

**INGHAM COUNTY  
JOB DESCRIPTION**

**CLERK TYPIST II - CIRCUIT COURT**

**General Summary :**

Under the supervision of the Director of Pretrial Services, processes requests for appointment of counsel, enters basic case information to the system for the generation of orders appointment counsel, reimbursement orders, bench warrants, and other documents, and logs and enters other information related to pretrial services. Responds to telephone calls of pretrial services and performs a variety of related support functions.

**Essential Functions :**

1. Processes requests for appointment of counsel, includes checking level of attorney to be appointed based on the charge. Contacts next attorney on list to determine if they will accept the assignment, notifies defendant and attorney of appointment, and enters appointment information to system.
2. Receives cases bound over from District Court to Circuit Court and retrieves information from system and enters data pertinent to the Circuit Court arraignment.
3. Prepares bench warrants and order for Judges when defendant fails to appear on pretrial matter. Prepares information for entry to LEIN and submits to Jail for entry to system. Notifies jail to recall Bench Warrants after client has been arrested in regard to the warrant.
4. Retrieves information from the system to generate orders regarding appeals, appoints next attorney on list in rotation order from list provided by the State, makes and distributes copies of the appeal to all parties involved.
5. Answers telephone calls from attorneys, clients, and the courts. Answers inquiries related to assigned counsel, appeals, and refers other calls to the appropriate personnel or departments.
6. Prepares case sheets, including entering client information to chart so that conditions of bonds can be monitored. Sends correspondence to clients regarding the conditions and client responsibilities under the bond.
7. Performs a variety of office functions such as typing, copying, faxing and related tasks.

**Other Functions :**

8. 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.

**Experience:** Six months of experience working in a legal office or in a court or criminal justice system that included data entry and word processing.

**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 enter and retrieve data from a computer.

Ability to access all files.

Ability to access various locations of the court.

**Working Conditions:**

Works in office conditions