

# OSCEOLA COUNTY JOB DESCRIPTION

## CIRCUIT COURT CLERK/DEPUTY COUNTY CLERK

**Supervised By:** County Clerk

**Supervises:** N/A

**Position Summary:**

Under the supervision of the County Clerk, performs administrative tasks and coordinates diverse elements or work processes relative to conducting Circuit Court proceedings, including but not limited to managing records, trials, customer service, and acting as liaison between public, attorneys, assorted government agencies and the court. Exercises discretion and tact in processing documents and information of a confidential or sensitive nature, and the frequent use of independent judgment. Responsible for compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data. Required to develop constructive and cooperative working relationships with other agencies, and maintain them over a long period of time. Oversees and participates in the maintenance of legal documents such as vital records, concealed weapon permits, business name registrations, provides counter assistance to general public, and assists with elections as directed. May also perform the duties of Deputy Clerk.

**Essential Job Functions:**

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties, which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Provides counter and telephone assistance to attorneys, court personnel, other governmental agencies, and general public regarding court assessments, court procedures, civil procedures, schedules, criminal history records, drivers' license records, and specific case information.
2. Opens criminal and civil case files, includes assigning case numbers and judges, preparing paper file, providing new case advisements to other agencies, working with other court personnel for clarification if needed, and abstracting pleas where necessary.
3. Reviews and prepares files for hearings, trials, default judgments, dismissals, and other court proceedings; including ensuring proper service and completeness of documentation.
4. Reviews and processes payments for civil filing fees, bonds, court assessments. Reviews and processes pleadings and filings in civil and criminal cases received over the counter and in the mail.
5. Maintains paper and electronic files related to each case, including maintaining a register of actions, scheduling actions on the court's docket, and tracking progress in each case. Responsible to many difference agencies, including the State Court Administrative Office, Judge's Office, Michigan State Police, and Secretary of State, for proper entry and coding of information, pleadings, and dispositions.
6. Attends civil and criminal court hearings and trials. Declares the official opening of court sessions and assists the judge by administering oaths to jury members and witnesses. Ensures parties are present. Maintains exhibits following hearings/trials.

- Acts as Clerk to Judge and prepares judgments and orders as directed, and maintains minutes of hearings for court files.
7. Prepares, signs, certifies and approves orders and judgments of the court; processes motions prior to and after judgment; processes the issuance of orders and writs; may prepare bench warrants and other types of criminal warrants.
  8. Assists members of the public with Personal Protection Orders by providing initial consultation and offering information, helping with preparation of petitions and orders, ensuring completeness of information, presenting documents to Judge, and responding to petitioner within twenty-four hours with court's decision and order. Additionally, assisting respondents with questions about personal protection orders and motions, and contacting law enforcement if necessary to diffuse out-of-control situations.
  9. Performs special liaison assignments for the judge upon request, including the notification of attorneys, court personnel and litigants regarding the judge's requirements and decisions.
  10. Disseminates copies of court orders as requested by counsel, or directed by the judge, or as required by statute or court rule. Abstracts proceedings to the Secretary of State for imposition of sanctions and court orders.
  11. Prepares annual reports to State Court Administrative office regarding caseload dispositions and receivables, as well as any other State Court Administrative reports required.
  12. Prepares and tracks special cases assigned to Sobriety Court and works directly with District Court judge and Mecosta County probation personnel to maintain cases.
  13. Assists members of the public with issues regarding old cases, and offers information and forms as allowed or required by statute.
  14. Acts as Language Access Program Coordinator between public and court.
  15. Participates in the various activities of the Clerk's office and responds to procedural inquiries regarding vital records, concealed weapons permits, court records, accounting, elections and other functions of the office. Backs up and substitutes for all department staff. Must be familiar with all other software used within the department.
  16. Keeps abreast of legislative and regulatory developments, new administrative techniques and current issues through continued education and professional growth. Attends conferences, workshops, and seminars as appropriate.
  17. Performs other duties as directed.

**Required Knowledge, Skills, Abilities and Minimum Qualifications:**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- Associate's degree in administrative or legal field. Two to three years specialized training or working as a Legal Assistant. 2-3 years experience preferably in a court or law office providing knowledge of the processing of circuit court case.
- The County, at its discretion, may consider an alternative combination of formal education and work experience
- Michigan Vehicle Operator's License
- Knowledge of the principles and practices of court proceedings

- Skill in assembling and analyzing data, preparing comprehensive and accurate reports and formulating policy and service recommendations
- Skill in effectively communicating ideas and concepts orally and in writing.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with County employees, contractors to the County, representatives of other governmental units, professional contacts, elected officials and the public.
- Ability to assess situations, solve problems, work effectively under stress, within deadlines, and in emergency situations.
- Skill in the use of office equipment and technology, including Microsoft Suite applications, and the ability to master Circuit Court and County Clerk's department software and new technologies.
- Ability to attend meetings or court scheduled at times other than normal business hours.
- Skill and experience in working with difficult people and diffusing tense or urgent situations.

**Physical Demands and Work Environment:**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate in person and by telephone, read regular and small print, view and produce written and electronic documents and enter data on a computer keyboard with repetitive keystrokes. The employee must be mobile in an office setting, stand, sit, stoop and kneel, climb ladders, use hands to finger, handle, or feel and reach with hands and arms. The employee must lift or push/pull objects of up to 30 lbs. without assistance. Accommodation will be made, as needed, for office employees required to lift or move objects that exceed this weight.

The typical work environment of this job is a business office setting where the noise level is quiet and sometimes moderate.