

**INGHAM COUNTY
JOB DESCRIPTION**

DISTRICT COURT CLERK

General Summary :

Under the supervision of the District Court Administrator, assists in the processing of probation, 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. Types a variety of court documents, enters case information to the computer system and performs related tasks. Processes and maintains all legal documents according to the general court rules and state statutes. Initiates legal file, collects appropriate fees, enters disposition on computer, and schedules court appearances. May serve as Court Clerk for the Probation Division. May serve as Jury Clerk for the Court.

Essential Functions :

1. Provides counter and telephone assistance to attorneys and the public regarding fines and costs due, court procedures, civil procedures, court schedules and specific case information. Reviews and processes payments for tickets, court fines and costs, civil filing fees, probation oversight fees, bonds, and garnishments. Enters payment information into the computer and ensures that the proper case file is credited and receipted.
2. Initiates criminal case files, includes reviewing files for previous record on defendant and filing formal complaint or appearance ticket, checking bonds, ensuring fingerprints are in the file and obtaining driving or criminal record as necessary.
3. Opens and processes a variety of civil matters including general civil, small claims and landlord/tenant cases and garnishments. Includes generating forms, correspondence and legal documents, filing papers, collecting fees and ensuring case scheduling and the service of process.
4. Processes civil infractions and traffic misdemeanors, and marine, snowmobile, conservation and other violations. Enters information into computer, sets up informal hearings, schedules court cases, sends notices, and collects fines and costs. Suspends fines and costs upon determining proper proof.
5. 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.

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6. Enters case file information, adjournments, dispositions, civil judgment and other information into computer system.
7. Sends notices, prepares bench warrants and suspends driver licenses as authorized. Notifies agency issuing warrant after defendant appears.
8. Schedules court proceedings and hearings and enters the outcome into the computer.
9. Opens and distributes mail, immediately processing payments.
10. Balances cash drawer at end of day, maintains bond account records and performs related bookkeeping duties. Forfeits bonds after proper notification of defendant or bonding agency. Processes bond transfer to other courts.
11. Processes garnishments, motions to set aside garnishments and motions for installment payments.
12. Maintains case history information as required by court rule. Closes cases by recording disposition in case file and on the computer. Notifies parties of disposition and files closed cases.
13. Reviews court files to determine readiness for hearings, trials, default judgments, dismissals and other court proceedings; includes checking for service and completeness of documentation.
14. Prints and mails computer-generated notices.
15. Closes files by entering disposition to computer and running register of actions, commitments and other necessary documentation. Reviews information on paid tickets and ensures that it coincides with abstract of conviction prior to submission to the Secretary of State.
16. 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.

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17. Prepares and runs inquiries through LEIN for pre-sentence and other purposes.
18. Generates correspondence, notices, orders and legal documents and performs a variety of support tasks such as copying records and filing tickets and other documents. Prepares certificates of conviction.
19. May sort and deliver mail within the office.
20. Receipts bonds, fines, costs, restitution, and probation oversight fees.
21. Responds to telephone inquiries, assists the public, court employees, attorneys, and various police agencies.
22. May serve as Court Clerk for the Probation Division, includes providing counter assistance, taking payments, balancing receipts, pulling or requesting needed reports and documentation, making copies, and filing documents, preparing and processing bench warrants, preparing cases for show cause hearings, preparing various probation orders and updating criminal computer files with fines and costs, and performing other functions typical of this classification.
23. May perform Jury Clerk duties as assigned.
24. May perform court recording duties as required.
25. Assists and backs-up other court staff.

Other Functions :

26. May prepare reports such as case aging reports for submission to the SCAO.
27. May serve as back-up court recorder and judicial secretary.

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 with classes in office and business. Prefer advanced coursework in computers/word processing, criminal justice, or related area.

Experience: One or more years of experience preferably in a court or law office providing knowledge of legal terminology and court procedures.

Other Requirements: May be required to meet requirements for a Certified Electronic Operator within one year after employment. May be subject to criminal history and driving record checks.

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 and in other buildings.

Ability to use a stool or step ladder in order to retrieve files on high shelves.

Ability to operate copying machine, calculator, printer, fax machine, and other office equipment.

Ability to input and access information using a keyboard and CPU.

Ability to access all areas of the Court and other related County offices.

Ability to lift boxes containing files and log books weighing up to 20 lbs.

Working Conditions:

Works in office conditions.

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

Possible exposure to persons with various communicable diseases.