



51st District Court

Job Description

Deputy Clerk



Department: 51st District Court
Supervised by: Court Administrator, Department Supervisor
Supervises: None
FLSA: Non Exempt
Bargaining Unit: None, At-will
Status: Full-time
Grade: 2

General Summary

Under limited supervision, provide courteous and competent assistance to court patrons (litigants, attorneys, witnesses, law enforcement) while performing various case processing duties related to civil, criminal, traffic, probation and/or administrative proceedings in the 51st District Court. Create and maintain court files, prepare notice of hearing to ensure proper service and notification of scheduled proceedings, accurately record and update court records utilizing JIS database. Create and report case data to external entities (LEIN, SOS, MSP, SCAO) related to case activity. Open and file mail, answer telephone calls and provide assistance in accordance with established court rules, applicable laws and internal procedures.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Provide information at the counter or by telephone to the general public, attorneys and law enforcement personnel regarding civil, criminal, traffic, and/or probation cases in accordance with established court rules, applicable laws and internal procedures.
2. Assist the public in filling out standard court forms, questionnaires and applications and prepare a variety of standard court forms as required by the instant action of the proceeding.
3. Schedule hearings, prepare and provide notice of court dates to parties in congruence with the Court calendar and caseflow management plan. May act as scheduling coordinator between judges, prosecutors, attorneys, probation officers and law enforcement personnel.
4. Prepare various forms and orders of the Court through the use of the Court's case management systems as well as personal computer software programs.
5. Enter and review data using the Court's case management systems as well as through the Law Enforcement Information Network (L.E.I.N).
6. Maintain Court files including filing and alphabetizing documents.
7. Other duties as assigned.

Required Knowledge, Skills, Abilities and Minimum Qualifications

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Deputy Clerk

1. High school diploma or equivalent.
2. Ability to type 45 wpm accurately using word processing software.
3. Must possess basic word processing, database and spreadsheet software skills.
4. Thorough knowledge of filing system procedures and practices, office procedures and modern office machines.
5. Must possess good grammatical, spelling and mathematical skills.

6. Must pass background investigation and/or criminal history check.
7. Ability to handle a variety of inquiries from the public regarding Court activities.
8. Ability to learn, understand, and interpret the Michigan Court Rules and applicable state laws.

Senior Deputy Clerk

1. Demonstrated mastery of case processing operations. Ability to perform simultaneous courtroom case updates and entries and/or achievement of CEO certification to record courtroom proceedings.
2. Successful completion of Court Support Staff Certification Training or comparable Michigan Judicial Institute educational seminars related to the General Purposes and Responsibilities of Courts, Professionalism & Ethics, Customer Service, and Records, Policy and Procedure.
3. Proficient understanding and application of Michigan Court Rules, statutes, local ordinances and Local Administrative Order's.
4. Consistent productivity. Work product is accurate and reflects attention to detail. Accomplishes assigned tasks within expected timeframe.
5. Takes appropriate action to complete task with minimal direction. Utilizes time effectively and assumes additional responsibility without being asked.
6. Responds to customer requests in a timely and appropriate manner. Successfully manages difficult customers and their service issues. Exercises good judgment in interacting with frustrated and angry patrons.
7. Uses leave time appropriately. Considers others when planning and using leave. Prepares or works ahead when planning leave use.

Physical Demands and Work Environment

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee works in an environmentally controlled office setting. This is a low physically demanding position, requiring limited range of motion. Work is performed in the optimal working envelope of neck to navel and within arms reach. Work surfaces are adjustable to all body types. Walking surfaces are well lit, tiled and/or carpeted. Individuals with physical impairments can be accommodated to perform most essential tasks of these positions. The use of mobility assist devices such as wheelchairs, walkers, etc, is not a hindrance to this position. Use of both fine as well as gross muscles of the body is not essential. The employee is regularly required to lift objects of ± 1 pounds and occasionally lifts of 10 pounds may be required. The employee must be able to write and work with computer keyboard. Vision or assisted vision is required. Limited hearing is acceptable. Verbal communication is fundamental.

Notice of At-Will Employment

All employees of the 51st District Court serve at the pleasure of the Chief Judge, Chief Judge Pro Tempore and Court Administrator and are considered at-will employees. The employment policies of Waterford Township do not apply to court personnel unless adopted by the Court.

THE 51ST DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER

Open: Tuesday, September 3, 2019

Close: Tuesday, September 17, 2019

Interested applicants should email 51st District Court Application and resume to Jennifer Thom – jthom@waterfordmi.gov by posting deadline.