

**ALLEGAN COUNTY
57TH DISTRICT COURT**

JOB DESCRIPTION

JOB TITLE: Chief Assignment Clerk

REPORTS TO: Chief Deputy District Court Clerk

SUMMARY

Super-vises assigned clerical case processing staff, oversees and participates in the processing of civil, criminal and traffic cases, assists staff as needed, and monitors work assignments and work load. Schedules criminal and traffic proceedings, coordinates scheduling of court proceedings with court staff and other involved parties and monitors the court docket. Regularly performs tasks assigned to Deputy District Court Clerks. Substitutes for other court staff and provides general clerical assistance to the Judges and administrative staff.

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)*

Supervises assigned clerical case processing staff. Makes effective recommendations during the hiring process, trains staff, maintains attendance and payroll related records, authorizes leave, evaluates work performance and initiates disciplinary action in accordance with court policy.*

Provides detailed on-the-job training to employees, reviews work products and responds to inquires from court staff about work policies and procedures.*

Schedules criminal and traffic pretrials, pleas, trials and sentencings considering the type and number of cases and notifies appropriate parties of scheduled proceedings.*

Coordinates and controls scheduling of court proceedings with the prosecutor, attorneys, court staff and other involved individuals. Addresses requests for adjournments in accordance with court policy.*

Prepares and distributes court schedules and arraignment lists.*

Chief Assignment Clerk (continued)

- Monitors and tracks pending court cases to ensure timely disposition. Contacts attorneys, judges, prosecutor, probation department staff and magistrates to discuss case progress and status.*
- Assists in organizing and planning work flow and in clarifying, proposing or modifying procedures to eliminate conflict and/or duplication. Continually monitors work flow and work load, evaluates efficiency and makes appropriate modifications.*
- Assists in the development and implementation of case processing procedures and has authoritative input in the development and implementation of case processing policies.*
- Serves as the court's terminal agency coordinator training employees in LEIN and Secretary of State abstracting policies, procedures and usage. Ensures proper documentation is maintained and available for LEIN audits.*
- Enters, maintains and updates all case code files, statutes and ordinance tables.*
- Approves checks drawn on the court's bond, trust and other accounts, reconciles accounts, maintains account records and prepares account financial reports.*
- Assists clerical support staff in processing civil, criminal and traffic cases and routinely performs the case processing functions assigned to deputy district court clerks.*
- Provides 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.*
- Operates a computer terminal to enter, update, correct and access case information; and to produce computer generated forms and notices.*
- Performs the duties assigned to Deputy District Court Clerks and other staff on a regular basis. Performs the more complex case evaluation and processing assignments.*
- May perform accounting functions involved in maintaining restitution records, disbursing payments and in preparing financial transmittals, vouchers and statements required for the disbursement of monthly revenues.*

Assists in other areas of the court as required.*

Chief Assignment Clerk (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.

QUALIFICATIONS

Education: High school graduation or equivalent. Additional coursework in personnel management, office management, or other closely related areas is preferred.

Experience: One to two years of court case processing 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.

Date Approved: 5/5/00

Revised:

E:\FILES\REG2\ALLEGAN\District\chiefassignclk.wpd