

**ALLEGAN COUNTY
48TH CIRCUIT COURT
FAMILY DIVISION**

JOB DESCRIPTION

JOB TITLE: Family Division Clerk/Receptionist

REPORTS TO: Director of Juvenile Probation

SUMMARY

Performs a variety of clerical functions involved in processing juvenile and domestic relations cases. Activities include typing reports, correspondence and orders, screening telephone calls and walk-ins, preparing case files, preparing and distributing notices, orders, petitions, and warrants, and performing other related functions.

PRINCIPAL DUTIES AND RESPONSIBILITIES

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

- Types juvenile and domestic relations investigative reports and recommendations, letters and correspondence, petitions, orders and other case related documents. Sends petitions and orders to the appropriate parties.*
- Prepares and sends appointment letters to clients and maintains casework staff appointment calendars.*
- Prepares case files, enters personal and case documentation into the file and computer, schedules meetings, appointments and conference and maintains calendar of scheduled events.*
- Creates "Field Files" for the Family Division probation staff, which includes making the file and copying documents that are needed for the file.*
- Creates Diversion case files, including completing the necessary computer entries on the AS400 system.*
- Compiling and mailing of proper notice for the Diversion conferences and placing the conference dates and times on the Diversion Officer's shared calendar. *
- Pulls case files for hearings and for the use of court staff and other authorized people. Ensures files are complete and ready for hearings.
- Proper entry to close Diversion cases on the AS 400.*

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- Proper entry to expunge cases on the AS 400.*
- Operates a computer terminal to access, enter and correct case information.*
- Appoints attorneys in accordance with court policy; prepares and issues appointment orders.
- May utilizes approved electronic recording equipment to record court proceedings. Requests speakers to appear at the microphone, clarify inaudible statements, and spell technical or unfamiliar terms.
- Assists in other areas of the court as required.

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.

QUALIFICATIONS

Education: High school graduation or equivalent.

Experience: Six months to one year of clerical experience.

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

If required to record court proceedings, certification as a Certified Electronic Operator (CEO) by the Michigan Supreme Court.

Date Approved: 5/10/2000

Revised: 3/1/2010