

**ALLEGAN COUNTY
57TH DISTRICT COURT**

JOB DESCRIPTION

JOB TITLE: Assistant Chief Deputy District Court Clerk

REPORTS TO: Chief Deputy District Court Clerk

SUMMARY

Under the direction of the Chief Deputy District Court Clerk, assists in the processing of traffic, criminal and civil cases, financial transactions, and other administrative functions. Performs necessary duties of the Chief Deputy Clerk in that person's absence. **Regularly performs a variety of complex tasks involved in processing traffic, criminal and civil cases and maintain proficiency in all divisions within the Clerk's Office.**

PRINCIPAL DUTIES AND RESPONSIBILITIES

(All listed duties or responsibilities judged to be "essential job functions" in terms of the Americans with Disabilities Act or ADA)

This position will carry out duties at the direction of the Chief Deputy District Court Clerk. As an assistant to the Chief Deputy District Court Clerk, they will be responsible to fulfill the essential administrative responsibilities of the Chief Deputy in their absence. Duties assigned by the Chief Deputy Clerk may include the following:

- continually monitor and assist in case processing priorities for other Deputy District Court Clerks,
- continually provide updates and on-the-job training to all clerks,
- maintain confidential non-public records for the Court, i.e., search warrants,
- maintain and approve flex hours and PTO schedule for the Clerks Office,
- order supplies for Clerk's Office,
- in the absence of the Chief Account Clerk or Court Administrator, perform daily financial balancing and bank deposits,

Assistant to the Chief Deputy District Court Clerk (continued)

- review and correct monthly Expired Activity Date report and Case Age report for the State Court Administrative Office,
- review and correct LEIN monthly validation report from Michigan State Police,
- review and correct the daily and weekly Abstract and FAC reports from the Secretary of State,
- review work products of other clerks,
- assist in coordinating case processing needs between the Clerk's Office, Probation Department and Judicial area,
- respond to staff inquiries regarding operations or procedures,
- serve as a resource for difficult questions,
- assist in organizing and planning workflow and in clarifying, proposing or revising of procedures to eliminate conflict or duplication of work effort,
- assist in maintenance of computer code files,
- initiate necessary work orders for custodial and maintenance work by the Facilities Department,
- document case activity and other pertinent case information on court records and in the computer; maintain case histories on each case,
- provide assistance as needed to the District Court Clerks Office, District Court Administrator, District Judges, Magistrate, Probation Department, Judicial Recorders and Bailiff/Magistrates,
- provide information to attorneys, law enforcement officers, defendants, court patrons and agencies about court policies and procedures, case status, scheduling of court proceedings and court proceedings in general.

The person filling this position must be able to perform essential duties of the Chief Deputy District Court Clerk in their absence as directed.

This person must obtain and maintain a working knowledge of all jobs in the District Court Clerks Office.

Assistant to the Chief Deputy District Court Clerk (continued)

The previous 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: Two to three years of progressively more responsible or expansive clerical or secretarial experience, preferably in a district court or closely related setting.

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.