

**INGHAM COUNTY  
JOB DESCRIPTION**

**DEPUTY CLERK III - CIRCUIT COURT**

**General Summary :**

Under the supervision of the Clerical Services Supervisor, serves as courtroom clerk, includes attending court proceedings to record court actions on case notes and to prepare commitments, orders and other documents. Draws and swears jury panels and provides related courtroom assistance to the Judge. Performs entry of all pleading for cases of assigned Judge. Regularly performs all of the duties of a Deputy Clerk, including opening cases and entering case information to the computer, assisting attorneys, parties and others, and performs some of the more complex and responsible tasks.

**Essential Functions :**

1. Serves as courtroom clerk and attends arraignments, jury selection, verdict taking, FOC show causes, sentencing, probation violations and other matters as assigned. Records court actions on case notes in order to enter to system in office to generate commitments, orders, and other documents necessary as a result of court action. Prepares judgments of sentencing for Judge's signature.
2. As courtroom clerk, draws and swears in juries for trial, keeps records on panels for payment, takes and records jury verdicts, and provides related assistance to the Judge.
3. Performs some of the more complex data entry functions of the office, including entry of all pleadings for assigned Judge.
4. Responds to inquiries at the counter and on the telephone, provides information on court procedures, researches case activity for attorneys and others, and directs people to the proper court, individual or office. Receives legal documentation for filing, reviews documentation for appropriate signatures, format, and residency. Refers questionable documents to supervisor.
5. Opens criminal, civil, and domestic relations cases. Enters information on cases to the computer. Records plaintiff, defendant, addresses, attorneys, and other case information. Perform other functions described for a Deputy Clerk II as necessary.
6. Makes corrections or amendments to case or defendant information while in court and then enters to system.
7. Inputs data, indexes, updates, maintains, corrects errors, and verifies data on the docket information system.

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8. Processes judgments of sentence, including certifying commitment papers, reviewing file and ensuring all charges have been disposed of, entering information to computer, and closing cases with entry of final disposition, notification to arresting agency, and receipting fines and costs.
9. Monitors cases for lack of progress and lack of process, includes maintaining list of all open cases and reporting all cases for lack of progress to judge.
10. Closes files, ensuring that summary sheet is complete and that processing is completed as required by the type of case, includes ensuring judgment fee is paid, judgment entered, or processing dismissals and judgments on civil matters or processing necessary actions on criminal matters. Makes certified copies as necessary and closes file.
11. Reviews cases to determine if an abstract should be prepared for the Secretary of State for licensing sanctions and prepares such abstracts within specified time limits.
12. Processes change of venues and removals to other courts. Prepares and sends files to the Court of Appeals and the Supreme Court and to other counties when a change of venue is filed, includes comparing docket entries with the pleadings to ensure that all pleadings are in the files.
13. Conducts record searches and compiles and releases data from records in response to inquiries.
14. Prepares true copies of court documents, includes comparing copies with the original pleading signed by the judge, hand writing dates and any changes to the wording of the order made by the judge on all copies, stamping judge's name, court clerk's name, and "true copy" on all copies.
15. Gathers, maintains, and reports statistical information to administration for preparation of quarterly and year end reports submitted to the State Court Administrator's Office.

**Other Functions :**

16. 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.

