

**INGHAM COUNTY
JOB DESCRIPTION**

CHIEF DISTRICT COURT CLERK

General Summary :

Under the supervision of the District Court Administrator, serves as a lead district court clerk in a District Court location. Regularly performs all of the functions of a District Court Clerk, performing a variety of tasks to assist in the processing of traffic, civil and criminal cases. Provides counter service which includes receiving and receipting money and providing assistance on court matters to attorneys, law enforcement officers, jurors, and the public. Prepares and processes a variety of court documents and enters case information into the computer systems. Performs some of the more complex case processing functions of the designated division of the Court. Employees in the position may be designated as the chief civil, criminal or traffic clerk.

Essential Functions :

1. Serves as a lead worker to District Court Clerks, includes training new employees in clerical, computer and minor accounting tasks, assigning and redistributing work, and reviewing work assignments. Serves as primary contact person for procedural questions and provides input on new procedures. Ensures the even flow of work through the assigned division and ensures the proper maintenance and processing case records from initiation to disposition.
2. Assists Deputy Clerks by dealing with the more difficult or belligerent individuals.
3. Provides input to the Court Administrator on the development/revision of procedures impacting the designated area of responsibility.
4. Performs some of the more complex case and record processing functions of the division.
5. Provides counter and telephone assistance to attorneys and the public regarding fines and costs due, court procedures, schedules and specific case information.
6. Receipts and processes payments for tickets, court costs, civil filing fees, bonds, and garnishments, enters information to computer and ensures that the proper case file is credited.
7. Schedules hearings.
8. Opens criminal case files, includes assigning case number and filing formal complaint or appearance ticket, checking cash bonds, ensuring fingerprints are in the file and obtaining driving or criminal record as necessary.

CHIEF DISTRICT COURT CLERK (1/11/99)

Page 2

9. Opens and processes a variety of civil matters including general civil, small claims and landlord/tenant cases and garnishments. Includes inputting data and generating forms, correspondence and legal documents, filing papers, collecting fees and ensuring case scheduling and the service of process.
10. Opens civil infraction cases, schedules hearing dates, enters to computer and notices defendant and law enforcement agencies.
11. Reviews traffic abstract worksheets to check for errors on identification information, offense date, type of violation, and other data. Makes corrections and releases. Manually prepares criminal abstracts of conviction not processed by the computer.
12. Reviews legal documents such as writs of garnishment and restitution, stipulations, orders and briefs, petitions for installment payments and others for timeliness, completeness and compliance with the court rules. Processes and enters judgments on civil cases that are adjudicated.
13. Suspends drivers licenses for failure to appear. Prints worksheets for overdue tickets, checks for errors, bond that need to be processes, and other necessary follow-up, and releases.
14. Enters case file information, traffic tickets, case event information, adjournments, dispositions, civil judgment and other information to computer system.
15. Schedules court proceedings in cooperation with the Prosecutor's office and attorney's offices and notices court hearings and post-judgment proceedings. Enters information on hearings to the computer.
16. Opens and distributes mail, immediately processing payments.
17. Assists in maintaining the court's accounting system, includes balancing register at the end of the day, posting daily receipts, processing bond account records and performing related bookkeeping duties.
18. Processes garnishments, motions to set aside garnishments and motions for installment payments.
19. Prints and mails computer-generated notices.
20. Closes criminal cases by collecting fines and costs, distributing disposition as appropriate, submitting abstract of conviction to Secretary of State on driving offenses and running a register of action.
21. Forfeits bonds after proper notification of defendant or bonding agency. Processes bond transfer to other courts.

22. Assists Financial Coordinator by writing bond checks; may assist in daily bank deposit or cash outs as needed.
23. Assists Magistrates with fines, costs, PACC codes, bond amounts, and sentencing.
24. Operates SOS/LEIN terminal.
25. Assists and backs-up other court staff.
26. May serve as back-up Court Recorder for a location of the Court, includes operating electronic recording equipment, maintaining logs of proceedings with times, case numbers, nature of the proceedings and defendant identification.

Other Functions

27. None listed.

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.

Employment Qualifications

Education: High school graduation or equivalent, prefer advanced coursework in data processing, accounting or related area.

Experience: Three years of experience preferably in a court or law office providing knowledge of the processing of district court cases.

Other Requirements: May be required to be certified as a Electronic Operator within 18 months of employment in this job.

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 various files throughout the court.

Ability to operate cash register, copying machine, and other office equipment.

Ability to enter and access information to the computer.

Ability to access all areas of the court.

Ability to lift and transport files and other materials weighing up to 20 lbs.

Working Conditions:

Works in office conditions.

Regular contact with persons charged with and/or convicted of criminal offenses.

Regular exposure to persons with various communicable diseases.

