INGHAM COUNTY
JOB DESCRIPTION

SCHEDULING/JURY CLERK-FAMILY COURT

General Summary:

Under the supervision of the Chief Referee, assists the Case Processing Coordinator in coordinating the scheduling of court proceedings with court staff, attorneys and other agencies. Schedules hearings for referees. Responds to telephone calls from court staff, attorneys, and outside agencies related to scheduling activities. Enters information to the computer on designated court matters.

Essential Functions :

1. Schedules hearings for attorney and non-attorney referees and coordinates dates with the Prosecutor's office, attorneys, petitioners, and caseworkers. Estimates amount of time required based on the type of case and its requirements and develops a schedule to maximize judicial time and court resources. Arranges for a courtroom, recorder, and other needs.

2. Responds to telephone calls from caseworkers, intake referees, supervisors, attorneys, social service agencies, police departments, and others related to scheduling matters before the Judges and referees.

3. Receives calls from the Protective Services Division of FIA for the scheduling of emergency neglect hearings. Collects basic background information, notifies the referee on duty, arranges for a hearing room and court recorder, and for attorneys to represent the children and parents.

4. Enters information to system on juvenile traffic and appearance tickets and delinquency and neglect petitions. Checks petitions for prior court contact of minors and their parents.

5. Assists in coordinating and controlling the flow of cases to the court and hearings room and coordinates this process with other court staff. Helps resolve scheduling problems regarding conflicts and emergency situations.

6. Prepares end of the month reports showing statistical activity on court appointed attorneys, visiting Judges, referee activity, jury and witness payroll, and other activities.

7. Backs up the Case Processing Coordinator.

Other Functions:

8. Performs other clerical duties as assigned.

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 its equivalent.

Experience: Two years of experience in the processing of court cases or in a closely related capacity providing familiarity with the flow of cases through a court.

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 departmental files.
Ability to enter and retrieve information from computer.

Working Conditions:

Works in office conditions.