed a General Educational Development (GED) test; minimum of one year general clerical experience. Minimum typing speed of 40 words per minute. Must successfully pass a basic language and math skills test prior to any job offer.

DESIRED: Some knowledge of court and legal procedures. Ability to make decisions according to established procedures, policies and court rules. Familiarity with various word processing and spreadsheet computer software programs.

DUTIES: Performs public, police, assignment counter duties; cashier, daily balancing, and bookkeeping duties; assignment clerk, courtroom clerk and back-up court recorder duties as directed. Prepares minimal civil and traffic case file folders. Performs computer data entry which includes opening, updating and disposition of cases and post judgment activities. Receives and receipts payments of bonds, fines, costs, fees, and other moneys, including probation supervision fees and restitution payments. Accepts pleas in traffic civil infraction cases; assesses fines and costs as directed by the Judges. Prepares and/or completes various templates, forms, records and reports for use by the Court. Answers telephones and responds to inquiries regarding court fines, costs, fees, etc., court schedules and information regarding the Civil and Criminal Divisions. Takes messages and transfers callers as appropriate. Receives and processes departmental mail, including preparation of return correspondence as directed by the supervisor or magistrate. Prepares judgments, dead calendar, processes garnishments, and case file vouchers. Processes equipment and supply requests and expense vouchers according to established procedures. Swears in persons on complaints and witnesses signatures. Recalls outstanding warrants; returns or forfeits cash bonds as directed by Judges or Magistrates. Types correspondence, pretrial sentence reports, and schedules appointments for magistrates and probation officers. Assists supervisor with state mandated caseload and case flow reports, record retention and case file destruction as directed. Cross-trained with other similar positions within the Trial Court. Operates computers and office equipment in the performance of job duties. Completes special projects and assignments as requested.

NOTES/MISC: Possession of a valid vehicle operator's license. Must pass a pre-employment physical, including drug testing, criminal record, character, and mental health screening before employment. Employees will be fingerprinted. Appropriate speech, dress and a high level of personal and professional conduct for work in a court setting must be maintained in accordance with the standards established by the Judicial Council. Regular, reliable, and predictable attendance is required. Ability to maintain confidentiality, effective working relationships with other employees, and interact effectively with the general public. May be required to obtain state certification as a certified electronic recorder (CER) or certified electronic operator (CEO) as directed. Subject to random alcohol and drug testing per the Court's policy. May be assigned to work at any Berrien County Trial Court location during the course of employment.

BERRIEN COUNTY, MICHIGAN: A great place to live and work. Berrien County is located in the southwest corner of the state. It is bordered on the west by 42 miles of Lake Michigan shoreline and on the south by the State of Indiana. Berrien County has a diversified economic base with its manufacturing, agriculture, tourism, and service industries. With the Lake Michigan resource and 306 inland lakes and rivers, Berrien County is a popular tourism destination, which is enhanced by the unique farm markets that abound within the area. The County's central location (fifty-four percent of U.S. manufacturing and sixty-five percent of Canadian manufacturing are within 500 miles) is serviced by major highways,

airports, rail, and commercial ports which contribute to maintenance of the strong diversification of the economic base.

FOR AN APPLICATION:

<http://www.berriencounty.org/uploaded/employapp.pdf>

Your resume and college transcripts must accompany your application.

Equal Opportunity Employer