

**ALLEGAN COUNTY  
48<sup>TH</sup> CIRCUIT COURT  
FAMILY COURT**

**JOB DESCRIPTION**

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**JOB TITLE:** Clerk/Typist

**REPORTS TO:** Attorney/Referee

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**SUMMARY**

Files correspondence, orders and other legal documents, delivers forms, correspondence and order to other employees and departments, screens telephone calls, greets and assists public at reception window

**PRINCIPLE DUTIES AND RESPONSIBILITIES**

**(An \* denotes duties of responsibilities judged to be "essential job functions: in terms of the Americans With Disabilities Act or ADA).**

- Greets and assists public at the reception counter and screens telephone calls
- Files correspondence, orders and other legal documents, files case files in proper location and prepares and repairs case file folders\*
- Types reports, recommendations, correspondence, petitions and other case related documents
- Assists other Family Court staff regarding juvenile traffic tickets, notices of Hearing, appointment of counsel and other case related duties as directed
- Delivers and picks-up forms, correspondence and orders from other court and county offices\*
- Copies forms, correspondence, documents and other materials as required
- Operates a computer terminal to access, enter and correct case related information\*
- Assists in other areas of the office or court as required

**Clerk/Typist (continued)**

*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 such a person.*

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**QUALIFICATIONS**

**Education:** High school graduation or equivalent.

**Experience:** No specific amount of prior experience required.

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

**CERTIFICATION OR LICENSURE**

None.

**Date Approved:** 5/10/00

**Revised:** \_\_\_\_\_

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