



JOB DESCRIPTION

JOB TITLE:	Deputy Court Clerk	FLSA:	Non-Exempt
DEPARTMENT:	District Court	GRADE:	N05
REPORTS TO:	Various	DATE:	6/11/2018
BARGAINING UNIT:	Non-Represented		

SUMMARY:

Responsible for performing a variety of court-related administrative support duties.

ESSENTIAL FUNCTIONS:

Essential functions as defined are ILLUSTRATIVE ONLY and not a comprehensive listing of all functions and duties performed by incumbents within this classification. Essential duties and responsibilities may include, but are not limited to, the following:

- Acts as receptionist, receives and screens visitors, makes and receives multiple telephone calls and directs to the appropriate party or place and/or personally serves the visitor(s).
- Accepts and processes payments for fines and court filings; balances accounts and deposits funds in accordance with Court, State of Michigan, and City policies/procedures.
- Prepares and distributes court calendars; ensures that all files, documents, evidence and other materials are available and organized prior to the beginning of each Court session; ensuring that court officials and all participants are made aware of the case under consideration.
- Responds to inquiries and provides information to the attorneys, law enforcement, City staff, and the public that requires the use of judgment and the interpretation of policies, rules or procedures.
- Organizes, maintains and purges various departmental files.
- Prepares and types correspondence, reports, forms, contracts and specialized documents from drafts, notes, or brief instructions.
- Performs Court Recorder duties as required.
- Prepares marriage licenses; schedules wedding ceremonies.
- Proofreads and checks completed documents and other materials for accuracy, completeness, and compliance with departmental policies and regulations.
- Enters and retrieves data and prepares reports using a computer; reviews such reports for accuracy and makes corrections as required.
- Performs a variety of office administrative details such as opening and distributing mail, transmitting information, and keeping reference materials up to date.
- Contributes to the efficiency and effectiveness of the Court's service to its customers by offering suggestions and directing or participating as an active member of a team.
- Demonstrates courteous and cooperative behavior when interacting with public and staff; acts in a manner that promotes a harmonious and effective workplace environment.

DEPUTY COURT CLERK

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge and/or skill required.

Education and Experience:

High School Diploma/GED; AND two (2) years of administrative support experience; OR an equivalent combination of education, training and experience.

Required Certificates, Licenses, and Registrations:

Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.

- May require LEIN certification.
- May require court recording certification (CEO or CER).

Required Knowledge and Skills

Knowledge of:

- Policies, procedures and terminology of the Court.
- Use of specified computer applications involving word processing, data entry and/or standard report generation.
- Use of specified computer applications involving the design and management of databases or spreadsheet files and the development of special report formats.
- Business arithmetic.
- Office administrative practices and procedures.
- Record keeping principles and practices.
- Correct business English, including spelling, grammar and punctuation.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone, occasionally when relations may be confrontational or strained.

Skills in:

- Performing administrative support work.
- Organizing court activities and recording court proceedings accurately.
- Analyzing and resolving varied office administrative problems.
- Organizing, maintaining and researching office files.
- Compiling and summarizing information and preparing periodic or special reports.
- Organizing own work, setting priorities and meeting critical deadlines.
- Contributing effectively to the accomplishment of the team's or Court's goals, objectives and activities.
- Dealing successfully with a variety of individuals from various socio-economic, ethnic and cultural backgrounds.

Desired Qualifications:

- One year warrant entry, modification, cancellation, and L.E.I.N validations
- Certified or able to be certified and maintain certification with L.E.I.N.

DEPUTY COURT CLERK

PHYSICAL/MENTAL REQUIREMENTS:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in an office setting, use standard office equipment and stamina to sit, walk and stand for extended periods of time; strength to lift and carry up to 25 pounds; vision to read printed materials; and hearing and speech to communicate in person or over the telephone.

WORKING ENVIRONMENT:

Work is performed in an office and court setting.

Email, mail or fax resumes to:

Michele White
Court Administrator/Magistrate
62-B District Court
4740 Walma Ave S.E.
Kentwood, MI 49512
whitem@kentwood.us

Or

Apply at: <https://kentwood.workbrightats.com/jobs/>