

# Deputy Circuit Court Clerk



## Position Description

### Status

Full-Time, Nonexempt

### Compensation

B21

### Bargaining Unit

Court Hourly

### Reports to

Lead Circuit Court Clerk or

Lead Family Court Clerk

### Supervises

None

### Position Category

Specialist

### Summary

Performs a variety of complex clerical tasks involved in processing circuit court, circuit court family division, and probate court cases. May prepare, input and index data from documents into software management system. Maintains the physical files of the circuit and family court divisions.

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Opens juvenile delinquency, neglect and abuse, and juvenile tickets. Receives complaints, pleadings and petitions, assigns case numbers, prepares case files, files case information and enters case information into the computer system.
2. Answers the telephone and assists patrons at the service counter. Provides forms and information to various recipients.
3. Processes filings and orders from Circuit Court, checking for accuracy. Distributes copies to correct parties.
4. Receives and receipts fines, costs, restitution, bonds, fees and other payments. Reconciles daily receipts.
5. Processes adoption cases and requests for personal protection orders.
6. Attends court hearings and swears in witnesses, oversees jury sign-in and selection process, marks exhibits and enters case dispositions.
7. Enters restitution payments into the proper payment accounts, enters restitution parties and maintains restitution records.

8. Prepares, inputs, scans and indexes data from documents into software management system. Manages day-to-day changes or amendments to the documents and reviews for accuracy.
9. Performs a variety of other clerical functions.

## Competencies

Competencies are listed below. Detailed descriptions of these competency levels is available in the Performance Expectations and Development Guide (pages 32-42) available on the internet. [Click here.](#)

Reference the Core Competency Expectation Level stated on page one of this job description. Variances from the Performance Expectations and Development Guide are listed below.

- Customer Focus
- Teamwork
- Employee Engagement
- Process Focus
- Financial Resources
- Goal/Results Oriented
- Communication
- Leadership & Influence
- Decision Making & Judgement
- Analysis & Problem Solving

## Supervisory Responsibility

This position does not have direct supervisory responsibilities.

## Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers and filing cabinets.

## Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to express oneself and exchange information both verbally and in writing. The employee is frequently required to move about the office environment; operate a computer and other office machinery; and move or transport files or other items to meetings and other office spaces. This is largely a sedentary role; however, some filing is required. The ability to open filing cabinets and bend or stand on a stool as necessary is required.

**Travel**

Travel is not required for this position.

**Required Education and Experience**

1. High School Diploma or Equivalent (G.E.D.)
2. Six months to one year of clerical experience

**Preferred Education and Experience**

1. Experience in court or county clerk's office or closely related setting

**Other Duties**

Ability to competently perform all the essential duties of the position, with or without reasonable accommodation, demonstrated commitment to effective customer service delivery, and the ability to work productively as a member of a team or work group are basic requirements of all positions at Allegan County.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Signature**

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_