



## JOB POSTING AND POSITION DESCRIPTION

**Van Buren County Courts Vision Statement:**  
We will lead and deliver the highest measure of justice,  
with integrity and innovative thought

**POSITION:** Deputy Clerk (Full Time – 37.5 hrs/week)

**POSTING DATE:** 12/09/2020

**DEPARTMENT:** District Court

**POSTING DEADLINE:** 2/12/2021

**GRADE RANGE:** R20 AFSCME (\$15.55/hr)

**FLSA STATUS:** Non-Exempt

### **PURPOSE**

The individual in this position performs a variety of complex clerical duties and tasks involved in criminal, traffic, accounts or other areas assigned in 7<sup>th</sup> District Court. This position also provides general clerical assistance to the Judges, Magistrates and Court Administrators as needed.

### **ABILITIES, KNOWLEDGE, AND SKILLS**

- Must be able to answer and direct calls on a multi-line telephone system.
- Must be able to prioritize and manage multiple tasks including, telephone calls, walk-in business, forms processing, and other assignments.
- Must possess excellent verbal and written communication skills.
- Demonstrated ability to provide customer service in a courteous and professional manner.
- Demonstrated ability to process work assignments in an accurate, efficient, and effective manner.
- Must be able to obtain and maintain knowledge of Michigan Court Rules and statutes relating to job responsibilities.
- Must be able to read and comprehend court pleadings.
- Must follow Model Code of Conduct for Michigan Trial Court Employees.
- Must possess keyboarding skills and demonstrate accuracy and proficiency in Microsoft Office programs and Internet usage. Must be able to learn and apply other software applications that are specific to court use.
- Must be able to complete and pass required system certifications.
- Must be able to operate basic office equipment, i.e. PC, copier, multi-line telephone, calculator, scanner, and facsimile machine, etc.
- Must be able to add, subtract, multiply, divide, and calculate percentages and decimals.
- Must possess excellent organizational skills.
- Must possess excellent customer service and conflict resolution skills.
- Must be able to maintain confidentiality of court case records.
- Must be able to adapt to change and technology innovations.

### **PHYSICAL REQUIREMENTS AND/OR WORKING CONDITIONS**

Work is performed primarily in an office environment. Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, bending, climbing, crouching, carrying, pushing, and pulling of objects weighing five to twenty-five pounds.

### **PRINCIPLE DUTIES AND RESPONSIBILITIES**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

1. Assist clientele at the court and by telephone.
2. Assign case numbers, log traffic citations, and process bonds.

3. Process and send traffic dispositions to the Secretary of State's Office for the restoration of licenses on drunk driving convictions.
4. Type and process restricted licenses.
5. Work with defendants to set up drug and/or alcohol screening appointments.
6. Process warrants, failure to appear in court proceedings, and related court records and reports.
7. Schedule hearings and trials, i.e., pre-trial, informal, formal, jury, non-jury, probable cause conference and preliminary exams.
8. Prepare dispositional information and bond paperwork as directed.
9. Collect, record, and receipt payments for fees, fines, and court costs.
10. Prepare forfeiture bonds for misdemeanors and felonies.
11. Process daily cash reports.
12. Prepare weekly reports, i.e. abstracts, misdemeanor, civil infractions, suspensions.
13. Process the paperwork for court appointed attorneys.
14. Assume the responsibilities of other court personnel, as directed.
15. May be assigned to work in any court location, as needed.
16. May be required to work flexible hours which could include early mornings or evenings.
17. May be assigned to occasionally work from home, as feasible, with reliable internet and personal computer.

### **QUALIFICATIONS & EXPERIENCE**

High school diploma or GED is required. One-year previous experience working in a District Court or related legal field is preferred. Will consider other relevant education or professional experience that provides equivalent knowledge, skills, and abilities.

### **SUPERVISION**

Work is performed under the general direction of the Court Administrator and/or Magistrate / Judge.

### **OTHER REQUIREMENTS**

Must be able to work with people who may be experiencing financially and emotionally stressful situations. Must be able to maintain neutrality and objectivity when working with clients. Must be able to perform job responsibilities and provide customer service in a bias-free manner. Must be able to work independently, but also function as part of a team. Must be willing and able to attend ongoing training both in the workplace and at out-of-office locations, possibly involving overnight stays.

Employment is dependent on background check, criminal history and fingerprint check, and drug screen. Applicant must complete a County application form.

**Send Applications To:** Van Buren County Administration Building  
219 E. Paw Paw Street, Suite 201  
Paw Paw, MI 49079

Applications are available from Human Resources Division  
Phone: (269) 657-8253  
Website: [www.vbco.org/humanresources.asp](http://www.vbco.org/humanresources.asp)

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