

**79<sup>th</sup> District Court**  
**CRIMINAL CLERK**  
**FULLTIME; NON-EXEMPT; BENEFITED POSITION**

**POSITION DESCRIPTION:** Under the direction of the Court Administrator/Magistrate, performs a variety of complex clerical tasks involved in processing criminal, traffic, civil, and probation cases. Provides information and assistance to law enforcement officers, attorneys, defendants, and Court patrons. The Chief Clerk will be required to work in the civil, criminal, traffic, probation, or other divisions of the Court as assigned. Assumes assigned essential functions upon delegation from the Magistrate/Court Administrator. Performs additional tasks designated and approved by Magistrate/Court Administrator.

**POSTED DATE:** March 6, 2024

**APPLICATION DEADLINE:** Posted until filled

**POSITION AVAILABILITY:** Immediately

**CURRENT SALARY:** 40 hours per week; \$18.6674 – 23.8028 per hour

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Duties for this position are concentrated in the criminal division with responsibility for criminal files, courtroom scheduling, and court computer entry as primary workload assignment.
- Receives tickets, complaints, filings and related documents, opens case files, enter case information into the computer, and files case documents.
- Prepares court dockets, maintains accurate court date calendar, court appointed attorney listings, and all other courtroom paperwork as needed to efficiently assist the Judge/Magistrate in court.
- Answer the telephone and direct court patrons to the appropriate person for assistance.
- Process mail and court paperwork.
- Operates a computer to enter, update, correct and access case information; and to produce computer generated forms from both the office and courtroom.
- Documents case activity and other pertinent case information on court documents and in the computer; maintains case histories for each case.
- Provides information to attorneys, law enforcement officers, defendants, court patrons, and agencies about court policies, case status, scheduling of court proceedings and court proceedings in general.
- Schedules court proceedings and issues notices to the appropriate parties.

- Distributes and recalls search and arrest warrants, conditional bonds, and electronic judgments as authorized. Maintains records of warrants and conditional bonds issued and recalled and ensures appropriate warrant/bond documents have been filed.
- Prepares and distributes a variety of legal documents, such as jail commitments, judgments of sentence, orders to show cause, orders for pretrial release or detention, default judgments, delinquency notices and other legal documents.
- Report to Michigan State Police, Central Records Division, such criminal history as required by law. Provide accurate information to the Secretary of State through updated abstracting.
- Transfer to Circuit Court all felony cases bound over. Ensure copies of the case are retained in the District Court. Process appeals to Circuit Court.
- Ensure that all original criminal and probation orders are maintained in the criminal file.
- Prepares and distributes various daily reports, registers, and notices.
- Receives, receipts and records fines, costs, bonds, fees and other monies. Issues bond refunds, forfeits and/or applies bond monies to pay fines, costs and other assessment, or distribute monies in accordance with Court orders.
- Attends training and seminars as requested.

#### Other Functions:

- Assists in other areas of the Court as required.

#### **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:

- Prefer two years of legal field experience.
- 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  
Attn: Human Resources  
100 S. State Street, Suite M-4, Hart, MI 49420  
Or to [countyadmin@oceana.mi.us](mailto:countyadmin@oceana.mi.us)

