INGHAM COUNTY
JOB DESCRIPTION

COURT OFFICER/RESEARCH CLERK - PROBATE COURT

GENERAL SUMMARY:

Under general supervision of the Probate Court Judge, researches the law and prepares court opinions, orders, and bench memoranda for the Probate Court. Also acts as special deputies to the Sheriff's Department providing courtroom security. Duties include guarding and escorting those in custody to, from and during court appearances. The Court Officer/Research Clerk performs numerous other administrative and jury management tasks.

TYPICAL DUTIES:

1. Legal Research and Writing: Analyze pleadings, research issues, draft opinions, orders, and bench memoranda regarding motions, bench trials, and administrative appeals.

2. Courtroom Security: Escort those in custody to and from courtroom and remain with them in the courtroom. Provide security for Judge, staff, jury and general public. Also conducts courtroom preparation and security checks.

3. Miscellaneous: Observe courtroom proceedings necessary for preparation of opinions; correspondence with attorneys or litigants on file maintenance and case management; assist general public with preparation and submission of various pleadings including Personal Protection Orders; review of current law and changes thereto; maintain a record of all matters under advisement; maintain and update Opinion bank; preparing, organizing and reviewing daily files for Court proceedings, including reviewing pleadings, determining when to contact attorneys when there are problems; maintain and update law library (including CD ROM law library); perform Judicial Assistant duties when necessary; assist in processing of personal protection order matters; with the use of a database, monitor protected individuals' funds and help ensure conservators are equally bonded.

4. Jury Management: Duties include preparation of jury room; maintaining jury security; escorting jury to and from courtroom and to lunch when necessary; as well as preserving the integrity of jury deliberation.

5. May perform other duties as assigned by the judge.

ESSENTIAL JOB FUNCTIONS: With or without accommodations, must have the mental capacity to perform mostly mental work associated with this position as would be associated in doing writing and research. Must have the physical capacity to guard, escort and control those in custody. Must be able to utilize a standard telephone system and computer system. Additionally, is required to sequester and escort juries.

DEGREE/EXPERIENCE: Must be a graduate of an accredited school of law. Legal experience in court or law firm preferred.

ADA/11-94

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The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.