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# **Washtenaw County**

## **JOB DESCRIPTION**

**Job Code: 1357**  
**Authorization: AA July 2011**  
**Employee Group: 29**  
**Reference: 90-0250**  
**LOU: 5/04**

**CLASS TITLE: DEPUTY DISTRICT CIVIL COURT CLERK I/II**  
**DEPARTMENT: District Court**  
**FLSA STATUS: Non-Exempt**

**JOB SUMMARY:** Under the supervision of a higher classified employee, performs a variety of clerical tasks requiring an understanding of departmental operations, some independent judgment, an awareness of and appropriate skills in customer service and a proficiency in typing and data entry.

### **EXAMPLES OF DUTIES:**

#### **Essential Duties:**

- Prepares and files various court documents including opening and closing court files. Checks for accuracy and completeness of information, attaches any necessary verifications and/or related records. Routes documents to higher classified employees when necessary to determine acceptance or rejection.
- Answers telephone calls, may assist the public by ascertaining needs, explaining department policies and procedures, initiating any paperwork/documentation, and/or referring them to other court locations or staff members.
- Accepts, records and receipts payment of fees, fines and costs, cash bonds, and other monetary transactions required by the Court as required by the Court's financial policy.
- Must use appropriate customer service skills and be capable of dealing with the public who may be hostile or irate, intoxicated, mentally unstable, or violence prone. May need to ascertain a proper course of action to avoid confrontation and physical danger.
- May schedule proceedings before the Court, issuing summons, arranging for process service, and coordinating proceedings among the judges, defense attorneys, plaintiff attorneys, prosecutors and other court participants.

- May collect and assist with maintaining data on court activities and assist in the preparation of monthly caseload reports or other statistical data as requested.

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- Operates office machines such as copiers, calculators, computer terminals and printers.
- Makes certified copies of court documents as required.
- Files case forms, case files, cards, and other documents both alphabetically and numerically.
- May prepare the daily bank deposit.
- Maintains an accurate log on all court actions on each case file and computer record.
- Must possess a thorough knowledge of court operations, legal procedures, court rules and statutes covering their assigned areas.
- Issues Writs, Warrants and Wage Assignments on order of the Court.
- May administer oaths and swear in witnesses.
- Performs other duties as assigned.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

### **EMPLOYMENT QUALIFICATIONS:**

#### **Knowledge of:**

Principles, practices and procedures related to District Court programs and operations.

Applicable federal, state and local laws and regulations.

Computer applications related to work including court case management system (Enact/JIS), Microsoft Word, Excel, Access and Outlook.

#### **Skill in:**

Using independent judgment within established policy and procedural guidelines

Maintaining accurate records and files.

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Establishing, maintaining and demonstrating effective working relationships with those contacted in the course of the work, including customer service.

#### **Licensing and Certification:**

Must possess either a valid driver's license or be able to work at any 14A District Court location (Ypsilanti, Saline, Chelsea and Pittsfield Township).

Must pass testing requirements to be a certified LEIN (Law Enforcement Information Network) operator within six (6) months of employment.

Certified Court Electronic Recorders or Operator (CER/CEO) preferred but not required.

#### **PHYSICAL DEMANDS**

Duties require sufficient mobility to work in a normal office setting and use standard office equipment including a computer; vision to read printed materials and a VDT screen and hearing and speech sufficient to communicate in person or over the telephone.

These requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

#### **EDUCATION**

Possession of a high school diploma or the equivalent with some courses in typing and office procedure. Must be able to pass a typing test at 40 WPM and a Clerical exam on the 15<sup>th</sup> percentile before applying.

#### **EXPERIENCE**

**Grade 13:** A minimum of two (2) years of clerical experience, preferably in a law office or court/governmental environment. All new employees will be subject to a minimum of a six (6) month probationary period.

**Grade 15:** An eighteen (18) to twenty-four (24) month training period is expected in order to meet expected standard ability levels to meet minimum requirements.

This class description intends to identify the major duties and requirements of the job and should not be interpreted as all-inclusive. Incumbents may be requested to perform job-related duties other than those outlined above and may be required to specific job-related knowledge for successful job performance.