

79th District Court
DEPUTY CLERK
FULLTIME; NON-EXEMPT; BENEFITED POSITION

POSITION DESCRIPTION: 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.

POSTED DATE: May 22, 2023

APPLICATION DEADLINE: posted until filled; applications evaluated as received

POSITION AVAILABILITY: Immediate

CURRENT SALARY: 40 hours per week; \$15.7654 - \$20.3301 per hour; DOQE

ESSENTIAL DUTIES AND RESPONSIBILITIES

- 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.
- 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.

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.

**All interested parties should submit cover letter and resume, with references,
to the following address:**

Oceana County Administrator's Office
100 S. State Street
Suite M-4
Hart, MI 49420

Or to Countyadmin@Oceana.mi.us