



## Court Clerk Part-Time

*Starting Pay: Commensurate with experience*

Applicants must be available to work 29 hours weekly

*Closing Date: Open Until Filled*

### **DESCRIPTION:**

Performs a wide variety of tasks in the processing of all matters that come within jurisdiction of the district court. By way of example, job duties include, but are not limited to providing assistance on court matters of attorneys, law enforcement officers, other court users, and the public. Performs all tasks necessary to process various types of cases from initiation through final disposition and physical disposal. May act as back-up cashier.

### **TYPICAL QUALIFICATIONS:**

Minimum Qualifications: A High School diploma, or GED equivalent, plus advanced course work that one would receive in training for office work or paralegal profession is desirable. One year of paid work experience in a court, or an equivalent combination of education and experience, which provides the required knowledge, skill, and ability to perform the work. Significant knowledge of JIS System highly desirable.

#### Essential Functions

- Represents the court in a professional capacity; assumes strict confidentiality in all matters. Requires frequent and effective interaction with court users, both on the telephone and in person.
- Opens criminal case files, including assigning case numbers, filing formal complaint or appearance ticket, checking bonds, ensuring fingerprints are in the file, obtaining driving or criminal records as necessary.
- Opens and processes a variety of civil matters, including general civil, small claims and landlord/tenant cases and garnishments. Includes processing a variety of civil papers, typing forms, correspondence and legal documents, filing papers, collecting fees, entering case information to computer and ensuring case scheduling and the service of process.
- Processes civil infractions, traffic misdemeanor, and other code or statute violations. Codes and enters to computer, may schedule hearings and cases, and provide notices when required.
- Processes mail which includes matching checks with case files.
- Reviews legal documents such as writs of garnishment and restitution, stipulations, orders and briefs, petition for installment payments and others for timeliness, completeness, and compliance with the court rules. Examines and enters judgments on civil cases that are adjudicated.

- Enters case file information, adjournments, dispositions, judgments and other information to computer system.
- Prepares and sends notices, prepares bench warrants, and suspends driver licenses as authorized.
- Processes garnishments, motions to set aside garnishments and motions for installment payments. Ensures that all required documentation is in the file prior to closing.
- Maintains case histories for civil cases and closes cases by recording dispositions in case file and on the computers. Sends notices as required and files closed cases.
- Reviews court files to determine readiness for hearings, trials, default judgments, dismissals, and other court proceedings, including checking for service and completeness of documentation.
- Prints and mails computer-generated notices.
- Closes files by entering disposition to computer. Type abstracts and clearances that are not computer generated.
- Closes criminal and/or traffic cases by ensuring that fines and costs are properly distributed, submits abstract of conviction to Secretary of State as specified by statute or ordinance.
- Records bon transactions and processes bond transfers to outer courts.
- Types correspondences, notices, orders, and legal documents and performs a variety of support tasks such as copying records and filing tickets, case files and other documents. Prepare certificates of convictions.
- Administers oaths as required.
- Assists in various special projects, including but not limited to, record retention and disposal.
- Perform the duties and responsibilities of co-workers in a back-up role when necessary.

### **SUPPLEMENTAL INFORMATION:**

#### Selection Process:

Candidates possessing the most appropriate job-related qualifications will be placed on an eligibility list which may be kept active up to six months. Candidates possessing JIS experience will be given first preference.

#### Background Investigation:

Convictions, depending upon type, number and date, may be disqualifying. Court employees shall be subject to a background investigation and fingerprinting. False statements or omission of facts regarding background or employment history may result in disqualification or dismissal.

Interested parties should go to the 50<sup>th</sup> District Court's website at [www.50thdistrictcourt.com/Pages/Employment.aspx](http://www.50thdistrictcourt.com/Pages/Employment.aspx), download a copy of the application for employment then submit the completed application, resume and cover letter via mail or fax to:

Monica R. Nelson  
 Administrative Assistant  
 50<sup>th</sup> District Court  
 70 N. Saginaw Street  
 Pontiac, MI 48342  
 Fax: (248) 451-2697