

**INGHAM COUNTY  
JOB DESCRIPTION**

**DEPUTY JUVENILE REGISTER II /CIRCUIT COURT-FAMILY COURT**

**General Summary :**

Under the supervision of the Juvenile Records Supervisor, processes and maintains the records of the Juvenile Division of the Probate Court. Responsible for setting up and processing new court files, reviewing and filing petitions and other documents, entry of case information to the computer, reviewing case files for court action, interpreting and processing court orders and other documents, noticing of juvenile division matters for hearing, and performing other tasks related to maintaining and processing juvenile division records.

**Essential Functions :**

1. Sets up and processes new files for delinquent, neglect/abuse and other Juvenile Division cases. Sets up personal files for caseworkers, including police report, petition, court orders, and other legal forms. **Interprets and processes the preliminary court order. Ensures that all required legal documents are prepared and noticed as required by the Juvenile Code, attorneys are appointed, and other procedural requirements are met. Prepares notices, summons subpoenas, publications, warrants, and other documents and ensures time limits are met.**
2. Creates the documents required by each court hearing, requires preparation of orders of disposition, commitment order, and various other orders and documents from the notes of the Judge. Confers with the Judge as necessary to ensure the accuracy of the orders. Ensures placements outside the home are made in light of information on eligibility for State funding.
3. Maintains records and files of all assigned cases, including court legal files, social files in coordination with caseworker, computer case management system, placement records, and information for State reports.
4. Assists attorneys, prosecutors, schools, police and the public with inquiries regarding court specific cases and other information related to court records. Extracts information from computer system as necessary.
5. Enters case information to the computer system including court orders and other case event information, notice of hearing, and other documentation generated for the case.
6. Prioritizes and prepares files according to hearing dates.

7. Performs record checks requiring use of computer system to obtain information and locate legal files. Ensures information is released only as provided by court rules. Completes record check forms and receipts fees for copies.
8. Makes copies of files or orders of files for clients, attorneys, other courts and other agencies. Makes copies of petitions, orders and other documents as requested.
9. Backs up the switchboard operator, Deputy Juvenile Register III, and other court support staff.
10. Performs a variety of general support tasks such as locating files, processing mail, general word processing, data entry, and related tasks.

**Other Functions :**

11. 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 college coursework in data processing, accounting, and related areas.

**Experience:** One year of responsible administrative support experience, including some experience in a juvenile division of a court or as a secretary in a law office or closely related setting providing knowledge of juvenile procedures.

**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 access court files.

Ability to remove files and other materials from shelves and transport to work area.

Ability to enter and retrieve information from a computer.

Ability to operate copy machines and related office equipment.

**Working Conditions:**

Works in office setting.

