

94TH JUDICIAL DISTRICT COURT
310 Ludington Street, Suite 116, Escanaba, MI 49829
Telephone: (906) 789-5107 Fax: (906) 789-5130



STEVEN C PARKS
DISTRICT JUDGE

JEANA LACARTE
MAGISTRATE

JEAN HEALY
ADMINISTRATOR

POSITION VACANCY ANNOUNCEMENT

POSITION: **DEPUTY CIVIL CLERK**

DIVISION: 94TH DISTRICT COURT – DELTA COUNTY

SALARY: \$16.03/hr – 37.5 hr work week

REPORTING
RELATIONSHIP: 94TH DISTRICT COURT JUDGE

GENERAL

SUMMARY: Under the supervision of the District Court Judge and the Court Administrator, the Deputy Civil Clerk performs a variety of clerical tasks involved in the processing of civil cases. It includes, but is not limited to, processing of general civil, small claims and landlord/tenant cases, managing mediation hearings, providing counter assistance, and reviewing files for court action. The Deputy Accounting Clerk assists in other general office tasks within the District Court department as directed by the Judge and Court Administrator.

EXPERIENCE & EDUCATION REQUIREMENTS:

Minimum: Associate's degree from an accredited college or university with major coursework in social sciences, criminal justice, para-legal, office management or a related field.

Preferred: Professional office experience preferred. Skills in time management and multi-tasking. Working knowledge of Michigan judicial branch structure and functions.

DEADLINE TO APPLY: AUGUST 15, 2022 @ 4pm

Interested persons should submit - via email or hard copy - a letter of interest and resume to: Court Administrator Jean Healy, 310 Ludington St. Escanaba, MI 49829 / jhealy@deltacountymi.org

94th DISTRICT COURT - JOB DESCRIPTION

JOB TITLE: Deputy Civil Clerk

Non-Exempt

DEPARTMENT: District Court

GENERAL SUMMARY

Under the direct supervision of the Court Administrator and Judge, the Deputy Civil Clerk performs a variety of clerical tasks involved in the processing of civil cases. It includes, but is not limited to, processing of general civil, small claims and landlord/tenant cases, providing public assistance, manages mediation hearings, conducts daily mail processing and assists in other general office tasks. Collects and receipts in money and provides counter assistance. Reviews files for court action. The Deputy Civil Clerk assists in other general office tasks within the District Court department as directed by the Judge and Court Administrator.

PRINCIPLE DUTIES AND RESPONSIBILITIES

1. Acting secretary to all District Court Civil matters.
2. Responsible for processing all general civil, small claims and landlord/tenant file matters.
3. Controls and screens incoming phone calls, determining urgency, redirecting inquiries to appropriate persons, and when possible providing information.
4. Prepares jury reports and is responsible for all jury management duties as directed.
5. Responsible for jury pay out.
6. Is cross trained with District Court clerical staff for fill in duties as directed by the Judge or Court Administrator.
7. Is in constant contact with Court Personnel, Law Enforcement, Attorneys, Defendants, and the general public, requiring appropriate tactfulness, respect, and confidentiality.
8. Fills in as Court Reporter for hearings when needed.
9. Processes all incoming and outgoing mail on a daily basis.
10. Assists in other duties within the District Court department as assigned by the Judge or Court Administrator.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

1. Knowledge, skills, and abilities acquired through the completion of an Associate's Degree from an accredited college or university in the field of criminal justice, accounting, business, para-legal, or a related field.
2. Must possess writing skills necessary to complete reports for use by the Court and other professionals.
3. Must possess all communication and negotiation skills necessary to elicit information from clientele as well as communicate needs of clientele to other service providers.
4. Requires analytical abilities and interpersonal skills necessary to handle a diverse group of professionals, both within the organization as well as externally at all levels of county government.
5. Requires planning, organizational, and time management skills necessary to prioritize a varied workload, prepare reports, and meet deadlines as directed.
6. Requires analytical decision-making skills and problem solving skills in order to deliver services and meet departmental policy and procedures relative to the performance of the position.
7. Requires all fact finding ability in order to complete reports and comply with applicable statutes.
8. Ability to transport oneself in order to accomplish job performance requirements as dictated by District Court.
9. Requires working knowledge of Michigan Statutes, and local practice of District Court. Can be learned once employed.
10. Require working knowledge of Word and Excel necessary to meet departmental deadlines.
11. Ability to work independently in order to plan and effectively carry out all the tasks necessary to complete daily assignments.
12. Must possess or be able to obtain a Certified Electronic Operator certification or higher from Michigan Court Reporting/Recording Board of Review.
13. These requirements may be modified at the discretion of the District Court Judge on a case by case basis.
14. The Judge reserves the right to verify qualifications through state administered testing.

PHYSICAL DEMANDS OF THE ESSENTIAL FUNCTIONS

Sitting, talking, hearing, far vision, near vision, handling (manipulating objects with the hands in a low level), fingering (working with the fingers, i.e., to type) are present 75% or more of the time. Reaching (extending the hands or arms), lifting an object less than 10 pounds, carrying an object less than 10 pounds are present about 50% of the time. Standing, walking, carrying an object 20 to 40 pounds is present about 25% of the job. Stooping, climbing stairs is present 10% of the time. Kneeling, crouching, bending/twisting, pushing an object 20 pounds or less is required in unusual or non-routine situations. Crawling, running, swimming, grappling, climbing, balancing, feeling (using touch in fingers), lifting objects 10 pounds or more, carrying objects 40 to 100 pounds, pushing or pulling objects 21 pounds or more are not required.

WORKING ENVIRONMENT WHILE PERFORMING THE ESSENTIAL FUNCTIONS

Normal office environment where there is no exposure to hazards of dust, noise, temperature and the like 90% of the time. Over 75% of the work time is spent inside protected from weather conditions. About 10% is outside where there might be very low temperature or very high temperature, wet or humid conditions occurs about 10% of the time or less. Extreme temperature changes, hot or cold, wet or humid, noise level (minimum 90 decibels), physical injury or attack from a defendant is present in unusual circumstances only. Vibrations, hazards from mechanical, electrical, chemicals, burns, explosives, radiant energy/radiation, heights above 12', injury from fast moving vehicle, atmospheric conditions (i.e, fumes, odors, dust, poor ventilation), or physically confined worksite are not present.

EQUIPMENT USED TO PERFORM THE ESSENTIAL FUNCTIONS

Copy machine, computer terminal, personal computer, facsimile machine, printing equipment, telephone. Transportation sufficient to accomplish job objectives will be needed.

REPORTING RELATIONSHIPS

Reports To: Court Administrator
Directs Work Of: None/Individual Contributor

HIRING CONTINGENCY

After an offer of employment is extended to a specific candidate, said candidate's hiring is contingent upon the candidate passing a criminal background check, drug test, and passing a physical.

BLOOD BORNE PATHOGEN RISK CODE: Yes

RECEIPT AND APPROVAL

Employee Name (Print)

Employee Signature

Date

Name (Dept. Hd./Elected)

Title

Date