

**INGHAM COUNTY
JOB DESCRIPTION**

DEPUTY CLERK I - CIRCUIT COURT

General Summary:

Under the supervision of the Clerical Services Supervisor, performs a variety of clerical support tasks such as serving as switchboard operator, file clerk, mail processor, and related capacities. Assists attorneys, parties and others by responding to telephone inquiries, using the computer system to look up information as necessary. Checks and files papers for court cases and maintains the file shelves. Opens and processes incoming and outgoing mail for the Court.

Essential Functions:

1. Serves as switchboard operator and responds to inquiries on the telephone, provides information on court procedures, schedule, and performs computer inquiries to look up specific case information for attorneys and others, and directs others to the proper court, individual or office.
2. Processes outgoing postal mail, includes weighing mail and applying postage. Processes courier mail, includes sorting, boxing, and labeling mail to be delivered to various county locations.
3. Opens, reviews, and sorts incoming mail related to circuit court matters, determining action needed, making notes on documents needing special attention, and distributing for processing. Returns mail that is incomplete, unsigned, or sent to the wrong agency.
4. Places papers to be filed in numerical order and file in court files after verifying the name and number on the file. Checks defendant's name and case number on computer where information on the file does not match.
5. Reshelf court files in proper order. Conducts file searches for files or papers that are misfiled or missing.
6. Conducts record searches and compiles and releases data from records in response to inquiries received by telephone and by mail.
7. Prepares true copies of court documents, includes comparing copies with the original pleading signed by the judge, writing dates on all copies, stamping judge's name, court clerk's name, and "true copy" on all copies.
8. May assist in processing prisoner litigation cases, includes reviewing cases for completeness, sending documentation back to prisoner with instructions as necessary, categorizing the complaints, preparing orders as necessary, and forwarding complete prisoner litigation cases to judges for signature.

9. May back up and assist with receiving and filing legal papers, receipting fees, and responding to inquiries at the counter
10. Performs a variety of related support tasks such as typing notices and correspondence, boxing files for storage, copying documents, ordering office supplies, and related tasks.

Other Functions:

- Performs other duties as assigned.
- May retrieve court records from storage vault, includes locating and moving boxes of stored files.

(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 office experience, preferably in a court, law office or other legal setting, that provided familiarity with data entry and filing systems.

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:

- Uses step ladder to access files.
- Ability to lift and carry files and other materials 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 to make copies and performs other functions.

(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the requirements listed above. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.)

Working Conditions:

- Works in office conditions.

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