

Job Description

Department: 15th Judicial District Court
Class title: Court Clerk II
Job Code: 000930
Grade: Level 1
FLSA Status: Non-Exempt

Typical working hours for this position occur during the Court's regular business hours, which are Monday through Friday, 8:00 a.m. – 5:00 p.m. EST.

Job Summary: Under the limited supervision of a higher classified employee, performs intermediate level clerical work of some complexity and variety requiring independent judgment and decision-making based upon knowledge of court procedures, policies, practices and Michigan Court Rules.

Examples of Duties:

1. Responds to inquiries at the public service counter or by telephone regarding cases;
2. Assists the public, city departments and outside agencies with questions and filings; also assists with the resolution of problems and non-routine questions by evaluating case histories;
3. Opens, updates and closes case files or ticket files. Prepares file folders, assigns case numbers, maintains Registers of Action, and confirms service of process; reviews forms to ensure correct information and advises parties of errors or omissions; sets dates for court appearances according to established procedures;
4. Prepares forms, warrants, summons, orders and other legal documents;
5. Updates all required case information into the case management system;
6. Operates and balances cash drawer; accepts, records and receipts payment of fees, fines and costs, cash bonds, and other monetary transactions as required;
7. May function as the Court's Mail Clerk. Opens, sorts, logs, matches documents with tickets or case files and distributes mail to appropriate court offices;
8. May function as the Court's Jury Clerk. Performs all activities necessary to summon, direct and compensate jurors. Prepares and mails summons, receives, responds to and processes correspondence regarding jury service, conducts juror orientation, maintains attendance records and requests payment of jury fees;
9. Files case files, forms, cards and other documents both alphabetically and numerically in established filing systems;
10. Locates and retrieves case files, forms and other documents from an established filing system;
11. Transports, carries, moves files to and from various locations within the court;
12. Operates equipment such as: typewriter, PC, calculator, fax machine, point of sale terminal, printers, copiers, and shredder;
13. Other duties as assigned by the judges, court administrator or clerk supervisors.

Requirements:

1. Have no felony offense convictions;
2. Pass a criminal background check and drug test;
3. Possess a high school diploma or G.E.D. equivalent;

4. Pass testing requirements to be a certified LEIN (Law Enforcement Information Network) operator within six (6) months of employment and recertify as applicable;
5. Have a minimum of two (2) years office or clerical experience;
6. Be able to understand and follow oral and written instructions;
7. Be able to work independently and to set priorities to meet deadlines;
8. Be able to work well in a team environment;
9. Possess good organizational, filing, verbal and writing skills;
10. Possess attention to detail and accuracy in work performance;
11. Possess strong public speaking skills;
12. Be computer literate, including the ability to use Microsoft Office Suite;
13. Possess the ability to use sound judgment within established procedural guidelines;
14. Be capable of performing the work related in this posting.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

Positions in this class typically require: reaching, lifting, grasping and repetitive motions.

Individual must be able to either hear, talk, or see.

Move and lift light objects less than 20 lbs. such as mail, files, and supplies.

Operating office equipment requiring continuous or repetitive hand/arm movements. The ability to remain in a sitting position for extended periods of time.

Description Prepared By: Shryl Samborn/ Reviewed by HR- JC and AW 02/25/22
