

**SHIAWASSEE COUNTY
JOB DESCRIPTION**

CIRCUIT COURT DEPUTY CLERK

Supervised By: County Clerk and Chief Deputy Clerk

Supervises: None

Pay Scale: \$18.35 - \$22.44

Position Summary:

Under the guidance of the County Clerk and the Chief Deputy Clerk, this role involves a range of duties supporting the management of Circuit Court cases. This includes attending court sessions to aid the Judge, gathering data for drafting specific court orders, and inputting court record details into the computer system. Additionally, it entails offering support to attorneys and the public by handling counter inquiries and responding to phone and email queries. The position also covers the reception and filing of court documents, the creation and organization of legal files, the administration of jury details, the collections of court-imposed fines and fees, and the notarization of legal documents.

Essential Job Functions:

An individual in this role may be required to execute any of the following critical tasks. This list is not exhaustive of all responsibilities the employee might undertake. The absence of certain duties does not exclude them from this role if they are similar, connected, or logically fall within this role's scope. To excel in this position, one must competently fulfill each essential duty.

1. Initiates all new civil and domestic relations cases in the circuit court by issuing summons and inputting case details into the computer. Capture and update contact information for all parties, including plaintiffs, defendants, attorneys, and judicial personnel, along with other relevant case data into the Judicial Information System (JIS). Upload initial documents into the system and digitize them using Laserfiche. Assemble file jackets, process and record fee payments, and oversee the ongoing maintenance of circuit court files.
2. Ensures all data for bound-over criminal district court cases is accurately transferred to the JIS system, including defendant details and charges. Processes bonds, sets future hearing dates, organizes file jackets with documents in the correct order, and uploads documents to both JIS and Laserfiche.
3. Documents criminal Circuit Court proceedings held in District Court, including plea agreements and sentencing outcomes. Records both financial and non-financial

- details, finalizes cases, and uploads documents to JIS and Laserfiche, ensuring personal and sensitive information is redacted.
4. Answers queries at the counter, over the phone, or via email, offering insights into court procedures, conducting research on case activities and proceedings for various stakeholders, including attorneys and defendants. Guides individuals to the appropriate court, person, or department. Prepares and distributes document copies as requested through various communication channels.
 5. Process legal documents by accepting, date-stamping, and organizing them. Enters documents into JIS, scans them into Laserfiche, and files them in physical folders in chronological order.
 6. Processes payments and issues receipts for a range of fees such as attorney fees, restitution, court costs, crime victim rights fees, copies, and other charges. May be responsible for daily reconciliation of funds.
 7. Daily retrieval of court dockets for all judges and occasionally for the Friend of the Court is performed, ensuring that all submitted documents are accurately entered, scanned, and included in the respective file.
 8. Participates in circuit court sessions, documenting various court proceedings including pleas, arraignments, sentencing, and show cause and motion hearings, among others. Additionally, prepares and types orders, judgments and bond orders for the Judge's approval.
 9. Records and notifies the relevant parties of all judgments, sentences, and pertinent documents in circuit court cases.
 10. Supports jury trials by setting up the courtroom, managing oaths, recording court proceedings, and aiding the Judge as needed. Distributes documents to the prosecutor, defense attorney, Judge, court reporter, and the circuit court clerk. Manually tracks jurors' attendance, records the process, and prepares jury duty notifications for employers. Keeps the jury roster updated and compiles the list of potential jurors. Generates a seating plan for the jury based on the voir dire process.
 11. Assist individuals in understanding, preparing for, and completing petitions for personal protection orders, then submit them to a judge for review and determination. Execute the final procedures for the order.
 12. Manages the organization of file shift of older files to the off-site storage facility. Tallies number of years to be moved from attic, prints out annual case list report, verifies that report information matches files stored in File-Safe boxes, locates and files any loose pleadings or misplaced files into storage boxes.
 13. Engages in communication with Michigan State Police (MSP), central dispatch, and

