

Lead Circuit Court Clerk



Position Description

Status

Full-Time, Nonexempt

Compensation

B31

Bargaining Unit

Court Hourly

Reports to

Chief Deputy County Clerk

Supervises

Circuit Court Clerks

Position Category

Supervisor

Summary

Serves as lead worker in the group of Circuit Court Clerks, assisting staff as needed, monitoring workload and overseeing work on a regular basis. Performs a variety of highly complex clerical tasks.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position has direct supervisory responsibilities and serves as a coach and mentor for other positions in the department.

1. Provides detailed on-the-job training in basic and advanced court clerk duties. Responds to staff inquiries regarding work procedures. Serves as a resource person for difficult questions and complex situations, which may require research of court rules, statutes or State Court directives and memorandums.
2. Oversees the processing of Criminal bind overs from District Court to Circuit Court and remands back to District Court. Oversees processing of civil cases and Family Court cases. Trains and oversees the case assignment process, making determinations in ancillary assignments to a specific judge under the family court plan or by blind draw.
3. Develops work procedures for staff and has authoritative input for policy and procedural decisions affecting the Court Clerk unit. May also be required to produce written policies and procedures as needed. Organizes and plans workflow. Training staff on computer as needed.
4. Manages staff, prepares employee evaluations and enforces processes and procedures. Performs disciplinary actions with guidance from Supervisor, if needed.
5. Assist with providing efficient information to the public and other agencies via telephone, fax, e-mail and in person at the customer service counter.
6. Monitors open cases for dispositional orders.
7. Assist in courtroom for jury trials and sentencing.

8. Ensures efficient service to court related offices, attorneys, court patrons and public by providing customer service using appropriate court resources.
9. Performs daily and monthly accounting procedures and maintains juror payments.
10. Updates case code files, statute and ordinance tables, as needed.
11. Performs duties described for Family/Circuit Court Clerk as required and assesses cases for level of progress.

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 has 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.

Required Education and Experience

1. High school diploma or equivalent (G.E.D.)
2. Three (3) years of court related experience with some supervisory experience.
3. Two (2) years of clerical/secretarial experience preferably in a court 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_____