ISABELLA COUNTY, MICHIGAN

Position	Circuit Court Clerk	**FLSA Status**	Non-Exempt
Department	County Clerk Circuit Court	**Pay Grade**	8

GENERAL SUMMARY

Processes civil and criminal cases in an accurate and efficient manner and assists parties with questions and procedures. Serves as backup court recorders, balances cash drawers, reviews files for dockets, generates court orders, entering and scanning, as well as constant interaction with court users. Assists with elections.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Receives and reviews filings from users, attorneys, defendants, the Department of Corrections and Friend of the Court.
- Responds to inquiries at the counter and on the telephone.
- Accepts and processes legal documents from the window and via mail, collects fees and prepares papers for filing after recording.
- Makes and certifies copies of requested documents.
- Opens civil, criminal, appellate and domestic relations Circuit Court cases. Records cases in the Trial Court System software.
- Pulls and prepares files for court dockets, ensuring accuracy between the computer system (Register of Actions) and paper file. Prepares forms and documents for various hearings before sending files to courtroom clerk.
- Processes civil filings, including entering orders and ensuring judgment fees are paid and that judgments and orders are entered and processed correctly. Runs various reports to track progress of civil cases and notifies parties of lack of progress. Dismisses cases where no progress has been made after proper notice.
- Processes criminal filings, including ensuring bonds are processed correctly and monies are applied in a timely fashion, tracking DNA orders, proper documentation of criminal proceedings, protective conditions and warrants with police agencies.
- Processes abstracts with the Secretary of State to ensure proper license sanction, checks sentencing documentation for accuracy and updates criminal history with Michigan State Police.

- Balances cash drawer, prepares transmittal reports and transmits fund to the Treasurer's Office for deposit.
- Acts as backup for the Court Recorder. Attends court proceedings and operates recording equipment, as needed.
- Performs other duties as assigned.

MINIMUM ENTRANCE QUALIFICATIONS

Education and Experience

- Associate's degree in Court Administration or a related field.
- One (1) to three (3) years of experience, preferably in a court, law office or other legal setting, providing familiarity with legal terminology, processing of court cases, and data processing.
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities.

Licenses or Certifications

- None.

OTHER JOB REQUIREMENTS

- None.

PREFERRED QUALIFICATIONS

- Bachelor's degree in related field.

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Legal terminology.
- Trial court system.
- Case file management standards.
- Modern office equipment, procedures and applicable software packages.
- Court processes and procedures.
- Cherry LAN and TCS systems.
- Departmental policies and procedures.
- Criminal procedure.
- Cash handling procedures.

Skill in:

- Organization and time management.
- Customer service.
- Following written and verbal instruction.
- Records management.
- Establishing and maintaining effective working relationships.
- Written and verbal communication.
- Monitoring compliance and schedules.
- Word processing.
- Attention to detail.
- Operating court recording software.

WORK ENVIRONMENT/CONDITIONS

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

	Seldom or	Sometimes or	Frequently
Office or similar indoor environment			X
Outdoor environment	X		
Street environment (near moving traffic)	X		
Construction site	X		
Clinical health care environment	X		
In the community (homes, businesses, etc.)	X		
Warehouse environment	X		
Shop environment	X		
Detention center or correctional facility	X		
Individuals who are unpleasant or unhappy		X	
Individuals with known violent backgrounds		X	
Communicable diseases	X		
Bodily fluids (blood, urine, etc.)	X		
Infectious waste	X		
Extreme cold (*below 32 degrees)*	X		

Extreme heat (above *100 degrees)*	X		
Moving mechanical parts	X		
Risk of electrical shock	X		
Vibration	X		
Fumes or airborne particles	X		
Toxic or caustic chemicals, substances waste	X		
Loud noises *(85+ decibels)*	X		

PHYSICAL DEMANDS

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

The position involves *light physical demands*, such as exerting up to 20 lbs. of force occasionally, and/or up to 10 lbs. of force frequently, and/or a negligible amount of force constantly to move objects.

Date created:	05/04/2022
Dates revised:	