

**INGHAM COUNTY  
JOB DESCRIPTION**

**JUVENILE REGISTER/CIRCUIT COURT-FAMILY DIVISION**

**General Summary:**

Under the supervision of the Juvenile Records Supervisor, serves as lead worker for staff engaged in processing and maintaining the records of the Juvenile Division. Reviews files prior to court proceedings to ensure their readiness and advises of any deficiencies or missing information. Prepares and maintains juvenile attorney appointment records, maintains log of cases on appeal, prepares a variety of orders in preparation for court action, and performs a variety of related functions related to juvenile records.

**Essential Functions :**

1. Serves as lead worker for Deputy Juvenile Registers, includes participating in employment interviews, leading training sessions and overseeing on-the-job training, responding to procedural questions, and providing input on performance evaluation.
2. Reviews files prior to Court proceedings to ensure proper noticing, documents are in proper chronological order, all orders and forms are properly completed, trial and hearing dates are properly set, and the file is prepared for court action. Advises Judge on a Report of Jurist of any deficiencies or missing information and notifies scheduling clerk of any action needed. Obtains scheduling information and types daily schedule.
3. Assists the deputy registers in interpreting the courtroom instructions of a Judge or Referee and helps determine the necessary orders to be prepared or other follow-up action.
4. Prepares and maintains juvenile attorney appointment lists and case appointment records, ensuring that the appropriate category of attorney has been assigned to each case.
5. Maintains log of appeals taken to higher courts and labels the cases on appeal. Makes docket entries for a variety of documents and for informational purposes.
6. Prepares orders such as orders for HIV testing and counseling that will be included in the Judge's packet. Prepares waivers or requests for court appointed attorney, waivers of notice of hearing, and other applicable documents to assist in compliance with the Court Rules.
7. Prepares requests for supplies for the juvenile records unit and updates and orders forms for court orders and notices used in the division.
8. Responds to telephone calls as referred by Deputy Clerks on issues on which they need assistance, scheduling conflicts, and related matters.

**Other Functions :**

9. 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:** Three years of responsible administrative support 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, including at least two years comparable to that of a Deputy Juvenile Register II.

**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.