

**INGHAM COUNTY  
JOB DESCRIPTION**

**COURT INFORMATION CLERK**

**General Summary:**

Under the supervision of a supervisor/manager in the Family Division, operates a multi-line telephone switchboard for the Probate, Circuit and Family Courts. Answers incoming telephone calls and responds to routine inquiries or transfers to proper individual or office. Operates a computer terminal to look-up scheduling and background information. Performs a variety of general support tasks including maintaining daily attendance records, opening, reviewing and processing mail, and assembling materials for filing, and other general clerical support tasks.

**Essential Functions :**

1. Answers incoming calls, identifies the callers' needs, and transfers to appropriate department or individual.
2. Responds to routine inquiries as able regarding general office policies and procedures, staff availability, scheduling information, office hours, and related matters. Performs computer look-ups to obtain necessary information to answer inquiries.
3. May assist a Referee in preparing letters/summons for intake inquiries, and appearance tickets. Makes necessary entries in computer. Makes copies and mails letters.
4. Maintains a daily attendance record of Court staff.
5. Opens mail, reviews documents and routes to appropriate office. Checks documents for missing signatures, motion fee checks, or enclosures and attaches form to be returned for missing information or documents. Looks up case number, assigned Judge and other case information and adds to file as needed.
6. Provides forms to clients as requested.
7. Operates computer terminal to check whether individual has a court case in the system. Uses the computer to perform background or juvenile record checks.
8. Prepares court files by applying labels to identify files, punches and files documents, ensures labels match file identification information, and assembles the files.
9. Performs general clerical tasks such sorting and processing legal notices and other documents, informing Victims Rights of upcoming inquiries, and related tasks.
10. Performs a variety of related support tasks such as faxing documents, filing court documents, making copies, preparing mailings, 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.

**Experience:** Six months experience with a multi-line telephone system, preferably in a court or related legal setting, with some data entry experience.

**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 operate multi-line telephone console.
- Ability to access court files.
- Ability to lift and carry files.
- Ability to enter and retrieve information from a computer.
- Ability to operate copy machines and other office equipment.

**Working Conditions:**

Works in office conditions.