

**INGHAM COUNTY
JOB DESCRIPTION**

BENCH WARRANT CLERK - FOC

General Summary:

Under supervision of the Assistant FOC/Operations, reviews cases submitted for bench warrants; prints, processes and updates computer system. Enters and cancels bench warrants into LEIN; tracks bond and release payments. Coordinates hearing dates and other information with Judges, attorneys, caseworkers and out-county agencies (e.g., Sheriff's Departments) regarding individuals lodged in the County jail.

Essential Functions:

1. Ensures accuracy of cases with active bench warrants. Runs weekly reports for review of these cases. Processes, prints and logs new warrants into the computer system; ensures LEIN forms are complete, enters bench warrants into LEIN and cancels Bench Warrants from LEIN. Generates notices to clients.
2. Tracks bond and release payments. Ensures fees and costs are entered into computer system and money is applied to accounts. Schedules hearings to insure task is done in timely manner.
3. Coordinates and schedules with Judges, attorneys and caseworkers regarding hearings and other information.
4. Addresses concerns and questions of family members, attorneys, friends and employees of incarcerated individuals. Relays information to referees and out-county agencies.
5. Prepares, processes and prints weekly, monthly, quarterly, and annual reports relating to warrants. Verifies accuracy of active bench warrants.
6. Communicates with police agencies either through LEIN or by U.S. mail regarding the location of individuals with bench warrants. Communicates with bench warrant officer on apprehension of individuals.
7. Serves as an Intra/Inter Departmental Liaison for clients, attorneys, various agencies and the general public. Answers inquiries based on knowledge of departmental procedures.
8. Serves as Deputy Clerk and Notary by certifying and notarizing orders of the Circuit Court / Family Division.
9. Provides appropriate backup information and clerical support to staff members.

Other Functions:

10. 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 the job duties performed by personnel so classified.

Employment Qualifications:

Education: High school graduation or equivalent.

Experience: Two years of experience in a court or related legal setting involving data entry.

Other Requirements: Required to be certified by Michigan State Police as a LEIN operator.

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 on 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 a computer.
Prolonged sitting while entering data into a computer.

Working Conditions:

Works in office conditions.
Ability to calm and defuse angry, upset clients.