

**Allegan County
48th Circuit Court
Criminal/Civil Division**

Job Title: Assignment and Scheduling Clerk

Reports to: Circuit Court Administrator

Summary

Schedules circuit court felony and civil proceedings and coordinates circuit court case evaluation proceedings. Performs various clerical support functions such as; appointing counsel, screening visitors and phone calls, preparing case activity and payroll reports, and processing judicial disqualifications.

Principal Duties & Responsibilities

1. Schedules circuit court felony and civil matters for hearings, motions, conferences, trials and sentencing. Coordinates scheduling with attorneys, prosecutors and probation/parole officers, issues notices of scheduled proceedings and addresses requests for adjournments in accordance with court policy.
2. Prepares and maintains the court calendar.
3. Prepares and distributes dockets for scheduled motions.
4. Tracks status and progress of cases to determine future scheduling and court action requirements to ensure compliance with case flow management standards. Modifies court calendar and docket as needed.
5. Coordinates case evaluation proceedings with case evaluation panel members and parties involved in case evaluation, issues case evaluation schedules, obtains and distributes case evaluation summaries, prepares and issues evaluations and notices of results, and collects and distributes payments.
6. Prepares appellant appointed counsel orders as directed by the judges, appoints counsel and distributes orders to the parties. Prepares appellate assigned counsel appointment reports. Maintains current roster of MAACS attorneys available for assignment.

Other Duties of the Job:

Receives and screens visitors and telephone calls. Provides case information to court patrons, explains and interprets court policy and procedure, schedules appointments, directs people to proper location or court.

Prepares regular case activity and status reports for judicial review.

Determines the number of jurors needed for scheduled jury trials and records daily telephone messages notifying which jurors are required to appear for jury duty.

Prepares Circuit Court payroll report and maintains payroll records.

Prepares and processes orders for judicial disqualifications and requests judicial assignments from the State Court Administrator's Office.

Maintains office printer and paper, and orders office supplies.

Screens and distributes incoming mail.

Reserves conference rooms and the jury assembly room for attorneys, court staff and public.

Substitutes for other court staff and assists in other areas of the court as needed.

The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by a person in this position.

Qualifications

Education: High school graduation or equivalent. Additional legal terminology, legal secretarial or related coursework is desirable.

Experience: Two or three years of case processing experience, preferably in a circuit court or closely related legal setting.

The duties, responsibilities and qualifications above are guidelines for selection purposes; alternative qualifications may be substituted if sufficient to perform the duties of the job.