

## GLADWIN COUNTY 80TH DISTRICT COURT

### *JOB DESCRIPTION*

**JOB TITLE:** Deputy District Court Clerk

**REPORTS TO:** Court Administrator

### **SUMMARY**

Under the supervision of the Court Administrator, performs a variety of complex clerical tasks involved in processing civil, criminal and traffic, and collection cases. Provides information and assistance to law enforcement officers, attorneys, defendants and court patrons. Substitutes for other court staff and provides general clerical assistance to the Judges and administrative staff. **Deputy District Court Clerks will be required to perform work in one or more of the following areas of the court: civil, criminal, traffic, probation, scheduling, warrant, counter, accounts receivable or other areas as individually assigned.**

This position will initially be a temporary, part-time position, with a review after three and six months, with the possibility of the position becoming a permanent, full-time position.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES**

*(An \* denotes duties or responsibilities judged to be "essential job functions" in terms of the Americans With Disabilities Act or ADA)*

#### **Civil:**

- Opens, processes, and closes general civil, small claims, and summary proceedings cases. Records and processes complaints and pleadings, distributes and files civil documents, enters case information into the computer, coordinates service of process, prepares legal documents, and enters defaults, orders, and judgements.\*
- Receives, receipts and records fees and other monies. Notifies appropriate staff to issue refunds or distribute monies in accordance with court orders.\*
- Operates a computer terminal to enter, update, correct, and access case information; and to produce computer generated forms.\*
- Documents case activity and other pertinent case information on court documents and in the computer; maintains case histories on each case.\*
- Provides information to attorneys, law enforcement officers, defendants, court patrons, and agencies about court policies and procedures, case status, scheduling of court proceedings, and civil proceedings in general.\*
- Schedules court proceedings and issues proper notices to the appropriate parties.\*

- Processes garnishments and other post-judgement matters. Issues writs of garnishments and coordinates service of process.\*
- Assists defendants, attorneys, and members of the public concerning case file, status, disposition, and proceedings in general. Explain local court procedures and possible results of various alternative courses of action.\*
- Opens and processes a wide variety of civil matters including general civil, small claims, tenancy cases and garnishments. Includes typing necessary forms, filing papers, and collecting various fees.\*
- Processes garnishments, includes receiving and disbursing monies.\*
- Operates a personal computer, calculator, and/or other office machines.\*
- Closes and rings out the registers when assigned the counter.\*
- Makes corrections necessary to ensure proper accountability of monies received.\*

### **Traffic:**

- Receives, records, and codes traffic citations from area law enforcement agencies. Verifies defendants' driving records, prepares case file, and enters case information into the computer. Closes cases following dispositions.\*
- Receives, receipts and records fines, costs, bonds, and other monies. Notifies appropriate staff to refund, forfeit and/or apply bond money to pay fines, costs and other assessments.\*
- Operates a computer to enter, update, correct, and access case information; and to produce computer generated forms.\*
- Provides information to attorneys, law enforcement officers, defendants, court patrons, and agencies about court policies and procedures, rights and options, case status, scheduling of court proceedings, and traffic proceedings in general.\*
- Schedules civil infraction informal hearings and issues notification to the appropriate parties.\*
- Monitors case files and initiates enforcement action on overdue citations. Prepares and issues default judgements, bond forfeiture notices, and notices and orders of license suspensions approved by the court.\*
- Audits computer generated abstracts of conviction to ensure accuracy and submits abstracts to the Michigan Secretary of State.\*
- Provides counter back up for traffic patrons when necessary.\*

### **Criminal:**

- Receives criminal complaints and related documents, opens case files, enters case information into the computer, and files case documents.\*
- Receives, receipts, and records bonds, fines, costs, and other payments.\*
- Operates a computer terminal to enter, update, correct, and access case information; and to produce computer generated forms.\*
- Ensures that case files are ready and available for scheduled court proceedings. Checks in defendants, attorneys, and others.\*

- Documents case activity and other pertinent case information on court documents and in the computer; maintains case history on each case.\*
- Distributes and recalls search and arrest warrants as authorized.\*
- Provides information to attorneys, law enforcement officers, defendants, court patrons, and agencies about court policies and procedures, case status, scheduling of court proceedings, and criminal proceedings in general.\*
- Prepares and distributes jail commitments and other legal documents.\*
- Provides counter back up for criminal patrons when necessary.\*

### **Counter:**

- Assists defendants, attorneys, and members of the public concerning case file, status, disposition, and proceedings in general. Explain local court procedures and possible results of various alternative courses of action.\*
- Receipts and records bail bonds.\*
- Receipt payments for fine and costs, filing fees, tickets, etc.\*
- Take not guilty pleas, process appeal and motion forms, prepare marriage licenses.\*
- Processes forfeitures and conversions.\*
- Operates a personal computer, calculator, and/or other office machines.\*
- Closes and rings out the registers daily.\*
- Makes corrections necessary to ensure proper accountability of monies received.\*

### **Accounts Receivable:**

- Conducts interviews with court patrons to collect financial and personal information to determine financial ability and eligibility for deferred payment program.\*
- Investigates employment and liability information to determine ability to pay, establishes payment plan, and enforces and monitors collections activities. Makes contacts with delinquent payers, employers, financial institutions as necessary to keep accounts current. May contact banks and other financial institutions for account garnishments.\*
- Receives and files case documents.\*
- Operates a computer terminal to enter and access case information, monitor accounts, follow-up on enforcement related activities, and to generate collection related forms.\*
- Discusses and provides account balance and collection related procedure information to clients and other court staff. Assists other court staff and clients with account balance/status problems.\*
- Prepares and initiates wage orders, financial affidavits orders to pay, and other documents as necessary for collection of outstanding court fines, fees, and costs. Obtains appropriate signatures and distributes to clients.\*

***The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person.***

## QUALIFICATIONS

**Education:** High school graduation or equivalent.

### **Minimum**

**Requirements:** One year of general office experience, preferably in a district court or closely related setting. A high level of confidentiality. Excellent interpersonal, communication, organizational and computer information systems skills. Typing skills at a minimum of 50 wpm, using both a computer and an actual typewriter. Collections experience desired.

*The qualifications listed above are guidelines for selection purposes; alternative qualifications may be substituted if sufficient to perform the duties of the job.*

## CERTIFICATION OR LICENSURE

CEO Certification required within one year of employment.

Apply to: Elizabeth M. Post, Court Administrator, 80<sup>th</sup> District Court,  
EPost@gladwincounty-mi.gov,  
401 W. Cedar Ave., Gladwin, MI 48624. No phone calls, please.

Application Deadline: March 20, 2020 (or sooner, if filled)