

# VACANCY

## 32A District Court

### Deputy Court Clerk

Supervised By: Court Administrator  
Supervises: None  
Bargaining Unit: None  
Status: Full time (35 hours per week)

#### **General Summary:**

Under limited supervision, performs complex clerical duties related to civil, criminal, traffic, and probation in the 32A District Court. Provides assistance to the public, attorneys and law enforcement personnel. Prepares notices of hearing to ensure proper Court dates and probation appointments. Answers telephones, maintains files on Court cases, updates computer records, prepares forms and records. Operates a personal computer in addition to Court case management and law enforcement database systems.

#### **Essential Job Functions:**

An employee in this position may be called upon to do any or all of the following functions. These examples do not include all of the duties in 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. Gives information at the counter or by telephone to the general public, attorneys and law enforcement personnel regarding collections, accounts receivable, civil, criminal, traffic, and/or probation cases in accordance with established Court rules, applicable laws and internal procedures.
2. Assists the public by providing standardized information, court forms, questionnaires and applications and prepares a variety of standard court forms as required by the instant action of the proceeding.
3. Schedules hearings and appointments and prepares notices for defendants, attorneys and law enforcement personnel to give notice of the proper court dates and probation appointments. May act as scheduling coordinator between Judge, prosecutors, attorneys, probation officers and law enforcement personnel.
4. Prepares various forms via DMC collection software system and orders of the Court through the use of the court's case management systems as well as personal computer software programs.
5. Enters and reviews data using the Court's case management systems as well as through the Law Enforcement Information Network (LEIN).
6. Maintains Court files including filing and alphabetizing documents.
7. Receives and receipts monies and applies to appropriate case file.
8. Must acquire CEO certificate.

9. Must become LEIN certified.

10. Other duties as assigned.

**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.

1. Ability to type 45 wpm accurately using word processing software. **Typing test required.**
2. Thorough knowledge of filing system procedures and practices, office procedures and office machines.
3. Must possess good grammatical, spelling, and mathematical skills. **Skills test required.**
4. Must pass background investigation and/or criminal history check.
5. Ability to handle a variety of inquiries from the public regarding department activities.
6. Ability to learn, and understand the Michigan Court Rules and applicable State laws.

**Education:**

High school diploma or equivalent. Experience in Judicial Information Systems (JIS) in a District Court setting and knowledge of Civil and Felony cases preferred.

**Wages:**

Competitive pay, commensurate with experience, plus Benefits

**Application process:**

Submit cover letter, resume, and application which can be found at <http://www.harperwoodscity.org/f/16JobApp.pdf> to:

Tamie Rice, Court Administrator  
32A District Court  
19617 Harper Ave.  
Harper Woods, MI. 48225

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