

Oceana County

JOB DESCRIPTION

Bargaining Unit: General, Non-Union

FLSA: Non-Exempt

Job Title: Court Recorder/Collections Clerk

Salary Range: PALSS

Department: Circuit Court

Hours: 35 hours/week

1,820 hours/year

General Summary:

Perm, Full time

Under the supervision of the Chief Circuit Court Judge, serves a multi-capacity role including court recorder, collections clerk, and deputy clerk. Responsible for verbatim recordings and transcripts for all court proceedings following certification requirements under MCR 8.108; assist the Court Administrator/Chief Court Clerk with various tasks as assigned; and as a collections clerk is responsible for ensuring defendants comply with court assessed fines, costs, and restitution.

Essential Duties and Responsibilities:

These examples may not include all of the duties which the employee is expected to perform. To perform this job successfully, an individual must be able to perform essential functions satisfactorily. Duties and responsibilities may be added, deleted, or otherwise modified at any time.

Essential Functions-Court Reporter/Recorder:

- Take a verbatim record of the court sessions of the circuit court.
- Mark and index exhibits offered into evidence during court proceedings.
- Maintain and index records of the proceedings in the circuit court consistent with the applicable court rules and statutes.
- Prepare transcripts of circuit court proceedings upon proper request and furnish copies of the transcript to appropriate persons upon payment of any lawful fees due for the transcript.
- On order of the circuit court, make the file transcripts of proceedings with the Circuit Court Clerk without expense to either party.
- Refrain from any outside employment as a court reporter or recorder, except as expressly approved in writing by the Chief Judge.

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- Subject to the approval of the Court Administrator, arrange for substitute court reporter or recorders when the employee will be absent from work.
- “Supervise” all certified electronic operators in Circuit Court.

Essential Functions-Deputy Court Clerk:

- Responds to inquiries at the counter and on the telephone, provides information on court policies, procedures, court rules and statutes, interprets routine court orders and documents, explains case activity and directs people to the proper court, individual, or agency.
- Receives and reviews legal documents to determine compliance with the court rules and requirements, which include checking for timeliness, completeness, signatures and other necessary information.
- Time-stamps and files all documents legally appropriate for filing with the circuit court.
- Schedule hearings on motions and other matters with the proper judge and calendar these hearings on the judge’s schedule. Review file for a scheduled hearing to ensure that all filed documents are included and notices have been properly sent.
- Sets and types a variety of materials such as file cards, correspondence, forms, reports, orders and opinions of the court.
- Conducts record searches and complies and releases data from records if allowed by law in response to inquiries.
- Prepares certified copies of court documents.
- Carryout such administrative functions that may be delegated from time-to-time by the Court Administrator.
- Carry out functions of Deputy Clerk including but not limited to:
 - Default
 - Summons
 - Garnishments
- Daily Bank Deposits as requested by the Court Administrator.

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Essential Functions - Collections Clerk

- Perform a variety of accounting activities including calculating fees, issuing payment vouchers on bond accounts and court-ordered payables, receiving payments, issuing receipts, and posting payments to appropriate ledgers. Disburse funds to appropriate agencies such as MDOC.
- Ensure proper collection reports are sent to the State Court Administrative Office as requested.

Knowledge, Skills, & Abilities:

- Proficiency in English grammar, spelling, and punctuation.
- Knowledge and ability to use a personal computer to prepare reports, maintain records, search for and compile data.
- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships with customers, co-workers, and representatives of other agencies.
- Knowledge of leadership principles and practices and ability to apply them within the court system, including conflict resolutions skills.
- Knowledge of mathematics to include addition, subtraction, multiplication, division and percentages.
- Knowledge of current court methods, procedures and practices. Ability to comprehend and apply statutes and court rules.
- Ability to communicate in writing to include proper usage of English, grammar, punctuation, spelling and business writing to prepare letters, memoranda, reports, and forms.
- Ability to communicate orally with individuals, co-workers, and attorneys in order to obtain and provide information.
- Ability to read and comprehend documents, records and other correspondence filed with the court.
- Ability to accurately file documents and records as needed.
- Ability to operate a computer and software such as database, spreadsheets and word processing as needed to compile and analyze data.
- Ability to work independent of others, adaptable and detail oriented, decisive and have a strong work ethic.

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Minimum Qualifications:

Education:

- At least an Associate's Degree in legal studies, criminal justice or related discipline.
- Qualify and maintain certificate for the CER/SR certification exam by the Michigan Supreme Court under MCR 8.108.

Experience:

- At least one year of experience in a court or related legal setting with knowledge of court procedures and scheduling required.
- Experience working with the Michigan Transcription Template preferred.
- Previous experience with court collections preferred.

Physical and Mental Abilities Required for Performing Essential Job Functions:

- Requires physical movements (climb stairs, bend, kneel, crouch) during an extended period of time. May be required to lift up to 20 lbs.
- Requires the ability to operate a variety of office equipment such as computer terminal, typewriter, telephone, fax machine, calculator/adding machine, computer printer and photocopier.
- Requires the ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
- Requires the ability to effectively hear auditory responses from various sources including analog and digital recording devices.
- Ability to perform duties during prolonged periods of sitting.
- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Requires the ability to provide guidance, assistance and/or interpretation to others, such as co-workers and the public, on how to apply policies, procedures and standards to specific situations.
- Requires the ability to communicate orally and in writing with county officials, municipal officials, other county departments and the general public.

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Working Conditions:

- Works in an office and courtroom environment provided by the court/county. May be required to work long hours.
- Maintains a reasonable and civil decorum in the day to day contact with fellow employees and the general public.
- Has exposure to difficult person(s) including those who may have been charged or convicted of various criminal offenses.

Other Requirements:

- None.