

**INGHAM COUNTY  
JOB DESCRIPTION**

**CHIEF DEPUTY CLERK**

**General Summary**

Under the general supervision of the Circuit Court Administrator, oversees records management functions of the Circuit Court, including general, civil, criminal, negligence, delinquency, child protection, adoptions, domestic relations and Court of Claims. Supervises staff assigned to the Central Records Division of the Court, including Court Clerks assigned to each judge. The Chief Deputy Clerk is responsible for maintaining and controlling funds ordered held by the Court.

**Essential Functions**

1. In consultation with the County Clerk and Circuit Court Administrator, develops and implements records management standards for the Court. Monitors compliance with those standards to insure the integrity of official documents.
2. Monitors and implements Court rules and changes pertaining to Court records, document filing and state agency reporting.
3. Responsible for creating forms that are in compliance with state and local rules, and that are compatible with the Integrated Justice System.
4. Prepares quarterly caseload and judicial activity reports for divisions.
5. Supervises staff assigned to the Central Records Division of the Circuit Court. Supervises and implements appropriate training and duty assignments for such employees.
6. Assists in the development and implementation of financial management standards for the Central Records Division. Prepares reports as required by the Deputy Circuit Court Administrator for Court Operations.
7. Assists the Deputy Circuit Court Administrator for Court Operations in the training of new attorneys on the Court's appointment lists.
8. May perform other duties as assigned by the Court Administrator or Deputy Court Administrators.

**Other Functions**

1. 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 employee may be expected to perform.)*

**Employment Qualifications**

**Education:** Two to three years of college in Public Administration, Business Administration, Judicial Administration or related field.

**Experience:** Three to five years of related and progressively more responsible supervisory and records management experience in a Court setting.

**Other Requirements:**

Work requires a valid Michigan Driver's License and use of automobile for travel between Courts.

*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):*

With or without accommodations, this employee must be capable of visually reading fine detail of writing and numbering of documents and case files. Verbally interacts with general public and staff for instruction and providing information. Utilizes a standard voice telephone for communications. Operates all general office equipment for word processing, computer data entry and retrieval, typewriters, copiers, and fax machines. Walks to and from various locations and court rooms. Lifts, carries and pulls weights up to 35 lbs. Sits for the majority of the day, however, long periods of time are spent standing at the service counter. Climbs ladders and stairs several times a day. May drive own automobile to various locations in Lansing and Mason.

**Working Conditions:**

Works in office conditions.