

**INGHAM COUNTY
JOB DESCRIPTION**

DEPUTY CLERK II - CIRCUIT COURT

General Summary :

Under the supervision of the Clerical Services Supervisor, performs a variety of functions related to the processing of Circuit Court cases. Assists attorneys, parties, and others by providing counter assistance and responding to telephone inquiries. Opens Circuit Court cases, enters information to the computer, and receives and receipts legal documents and fees. May serve as jury clerk, includes ordering juries, handling requests for excusals and postponements, preparing "No Show" and "Show Cause" letters, preparing checks for jurors' per diem and mileage, and various other functions related to jury coordination.

Essential Functions :

1. Responds to inquiries at the counter and on the telephone, provides information on court procedures, researches case activity for attorneys and others, and directs people to the proper court, individual or office. Receives legal documentation for filing, reviews documentation for appropriate signatures, format, and residency. Refers questionable documents to supervisor.
2. Opens criminal, civil, and domestic relations cases. Enters information on cases to the computer. Records plaintiff, defendant, addresses, attorneys, and other case information.
3. Enters data to computer from documents filed by attorneys, prosecutor or Friend of the Court. Receives and receipts to correct case number payments for fees.
4. Sets-up and types a variety of materials such as correspondence, forms, reports, and other documents.
5. Conducts record searches and compiles and releases data from records in response to inquiries.
6. Prepares true copies of court documents, includes comparing copies with the original pleading signed by the judge, hand writing dates on all copies, stamping judge's name, court clerk's name, and "true copy" on all copies.
7. Opens, reviews, and sorts incoming mail related to Circuit Court matters, determines action needed, makes notes on documents needing special attention, and distributes for processing.
8. Processes prisoner litigation cases from all over the State, includes reviewing cases for completeness, sending documentation back to prisoner with instructions as necessary,

categorizing the complaints, preparing orders as necessary, and forwarding complete prisoner litigation cases to judges for signature.

9. May serve as jury clerk, includes answering inquiries of jurors regarding jury service and related procedures; responding to requests from prospective jurors to be excused or to serve at a particular time; prepares and prints list of eligible jurors; conducts juror orientation; preparation of per diem and mileage checks, includes preparing payroll sheet, printing checks and balancing jury checking account; prepares "No Show" letters and "Show Cause" orders for non-appearance of jurors. Prepares telephone message daily instructing jurors on whether or not to report to court.

Other Functions :

10. May retrieve court records from storage vault, includes locating and moving boxes of stored files.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

Employment Qualifications :

Education: High school graduation or equivalent.

Experience: One year of office experience, preferably in a court, law office or other legal setting, and providing familiarity with data entry and filing systems.

Other Requirements:

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

Ability to access files which may require use of a step ladder.

Ability to lift and carry files and other materials weighing up to 25 lbs.

Regularly kneels, bends and reaches to retrieve and replace files.

Prolonged periods of sitting to perform data entry.
Prolonged periods of standing while at the counter.

Working Conditions:
Works in office conditions

