

**ISABELLA COUNTY TRIAL COURT
DEPUTY CLERK II**

Starting wage: \$19.04 per hour/37.5 hour work week plus comprehensive fringe benefit package

Minimum requirements:

High school graduation or equivalent.

Three years of general clerical experience, preferably in a court or related legal setting.

Equivalent combination of training, education and experience that provides the required skills and abilities may be considered.

General summary of duties:

Perform a wide range of administrative and clerical duties in support of court operations. Process and maintain more complex legal documents and case records, manage financial transactions and payment processing, prepare court dockets and notices, open and update case files, verify legal documentation for accuracy, provide customer service and assistance to court users, and support District Civil and Criminal Coordinators to ensure efficient daily court operations.

Performs other tasks as assigned.

Application deadline: Open until filled.

Submit resume and cover letter to: Kerri Curtiss, Trial Court Administrator
by email to kcurtiss@isabellacounty.org.



ISABELLA COUNTY, MICHIGAN

Position	Deputy Court Clerk II	FLSA Status	Non-Exempt
Department	Business Office	Pay Grade	8

GENERAL SUMMARY

Provides telephone assistance to the public and court users. Processes more complex court documents. Generates checks for restitution, overpayments, and bond refunds. Processes bonds and applies bond to cases. Posts payments made via credit card or debit card to the correct case. Verifies abstracts are accurately and promptly sent to the Secretary of State. Generates late notices and postcard reminders. Assists the Civil and Criminal Coordinator to ensure efficient operations. Posts payments made by credit/debit card to the correct cases.

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.

- Provides telephone assistance to public. Answers questions regarding the filing of papers, payments of fines and costs, court procedures and schedules, and specific case information. Provides information regarding resources (ICHAT, AllPaid, Michigan Courts, Michigan Legal Help). Ensures nonpublic case information and personal identifying information is protected from unauthorized individuals and/or agencies.
- Reviews abstracts on cases to ensure accuracy and timeliness and sends abstracts to the Secretary of State.
- Reviews driver's license suspensions to ensure accuracy. Utilizes LEIN to view driving records as needed.
- Reviews and processes bond receipts. Converts bonds toward fines and costs or releases bonds as appropriate.
- Processes Court Appointed Attorney paper work.
- Vouchers out restitution payments. Monitors restitution on cases that are joint and several and cases with multiple victims ensuring restitution amounts balance and victims are paid as ordered.
- Generates late notices, default notices, and license suspension warnings. Verifies all notices are valid and accurate.
- Processes and receipts all District Court AllPaid payments by applying them to each defendant's applicable case(s).

- Processes all forms of ticket, civil and criminal filings and properly collects and applies all applicable filing fees.
- Prepares and reviews daily, weekly and monthly reports, including abstract reports, court appointed attorney reports, open restitution reports, over and short reports, trust reports, disposed reports, expired activity reports, open bond reports and daily dockets. Generates and submits statistical reports to the State Court Administrative Office and Secretary of State as needed.
- Assists with preparing files for destruction and annual records destruction.
- Provides back up and assistance to District and Circuit Court Clerks and Court Coordinators.
- Performs other duties as assigned.

MINIMUM ENTRANCE QUALIFICATIONS

Education and Experience

- High school diploma or equivalent and additional courses in Criminal Justice, Business, Accounting, Sociology.
- Two (2) 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

- Ability to become LEIN certified.

OTHER JOB REQUIREMENTS

- None.

PREFERRED QUALIFICATIONS

- Notary Public

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Legal terminology
- Judicial Information System including Trial Court Case Management System and District Court Case Management System
- CherryLan, Filer, JailTracker, and COLLECT software
- Case File Management Standards and Michigan Court Rules
- Court process, procedures, and forms for criminal and civil matters

- Modern office equipment
- Cash handling procedures and basic bookkeeping
- Civil process for landlord-tenant, small claims, and civil cases
- Secretary of State regulations
- PACC codes
- LEIN requirements

Skill in:

- Customer service and professional telephone etiquette
- Attention to detail
- Organization, time management, and multitasking
- Establishing and maintaining effective working relationships
- Written and verbal communication
- Following written and verbal instruction
- Data entry and maintenance
- Balancing and resolving issues with a reconciliation worksheet
- Records management

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:	12/02/2016
Dates revised:	7/17/2026