

**INGHAM COUNTY
JOB DESCRIPTION**

CLERICAL SERVICES SUPERVISOR

General Summary:

Under general supervision of the Chief Court Clerk, acts as a first level supervisor of clerical workers* engaged in the processing of Circuit Court matters with responsibility for training and scheduling of personnel, assignment of work, development of Clerk's Office policies and procedures, review and evaluation of employee performance, initiation of disciplinary action, and participation in hiring and termination decisions.

*Two positions exist; although supervising different job responsibilities, the duties remain comparable.

Essential Functions:

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

1. Insures effective assistance is provided the public and attorneys in obtaining information, paying fees, costs, fines, and restitution. Supervises the initiation of cases and files legal documents. Explains the Court's interpretation of court rules and statutory provisions which is the basis for court policies and procedures, but does not give legal advice.
2. Supervises Deputy Clerks, and File Clerks in the processing of civil, domestic relations, and criminal proceedings.
3. Performs complex tasks within area of responsibility. Examples would be processing complex civil and criminal cases, reconciling monies with receipts and preparing cash summaries. May perform tasks of subordinates and associated positions during absences.
4. May oversee the court's accounting, scheduling and/or mediation (both civil and domestic relations) programs.
5. Insures efficient and accurate operation of computer docket information system. Makes recommendations regarding computer operations.
6. Develops and implements ongoing training programs for Clerk's Office staff.
7. Answers general correspondence, responding to complaints and questions.
8. Serves as liaison with the MIS Department. Submits service work orders for problems with computers and telephones for the court.
9. May perform other duties as assigned by Chief Court Clerk, Court Administrator, and/or Judges.
9. May be responsible for preparing and transmitting speedy trial report to the State Court Administrator's office.

Other Functions:

10. None listed.

Clerical Services Supervisor/Circuit Court
Page 2

Employment Qualifications

Education: High school graduate with one year of college, business, or technical schooling required. Legal office administration or related training desired.

Experience: Three years related court or legal office work experience required.

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):

With or without accommodations, this employee must be capable of visually reading fine detail of writing and numbering of court documents and case files. Verbally interacts with general public and court 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 court 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. Drives own automobile to various court locations in Lansing and Mason.

Working Conditions:

Works in office conditions.

November, 1999