

**INGHAM COUNTY
JOB DESCRIPTION**

PRETRIAL SERVICES CLERK

General Summary:

Under the general supervision of the Deputy Court Administrator serves as administrative support for the Pretrial Services Division of the Circuit Court. Perform a variety of routine and moderately complex clerical assignments.

Typical Duties:

1. Answers phone and provides basic information to Pretrial Services clients.
2. Collects and maintains both manual and electronic pretrial data, which includes information for pretrial case initiation, updated information received from various sources, and dispositional information used to close the pretrial case.
3. Collects and compiles statistical data from collaborative criminal justices systems and judiciary. Develops reports of various pretrial measures as requested by the Deputy Court Administrator or Investigators.
4. Reviews the petitions and orders for court appointed counsel for accuracy of information received from the district courts and from defendants, documents appointment in the case management system, and prepares the petition and order for court appointed counsel for felony defendants who have violated probation.
5. Drafts various pretrial orders as requested by the Circuit Court judges such as orders to show cause and initial orders for interpreters.
6. Assists Pretrial Services Investigators in monitoring defendants' compliance with reporting by reviewing Automon and telephone reporting records and compiling compliance histories. Also assists the Investigators in efforts to bring defendants into compliance by calling attorneys of record for status updates.
7. Files correspondence. Operates office equipment such as interactive TV system, photo copy machine, personal computer, facsimile machine, typewriter and a calculator.
8. May serve as a back-up during instances of staff absence.
9. Performs other duties as assigned by the Deputy Court Administrator of the General Trial Division.

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: Between six months and one year of experience working in legal office or in a court or criminal justice system that included data entry and word processing.

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 enter and retrieve data from a computer.

Ability to access all files.

Ability to access various locations of the court.

Working Conditions:

Works in office conditions.

