

**ISABELLA COUNTY TRIAL COURT
FILE CLERK**

Starting wage: \$16.08 per hour/37.5-hour work week plus comprehensive fringe benefit package; Part-time applicants will also be considered.

Minimum requirements:

High school diploma or equivalent.

One or more years of clerical experience.

Equivalent training and/or experience may be considered.

General summary of duties:

Maintains and organizes court case files for the court by generating and monitoring dockets, filing documents accurately and promptly, and ensuring all records match case management systems. Handles sensitive and time-critical documents with proper procedures, keeps files orderly and compliant with Michigan standards, and resolves filing errors using strong attention to detail and problem-solving skills. Assists with file movement and retention processes, and provides support to other staff as needed

Application deadline: Open until filled.

Submit resume and cover letter in a portable document format (pdf) to Court Administrator, Kerri Curtiss, at kcurtiss@isabellacounty.org.



ISABELLA COUNTY, MICHIGAN

Position	File Clerk	FLSA Status	Non-Exempt
Department	Trial Court	Pay Grade	6

GENERAL SUMMARY

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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.

- Generate and manage dockets for Circuit and District Court; pull, organize, and prepare files for scheduled hearings while monitoring docket updates.
- Maintain accuracy between physical case files and electronic case management systems, ensuring all documents are complete and consistent.
- File and process documents for traffic, criminal, and civil cases, including proper handling and segregation of nonpublic/confidential records.
- Ensure timely filing of all time-sensitive documents in compliance with court procedures.
- Organize and maintain physical case files in accordance with Michigan Trial Court Records Management Standards.
- Identify, investigate, and resolve filing discrepancies; implement strategies to prevent misfiling and improve workflow accuracy.
- Maintain orderly file systems, including relocating files and preparing records for retention or destruction as required.
- Stay current on court policies, Michigan Court Rules, and case management systems; adapt processes to procedural changes.
- Assists other staff as necessary.

- Perform additional duties as assigned.

MINIMUM ENTRANCE QUALIFICATIONS

Education and Experience

- High School graduate or equivalent.
- One or more years of clerical experience, preferably in a court setting.
- Equivalent combination of training and experience that provide the required skills, knowledge and abilities may be considered.

OTHER JOB REQUIREMENTS

- None.

PREFERRED QUALIFICATIONS

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Filing systems
- Court computer systems.
- Court processes, policies and procedures.
- Modern office equipment, procedures and applicable software packages.
- State requirements for civil cases.

Skill in:

- File maintenance and numbering systems
- Establishing and maintaining effective working relationships.
- Written and verbal communication.
- Organization, prioritization and time management.
- Attention to detail.

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.

Work Environment	Seldom or Never	Sometimes or Occasionally	Frequently or Often
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		
Exposures	Seldom or Never	Sometimes or Occasionally	Frequently or Often
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 (<i>below 32 degrees</i>)	X		
Extreme heat (<i>above 100 degrees</i>)	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 (<i>85+ decibels</i>)	X		

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee 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:	08/30/2021
Dates revised:	03/24/2026