

**ALLEGAN COUNTY  
57TH DISTRICT COURT**

***JOB DESCRIPTION***

**JOB TITLE:** Chief Deputy District Court Clerk

**REPORTS TO:** District Court Administrator

**SUMMARY**

Supervises 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. Performs a variety of complex clerical tasks involved in the processing of court cases requiring a detailed knowledge of district court policies and procedures. 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)*

Super-vises 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.\*

Assists staff with difficult and complex situations by locating files and documents, interpreting policies and procedures, serving as are source for difficult questions and meeting with argumentative court patrons.\*

Oversees and participates in the processing of civil, criminal and traffic cases. Ensures proper case documentation is prepared and maintained, warrants are timely issued and recalled, receipts are properly processed and reconciled, cases properly closed, and that other necessary case processing functions are performed.\*

## **Chief Deputy District Court Clerk (continued)**

Assists in the development and implementation of case processing procedures and has authoritative input in the development and implementation of case processing policies.\*

- 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.\*
  - Ensures efficient service to attorneys, court patrons and the general public in obtaining information, paying fees, fines, costs, restitution and other payments, initiating cases, filing documents and other related services.\*
  - Provides information and assistance to court patrons, general public, attorneys, police agencies, prosecutor and others about court policies and procedures, case status, case scheduling, procedural options and court proceedings in general.\*
  - Approves checks drawn on the court's bond, trust and other account.\*
  - 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.\*
  - May prepare, reconcile and monitor drunk driving audits and crime victim reports, yearly escheating procedures and annual inventories.\*
  - May serve as the court's TAC in LEIN and SOS abstracting policies, procedures and usage; and in ensuring that proper documentation is maintained and available for LEIN audits.\*
  - Updates case code files, statute and ordinance tables \*
  - Operates a computer terminal to enter case history, adjournments, dispositions, make corrections, obtain and verify case information and to produce computer generated forms.\*
  - Prepares reports, spreadsheets and documents using various computer software programs.\*
  - 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.\*
  - Provides assistance to the judges and/or Court Administrator as required
- Assists in other areas of the court as required.\*

**Chief Deputy District Court 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:**

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