

**94<sup>TH</sup> JUDICIAL DISTRICT COURT**  
310 Ludington Street, Suite 116, Escanaba, MI 49829  
Telephone: (906) 789-5106 Fax: (906) 789-5198



STEVEN C PARKS  
DISTRICT JUDGE

JEANA LACARTE  
MAGISTRATE

SAMANTHA HENDERSON  
COURT ADMINISTRATOR

**POSITION VACANCY ANNOUNCEMENT**

POSITION: **CLIENT SERVICES / SUPPORT CLERK**  
DIVISION: 94<sup>TH</sup> DISTRICT COURT – DELTA COUNTY  
SALARY: \$16.00 - \$18.00 / HOUR – 28 HOURS PER WEEK  
**THIS IS A NON-UNION; PART-TIME POSITION**  
REPORTING  
RELATIONSHIP: 94<sup>TH</sup> DISTRICT COURT JUDGE

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**GENERAL**

**SUMMARY:** Under the supervision of the District Court Judge and the Court Administrator, the Client Services / Support Clerk will provide direct support to clerks in the processing of court files and providing services to clientele of the 94<sup>th</sup> District Court. It includes, but is not limited to: maintaining and updating case files with appropriate incoming documentation, opening new files as directed by the clerks, assisting clerks with external requests regarding court documents and case files and assisting incoming clients at the front counter. The Client Services / Support Clerk assists in other general office tasks and special projects 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. In lieu of an Associate's Degree, a minimum of two years of experience in human services, counseling, criminal justice, or other occupations requiring personal, organizational, writing and communication skills.

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

**DEADLINE TO APPLY:** OPEN UNTIL FILLED

**Interested persons should submit – via email or hard copy – a letter of interest and resume to: Samantha Henderson, 310 Ludington St. Escanaba, MI 49829 / [shenderson@deltacountymi.org](mailto:shenderson@deltacountymi.org)**

## 94<sup>th</sup> DISTRICT COURT - JOB DESCRIPTION

**JOB TITLE:** Client Services/Support Clerk

**Non-Exempt**

**DEPARTMENT:** District Court

### GENERAL SUMMARY

Under the direct supervision of the Court Administrator and Judge, the Client Services/Support Clerk will provide direct support to clerks in the processing of court files and providing services to clientele of the 94<sup>th</sup> District Court. The Client Services/Support Clerk responsibilities will include, but not be limited to: maintaining and updating case files with appropriate incoming documentation; opening new files as directed by the clerks; assisting clerks with external requests regarding court documents and case files; assisting clerks with daily and monthly reporting requirements; and assisting incoming clients at the front counter. The Client Services/Support Clerk assists in other general office tasks and special projects as directed by the Judge and Court Administrator.

**This is a part-time, non-union position.**

### PRINCIPLE DUTIES AND RESPONSIBILITIES

1. Assists clientele at the counter through collection of fines and costs and directing them to appropriate clerks for filing of cases.
2. Assists the traffic clerk with case filing and customers service.
3. Assists the civil clerk with case filing and customer service.
4. Assists the criminal clerk with case filing and customer service.
5. Assists the accounting clerk with the processing of accounts receivable and payable.
6. Assists the probation clerk with probation case paperwork and client services.
7. Screens incoming phone calls, determining urgency, redirecting inquiries to appropriate persons, and when possible providing information.
8. Maintains and updates paperwork for court files as directed.
9. Assists in duties of record checks and criminal histories for court proceedings.
10. Is cross trained with District Court clerical staff for fill in duties as directed by the Judge or Court Administrator.
11. Responsible for pulling case files for Judge's docket on daily basis.
12. Will attend meetings, court, and staffing as ordered by the court and/or management.
13. Adhere to all County and District Court policies and procedures.
14. 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 human services, counseling, criminal justice, financial management or a related field. In lieu of an Associate's Degree, a minimum of two years of experience in human services, counseling, criminal justice, financial management, or other occupations requiring personal, organizational, writing and communication skills.
2. Must possess writing skills necessary to complete reports for use by the Court and other professionals.
3. Requires analytical abilities and interpersonal skills necessary to work with a diverse group of professionals within the organization as well as externally at all levels of county government.
4. Requires planning, organizational, and time management skills necessary to prioritize a varied workload, prepare reports, and meet deadlines as directed.
5. Ability to work independently in order to plan and effectively carry out all the tasks necessary to complete daily assignments.
6. Working knowledge of Michigan Statutes, and local practice of District Court is desired, but can be learned once employed.
7. Requires working knowledge of Word and Excel necessary to meet departmental deadlines.
8. These requirements may be modified at the discretion of the District Court Judge on a case by case basis.
9. The Judge reserves the right to verify qualifications through state administered testing.

THE ABOVE IS INTENDED TO DESCRIBE THE GENERAL CONTENT OF AND REQUIREMENTS FOR THE PERFORMANCE OF THIS JOB. IT IS NOT TO BE CONSTRUED AS AN EXHAUSTIVE STATEMENT OF DUTIES, RESPONSIBILITIES OR REQUIREMENTS. THE PRINCIPLE DUTIES OF RESPONSIBILITIES ENUMERATED ARE ALL ESSENTIAL JOB FUNCTIONS EXCEPT FOR THOSE THAT BEGIN WITH THE WORD **MAY**.

**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:** District Court Judge/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

Personnel Committee Approved: 4/12/2023  
Board Approved: 4/18/2023

**RECEIPT AND APPROVAL**

\_\_\_\_\_  
Employee Name (Print)                      Employee Signature                      Date

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Name (Dept. Hd./Elected)                      Title                      Date

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