

The Isabella County Trial Court has an opening for File Clerk -Probate in the Business Office. The ideal candidate will be passionate about attention to detail and team play, have strong computer skills, a great attitude, and the ability to work efficiently in a fast paced environment. If you are this person, please submit an application, resume and cover letter to Kerri Curtiss, Court Administrator, 300 N Main Street, Mt Pleasant, MI 48858, by email to [kcurtiss@isabellacounty.org](mailto:kcurtiss@isabellacounty.org) or by fax to 989.779.8022 by **4:30 p.m. on December 15, 2017**. Starting salary \$25,860.68 plus benefit package.

ISABELLA COUNTY  
**TRIAL COURT**  
FILE CLERK

General Summary

Under the supervision of the Business Office Manager, performs a variety of clerical tasks associated with the Isabella County Trial Court.

Essential Functions

1. Processes payments for fines, costs, bonds, restitution, and filing fees at the counter and by mail, ensures that the proper name and case file is credited, and enters information into computer.
2. Daily filing of files and loose leaf filing. Processes incoming mail, which consists of sorting and routing, matching checks with case files and logging payments received.
3. Microfilming all closed files, recording same in log book, marking file for destruction and entering microfilm number in the computer. Viewing film after processing to assure accuracy. Destruction of closed files.
4. Pull court files for hearings, mail payment plan letters, scan financial affidavits for payment plans, entering GPS confirmations and other clerical duties as assigned.
5. Running monthly reports for delinquent fiduciaries, sending delinquent notices, input of data in the computer and tracking responses. Schedule deficiency hearings and mail notices for such.
6. Running monthly report for guardianship reviews, preparation of orders and processing same upon receiving Report after Review of Guardianship. Processing annual reports and sending blank forms for the next year.
7. Assists the public on the telephone and at the counter by providing information on status of accounts and cases, handing out guardianship, conservatorship and name change packets and any other assistance as needed.
8. Substitutes for other court staff including other Deputy Clerks.
9. All other duties that may be assigned by supervisor or management.

*This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.*

## Employment Qualifications

**Education:** High School graduation or equivalent with some advanced course work in Microsoft Office.

**Experience:** One year of prior clerical experience, preferably in a court or related setting. Some accounting experience preferred.

**Other Requirements:** None

**FLSA Status:** Non-exempt

*The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.*

**Physical Requirements:** *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

Ability to access departmental files.

Ability to operate copy machine, facsimile, microfiche, microfilm, printer, and other office equipment.

Prolonged periods of sitting at a computer terminal while entering data to the computer.

Ability to enter and retrieve information from the computer (Word Perfect).

Ability to withstand prolonged periods of standing while assisting people at the counter.

May be required to lift file boxes.

### **Working Conditions:**

Works in office conditions.

Exposure to persons charged or convicted of criminal offenses.