

**ALLEGAN COUNTY
57TH DISTRICT COURT**

JOB DESCRIPTION

JOB TITLE: Senior Civil Deputy District Court Clerk

REPORTS TO: Chief Deputy District Court Clerk

SUMMARY

Under the direction of the Chief Deputy District Court Clerk, performs a variety of complex clerical tasks involved in processing civil cases. Provides assistance to attorneys, plaintiffs, defendants and court patrons. Substitutes for other court staff and provides general clerical assistance to the Judges and administrative staff. **Senior Civil Deputy District Court Clerk will serve as a lead worker and be responsible for training new clerks in the civil division. Must have extensive knowledge of small claims, general civil and landlord tenant proceedings.**

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)*

- Serves as a lead worker in the civil division.*
- Continually updates and trains new staff in civil procedure.*
- Under the supervision of the Chief Deputy Clerk, assists in determining case processing priorities for the civil division of the District Court.*
- Opens, processes and closes general civil, small claims and summary proceedings cases. Records and processes complaints and pleadings, distributes and files civil documents, enters case information into the computer, coordinates service of process, prepares legal documents, and enters defaults, dismissals, orders and judgments.*
- Operates a computer terminal to enter, update, correct and access case information; and to produce computer generated forms.*
- Documents case activity and other pertinent case information on court documents and in the computer; maintains case histories on each case.*
- Schedules court proceedings and issues notices to the appropriate parties.*

Senior Civil Deputy District Court Clerk (continued)

- Contacts and schedules court dates for visiting judges on civil matters.*
- Assists in other areas of the court as required, including those duties required of other Deputy District Court Clerks.
- Performs all duties in the job description of a Deputy District Court Clerk.

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.

Experience: Two to three years of progressively more responsible or expansive clerical experience, preferably in a district court.

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.