

**INGHAM COUNTY  
JOB DESCRIPTION**

**COURT OF CLAIMS CLERK**

**General Summary :**

Under the supervision of the Deputy Administrator, responsible for processing all cases against the State of Michigan, including transferring cases to other counties and preparing orders to the State Court Administrator's Office. Prepares files and processes all Court of Claims paperwork. Performs the duties of a Deputy Clerk III, including serving as a courtroom clerk and providing telephone and counter assistance.

**Essential Functions :**

1. Prepares files to be merged with other Circuit Courts in the State of Michigan. Sends notification to judge and attorneys. Joins cases arising out of the same action.
2. Transfers cases to other counties and prepares orders to the State Court Administrator's Office.
3. Prepares order for the State Court to assign a case to a County judge and appoint the Judge as a Court of Claims judge.
4. Coordinates Court of Claims actions with the Judges and staff of other counties to answer inquiries and coordinate and consolidate actions against the State.
5. Receives Notices of intention on claims against state agencies, initiates case, and notifies Attorney General's office and other State agencies involved.
6. Receives warrants from the State and forwards to parties, includes preparing checks to plaintiffs and attorneys as appropriate. Ensures that specified time limits are met.
7. Processes all Court of Claims paperwork.
8. Coordinates and processes tax tribunal actions and other actions when they impact classes of individuals or corporations.
9. Prepares files to be closed, boxing and sending closed files to the State Record Center.
10. Acts as back-up to Deputy Clerk III, serving as a courtroom clerk to draw and swear in juries, recording motions, and returning to office to complete paperwork.
11. Assists attorneys, parties and others by providing counter and telephone assistance related to court files and procedures, and receives, documents and files papers for court cases.

**Other Functions :**

12. 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, prefer some additional coursework related to court administration, criminal justice, data processing and related areas.

**Experience:** Two years of experience as a deputy court clerk or equivalent experience in a court, law office or other legal setting.

**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]:*

Uses step ladder to access files.

Ability to lift and carry file boxes and docket books weighing up to 25 lbs.

Regularly kneels, bends and reaches to retrieve and replace files.

Prolonged periods of sitting to perform data entry.

Prolonged periods of standing.

**Working Conditions:**

Works in office conditions.