

DELTA COUNTY

JOB POSTING

POSTING: Delta County is seeking qualified applicants for the position of **CIRCUIT COURT AND ABUSE/NEGLECT INTAKE CLERK.**

DUTIES: See attached job description

QUALIFICATIONS: A qualified applicant will possess an Associate's degree from an accredited institution; a Bachelor's degree is preferred. The applicant will possess professional experience working in an office, engaging with the public, working with attorneys or law enforcement agencies, and demonstrate a working knowledge of the criminal justice system.

HOURS: Thirty-Five Hours (35) per week.

PHYSICAL: Must be able to pass physical/drug screen.

SALARY: \$17.86 (Grade 12) (There will be an increase in January 2025 to \$18.31) PLUS BENEFIT PACKAGE (medical/vision/dental/life insurance, retirement and more)

This position is open until filled.

Applications for the position of **CIRCUIT COURT AND ABUSE/NEGLECT INTAKE CLERK** will be accepted at the Delta County Administration Office, 310 Ludington St, Escanaba, MI 49829 or our website [deltacountymi.gov](http://deltacountymi.gov).

DELTA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

It is the County's policy not to discriminate against qualified handicapped individuals.

**DELTA COUNTY  
JOB DESCRIPTION  
CIRCUIT COURT AND ABUSE/NEGLECT INTAKE CLERK**

**Title:** Circuit Court Intake Clerk

**Classification:** Union, Non-exempt                      **Grade:** 12

**Department:** Prosecuting Attorney

**Reports to:** Prosecuting Attorney, Chief Prosecuting Attorney, Assistant Attorney

**Supervised by:** Prosecuting Attorney

**Hours:** 35 Hours

**General Summary:**

The Circuit Court Intake Clerk works under the direct supervision of the County Prosecuting Attorney, and will also be answerable to the Chief Assistant Attorney and any Assistant Attorney. The Circuit Court Intake Clerk will assist all other support staff whenever necessary.

**Qualifications:**

A qualified applicant will possess an Associate's degree from an accredited institution; a Bachelor's degree is preferred. The applicant will possess professional experience working in an office, engaging with the public, working with attorneys or law enforcement agencies, and demonstrate a working knowledge of the criminal justice system. Must be able to pass a physical exam.

**Duties:**

Job duties generally include, but are not limited to: typing; filing; preparing mail; organizing and updating Prosecutors' calendars; answering telephone calls and answering the walk-up window for the general public and defense attorney; entry of warrant requests from law enforcement agencies; and data entry from court hearings

The Circuit Court Intake Clerk is responsible for all matters filed or pending in the Circuit Court, either criminal or civil, through scheduling of trial, including but not limited to: gathering, preparing, and serving any evidence and court motions or pleadings; organizing and overseeing the Attorney calendars; subpoenaing all witnesses for any pretrial hearings. Scheduling, organizing, and preparing for probation hearings; prepare and ensure service of any civil matters filed in the Circuit Court; and assist in gather any evidence requested by the handling Attorney in coordination with the Felony/Probate Intake Clerk.

The Circuit Court Intake Clerk is responsible for the all Abuse/Neglect matters filed within the Probate Court, at the direction of the Prosecuting Attorney, or Attorney handling the matter(s) including but not limited to: gather/prepare/serve evidence; filing/serving pleadings, motions, or other matters with the Probate Court and opposing counsel; communicate with law enforcement and other organizations to gather information/documents as needed; and subpoena witnesses for all pretrial matters.

Personnel approved 11-8-24, Finance approved 11-14-24, Board Approved 11-19-24