

# Oceana County

## JOB DESCRIPTION

Bargaining Unit: General, Non-Union

FLSA: Non-Exempt

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**Job Title:** Deputy Clerk

**Salary Range:** PALSS

**Department:** District Court

**Hours:** 40 hours/week  
2,080 hours/year

**General Summary:**

Perm, Full time

Under the direction of the Court Administrator/Magistrate, performs a variety of complex clerical tasks throughout the life cycle of cases in this court. Performs duties and assignments as requested to execute Court functions and services and support achievement of established goals and objectives. Provides information and assistance to law enforcement officers, attorneys, defendants, and Court patrons. Deputy Clerks will be trained in cases in the civil, criminal, traffic, probation, or other divisions/areas of the Court as assigned.

**Essential Duties and Responsibilities:**

*These examples may not include all of the duties which the employee is expected to perform. Other duties may be added at the discretion of the department head. 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.*

- Trains in cases in the civil, criminal, traffic, probation, and other divisions/areas of the Court as assigned.
- Screens, enters and maintains recordkeeping throughout the life cycle of a case. Progresses from case initiation, retention, storage, retrieval, protection, preservation, post-judgment to final disposition.
- Documents case activity and other pertinent case information on Court documents and in JIS; maintains case histories.
- Operates a computer to enter, update, correct, and access case information; and to produce computer-generated and Word document forms from both the office and courtroom.
- Reviews cases to maintain active collections.
- Schedules Court proceedings and issues notices to the appropriate parties.
- Generates and recalls Bench Warrants.

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- Clears and confirms license suspensions as needed.
- Adds and removes fines and costs accurately as directed.
- Answers the telephone and direct Court patrons to the appropriate person for assistance.
- Picks up, delivers, processes, and distributes mail and Court paperwork, affixing a date stamp to all incoming paperwork.
- Logs and maintains incoming bonds and payments into Excel
- Cashiers incoming payments and bonds.
- Provides information to attorneys, law enforcement officers, defendants, Court patrons, and agencies about Court policies and procedures, case status, scheduling of Court proceedings in general.
- Sets up recording equipment in courtroom and Magistrate's office. Configures microphone settings and audibly tests output to ensure proper recording.
- Records Court proceedings and assigned hearings in accordance with Michigan Court Reporters' Manual.
- Responsible for tacking, maintaining, and storing all exhibits admitted into evidence.
- Performs a variety of duties including but not limited to faxing, filing, copying, scanning, and emailing to process cases and notify attorneys, law enforcement officers, defendants, Court patrons, and agencies.
- Attend training and seminars as requested.

**Knowledge, Skills, & Abilities:**

- Proficiency in English grammar, spelling, and punctuation for court transcripts.
- 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.
- Ability to maintain strict confidentiality of closed proceedings or other matters which may be highly sensitive and/or in which information is non-public record.
- Knowledge of court procedures, including recordings filing and retention systems.
- 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.

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- 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.
- Knowledge of The State Trial Judge's Book, Michigan Trial Court Case File Management Standards, and other relevant resources.

**Preferred/Minimum Qualifications:**

Education:

- Associates degree or greater; or its equivalent in work experience.
- Advanced coursework in paralegal studies or related subject matter highly preferred.
- Qualify and maintain certificate for the Certified Electronic Operator (CEO) exam.
- Qualify and maintain certificate for the Certified Electronic Reporter (CER) is highly preferred.

Experience:

- Minimum of one year experience in a court or law office.
- Experience with JIS, SOS or related databases are highly preferred.

**Physical and Mental Abilities Required for Performing Essential Job Functions:**

- Requires physical movements and the ability to exert effort consistent with bending, lifting, and carrying. May be required to lift up to 40 lbs.

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- 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; sitting for prolonged periods of time.
- Requires the ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.
- 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 the ability to provide guidance, assistance and/or interpretation to others, such as to employees, volunteers, and the public, on how to apply policies, procedures and standards to specific situations.
- Requires the ability to utilize a variety of advisory data and information such as reports, computer software operating manuals, procedures, guidelines and non-routine correspondence.
- Requires the ability to communicate orally and in writing.
- Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, and decimals; and may require the ability to utilize principles of fractions and/or interpret graphs.
- Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable or verifiable criteria, such as from citizen complaints.

### **Working Conditions:**

- Works in a comfortable office environment provided by the court/county.
- 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.

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**Other Requirements (if applicable):**

- Ability to type 40 wpm and be able to numerically and alphabetically file documents.
- Must pass a criminal history background check.
- Certified as a Notary Public within (6) months of hire if not already certified.

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