- Law Enforcement Information Network (LEIN) to report on criminal histories, bench warrants, personal protection orders, and fingerprinting, and also coordinates with the Center for Forensic Psychiatry.
14. Compiles packets for individuals sentenced to the Michigan Department of Corrections (MDOC).
 15. Engages in abstract reporting communication with the Secretary of State.
 16. Handles and investigates employment-related record inquiries from companies and legal offices.
 17. Carries out support tasks for a broad range of county offices, including researching, identifying, and delivering legal documents.
 18. Acts as a notary public and performs document notarization.
 19. Consolidates files as instructed by the Judge.
 20. Opens and distributes incoming mail. Must determine the nature of correspondence and route or process accordingly.
 21. Carries out duties of other office clerks or roles as required, with an emphasis on cross-training.
 22. Carries out additional tasks as necessary.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The knowledge, skills, abilities, and minimum qualifications outlined below are essential for performing the duties of this position. Adjustments may be made to allow individuals with disabilities to fulfill the job requirements.

Requirements include the following:

- A high school diploma or equivalent is required, along with at least one year of increasingly responsible work experience in a court, law office, or similar legal environment. Preference is given to those with some college coursework in business or court administration.
- The county reserves the right to consider a different mix of formal education and work experience if it chooses.
- Must be able to comprehend and apply the fundamental principles and practices of general office procedures, as well as the local, state, and federal laws, rules, and regulations that govern the State of Michigan, Circuit Court, and Clerk's office.

- Understanding of the circuit court system and procedures in the State of Michigan.
- Possess extensive experience in preparing and examining court documents and processing payments.
- Ability to keep precise and detailed records in both digital and paper formats, along with delivering quality customer service.
- Ability to collect, evaluate, and compile data into detailed and precise reports.
- The ability to convey ideas and concepts clearly both verbally and in written form.
- Capacity to keep information private.
- Capable of fostering productive working relationships and exercising sound judgment, initiative, and resourcefulness in interactions with county staff, contractors, officials from other government agencies, professional associates, elected officials, and the general public.
- Capacity to evaluate circumstances, address challenges, perform efficiently under pressure, and manage emergencies within set timeframes.
- Capacity to perform effectively amidst intense stress and verbal harassment.
- Capability to ensure accuracy and prioritize all designated work tasks.
- Proficiency in utilizing office equipment and technology, including Microsoft suite applications and various software specific to court-related, elections, and other functions relevant to the clerk's office, with the capability to quickly learn new technologies.

Physical Demands and Work Environment:

The characteristics of the work environment and physical requirements outlined here are indicative of what an employee will experience while carrying out the job's essential duties. Adjustments can be made to support individuals with disabilities in fulfilling these essential duties.

In performing job duties, the employee is frequently expected to engage in in-person and telephone communication, read various print sizes, create and review written and electronic documents, and perform repetitive typing on a computer keyboard. The role demands mobility within an office environment, including the ability to stand, sit, stoop, and kneel as well as the capability to use hands for manipulation and to reach with arms. Prolonged sitting during court sessions is also necessary. The employee should be able to lift or move up to 15 lbs. unaided, or up to 30 lbs. for heavier dockets, and be capable of climbing an 8-foot ladder via stairs for accessing records storage. Adjustments will be made as required for the office setting. Employees may be required to handle or relocate items exceeding these specified weights.

The typical work environment of this job is a business office and courtroom setting where the

noise level is generally quiet and sometimes moderate. Engagement with individuals who have been accused or convicted of crimes is essential, regardless of whether they are considered dangerous. It is necessary to interact with people who have been accused or found guilty of crimes, whether they pose a threat or not.

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Shiawassee County provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Please submit a cover letter, resume and completed Shiawassee County Application to: County Administration, Attention: Caroline Wilson, 201 N. Shiawassee St., Corunna, MI 48817.

To Apply: Applicants need to find the county's standard application form on this website, which includes a complete work history, contact information, education, and references, etc. Candidates should include a cover letter and resume with the completed application form. Questions may be directed to Caroline Wilson, County Clerk by e-mail at cwilson@shiawassee.net. The position is open until filled, so please respond promptly if interested. Not all applicants will necessarily be interviewed.