

**INGHAM COUNTY
JOB DESCRIPTION**

CASE PROCESSING COORDINATOR

General Summary:

Under the supervision of the Clerical Services Supervisor, schedules and sends out notices on pre trials, trials, oral arguments, denovo hearings, and other matters for the circuit and family court judges. Coordinates schedules with judicial offices, clerk's office, Prosecutor, Friend of the Court, and other involved components of the criminal justice system. Processes disqualifications, reassignments, and prepares related reports. Coordinates, prepares and maintains all forms used by circuit court personnel in the computer system.

Essential Functions:

1. Schedules, prints, photocopies, and mails notices for pre-trials and trials, oral arguments, and the criminal docket for all circuit judges and the neglect and delinquency trials for family court judges. Schedules scheduling conferences and other matters as requested by a judge.
2. Prepares, coordinates and maintains monthly calendar for circuit court, including motion day, judges meeting, seminars, no progress, Friend of Court show cause and holidays and vacations. Sends copies to Prosecutor, Friend of Court, Probation Dept. and court administration. Prepares and sends out weekly schedules of judges.
3. Communicates with judicial offices and coordinates the rescheduling of pre trials, trials, and oral arguments as needed. Reschedules and sends out notices.
4. Tracks, monitors and manages all cases scheduled for trial or oral argument until cases are completed.
5. Coordinates, creates, prepares, updates and maintains all forms used by circuit court personnel in the computer system.
6. Coordinates arraignment schedule with the Sheriff's Department, Probation Department, Prosecutor's Office and the judicial offices of district court.
7. Oversees the reassignment and maintains the master list of all case reassigned due to court reorganization or disqualification. Sends out required written notices.
8. Researches and prepares yearly trial reports and adjournment reports for circuit court administration. Prepares yearly trial graph for publication.
9. Assists the mediation clerk in preparation of the yearly mediation report and backs up that position in that person's absence.

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10. Performs other support functions including answering phones and picking up and delivering daily courier mail.
11. Fills in for the Clerical Services Supervisor in that person's absence.

Other Functions:

12. None listed.

An employee in this position may be called upon to do any or all of the above tasks. (These examples do not include all of the tasks which the employees may be expected to perform.)

Employment Qualifications:

Education: High School graduation or equivalent. Some advanced college coursework in business and computer technology preferred.

Experience: Three or more years of experience in a legal or court setting or a closely related area.

Other Requirements:

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 withstand prolonged periods of sitting in front of a computer terminal.

Ability to access office files.

Ability to enter and retrieve information from computer systems.

Working Conditions:

Works in an office setting.