

41B DISTRICT COURT

STATE OF MICHIGAN

CHIEF DISTRICT JUDGE
Carrie Lynn Fuca

DISTRICT JUDGE
Linda Davis
Sebastian Lucido



Clinton Township
Harrison Township
Mount Clemens

COURT ADMINISTRATOR/MAGISTRATE
James A. McGrail

MAGISTRATE/DEPUTY COURT ADMINISTRATOR
Ryan Zemke

22380 Starks Drive
Clinton Township, MI 48036
Phone: (586) 469-9300

JOB POSTING

POSITION TITLE: PART TIME AND/OR FULL TIME DISTRICT COURT CLERK

PAY: STARTING AT \$17.31 PER HOUR

STATUS: Union Employee. Just cause upon successful completion of Probationary Period.

CLOSING DATE: RECEIVED no later than Wednesday, August 22, 2018 at 4:30pm. Fill out the attached Application for Employment and send it with any other documentation you would like considered to the attention of Court Administrator James A. McGrail and email it to careers@41bcourt-mi.us

JOB SUMMARY:

Under the direction of the court administrator and/or the personnel director a district court clerk is responsible for district court clerk tasks including scheduling events on the computer, generating and mailing notices, preparing and distributing daily court calendars, reviewing files from court events, entering event dispositions on the computer, reviewing and distributing interoffice correspondence, assisting with counter/phone public service, performing general data entry, filing papers and other duties as assigned. Additional responsibilities may include: cashiering, court recording, LEIN access, and staff training.

EXAMPLES OF DUTIES

- ✚ Reviews papers filed with the Court for completeness as to form.
- ✚ Prepares and maintains case files – both hard copy and electronic – as required.
- ✚ Within established guidelines for not providing legal advice, assists customers at the counter and on the telephone with inquiries about court procedure, and case information.

- ✚ Schedules court events within the guidelines established by the judges and generates and mails appropriate notices.
- ✚ Prepares and distributes daily court calendars.
- ✚ Processes case files returned from court events including: reviewing the judges actions/orders making appropriate register of actions entries, scheduling necessary future events, and generating and mailing notices.
- ✚ Reviews and processes payments for tickets, court cost, civil filing fees, enter information on computerized cash register and ensures that the proper case file is credited.
- ✚ Open criminal case files, includes assigning case number and filing formal complaint or appearance ticket, checking cash bonds, ensuring fingerprints are in the file and obtaining driving or criminal record, and advice of rights 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 and traffic misdemeanors, and marine, snowmobile, conservation and other violations. Codes and enters to computer, sets up informal/formal hearings and schedules court cases, and notices and collects fines and costs. Suspends fines and costs upon determining proper proof.
- ✚ Processes mail; assists in opening, sorting, time stamping and delivering mail.
- ✚ Assists in the process of out-going mail.
- ✚ Reviews legal documents such as writs of garnishments and restitution, stipulations, order and briefs, petitions for installments payments and others for timeliness, completeness and compliance with the court rules. Examines and enters judgments on civil cases that are adjudicated.
- ✚ Prepares bench warrants, and suspends driver licenses as authorized. Notifies agency issuing warrant after defendant appears.
- ✚ Processes garnishments, motions to set aside garnishments and motions for installment payments. Ensures case has a judgment, collects fees, enters to computer, and gives to process server or attorney. Maintains case histories for civil cases and closes cases by recording disposition in case file and on the computer. Notifies parties of disposition and files closed cases.
- ✚ Reviews court files to determine readiness for hearing, trials, default judgments, dismissals and other court proceedings; includes checking for service and completeness of documentation.
- ✚ Close files by entering disposition to computer and running judgment of sentence/acquittal and other necessary documentation. Reviews information on paid tickets and ensures that it coincides with abstract of conviction prior to submission to the Secretary of State.
- ✚ Closes criminal cases by collecting fines and costs, distributing disposition as appropriate, submitting abstract of conviction to Secretary of State on driving offenses.

- ✚ Forfeits bonds after proper notification of defendant or bonding agency. Processes bond transfer to other courts. Applies bond to fines and costs as appropriate.
- ✚ At the request of the court administrator or the deputy court administrator, trains other clerks in the division on procedures and practices.
- ✚ Prepares juror summons to notify citizens of their appointment for jury duty.
- ✚ Prepares pay vouchers for payments of juror attendance.
- ✚ Coordinate the jury orientation process.
- ✚ Updates the assembled jurors on the status of the selection process based on communications with courtroom personnel.
- ✚ Assists in various special projects including collection of accounts receivable and record retention and disposal.
- ✚ Takes oath from officers or victims on misdemeanor charges and has complaint signed.
- ✚ Obtains information through the Law Enforcement Information Network (L.E.I.N.) to receive driving record information and criminal history information.
- ✚ Prepares Orders of Probation and Discharges from Probation.
- ✚ Monitors and ensures compliance of unsupervised probation cases and processes them accordingly.
- ✚ May serve as backup to Court staff performing various bookkeeping, record keeping, and accounting functions and bank deposits.
- ✚ May serve as a backup to Court Recorder utilizing and maintaining electronic recording equipment to record court proceedings. Prepares logs of court proceedings while recording all court activity.
- ✚ Works closely with defendant's regarding their financial status with the court. May approve payment schedules or other means to pay or advise judges of the same.
- ✚ Assists in gathering statistical information by reviewing case files, office activity logs or computer reports.
- ✚ May provide guidance to employees of court policies, procedures and legal matters that pertain to the workload of the civil, criminal/probation, or traffic departments.
- ✚ May assist in the training of new clerical employees.
- ✚ May develop new forms to increase court efficiency.
- ✚ Act as a liaison with local governmental agencies regarding projects that affect the individual department.

The list of duties above is intended to outline/describe the general nature and level of work being performed by the individual assigned to this classification. It is not an exhaustive list of all job duties performed.

EMPLOYMENT QUALIFICATIONS

Knowledge of:

- ✚ Michigan Court Rules
- ✚ Customer service concepts and techniques
- ✚ General functions of the various levels in the Michigan Court System
- ✚ General caseflow management concepts
- ✚ Organizational chain of command principles

Skills in:

- ✚ Interpersonal relations
- ✚ Microsoft Office
- ✚ Microsoft Outlook
- ✚ Keyboarding/data entry – minimum test result of 50 words per minute
- ✚ Document analysis/ability to review for form and general content
- ✚ Managing multiple priorities
- ✚ Creative thinking/problem solving
- ✚ Ability to effectively meet and deal with the public and maintain a professional decorum in stressful situations.
- ✚ Ability to communicate effectively verbally and in writing.

PHYSICAL DEMANDS

The duties of this position require sufficient mobility to work in a normal office setting and use standard office equipment including a computer, vision to read printed materials, and hearing and speech sufficient to communicate in person or over the telephone.

LICENSE & CERTIFICATIONS

May be required to obtain and maintain Certified Electronic Operator (CEO) certification at Court expense for court recording responsibilities.

EDUCATION

High school graduation or equivalent with classes in office and business. Prior training is desired in customer/service techniques, keyboarding, and organizational theory.

WORKING CONDITIONS

Works in office conditions

Exposure to persons charged or convicted of criminal offense

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.