

JOB ANNOUNCEMENT

2B DISTRICT COURT, HILLSDALE COUNTY

The Court is accepting applications for a deputy civil/account clerk. A description of the work required for the position is as follows:

DEPUTY CIVIL COURT CLERK

General Summary:

Under the supervision of the District Court Administrator, performs a variety of clerical tasks involved in processing civil cases. Provides information and assistance to attorneys, defendants, and court patrons. Substitutes for other court staff and provides general clerical assistance to staff, judge, and court administrator.

Essential Functions:

Opens, processes, and closes general civil, small claims, landlord-tenant, and summary proceedings cases. Records and processes complaints and pleadings, distributes and files civil documents, enters case information into the court's data base and files case documents, coordinates service of process, prepares legal documents, and enters defaults, orders, and judgments.

Schedules court proceedings and issues proper notices to the appropriate parties.

Learns and applies case management file standards. Assists with the monitoring of the retention/destruction of court records within the guideline limits.

Performs a variety of office duties such as opening and distributing mail, makes and receives multiple telephone calls and directs to the appropriate party.

Prepares marriage licenses, schedules wedding ceremonies, and acts as civil magistrate to perform wedding ceremonies.

Assists with other departments as needed.

Provides accurate and courteous service to the general public.

May require court recording certification.

CHIEF ACCOUNT CLERK

General Summary:

Under the direction of the District Court Administrator, performs a variety of administrative accounting and financial tasks. Serves as principal bookkeeping clerk for the District Court. Implements and monitors accounting procedures and financial controls, and maintains financial records. Supervises clerical staff in regards to proper receipting of monies, checks, bonds, and restitution matters.

Essential Functions:

Prepares daily deposits, balances accounts, and verifies cashiers' information for accuracy and reconciles discrepancies. Balances and maintains bank statements.

Supervises and trains clerical staff in proper payment receipting procedures, and assists with receipting problems.

Maintains records of bond accounts and processes bond refunds and forfeitures.

Creates and maintains restitution records and issues checks for payment of restitution in accordance with court orders.

Reviews bond and restitution accounts for timely and proper processing and use of bonds and restitution.

Processes annual escheatments to the State of Michigan.

Issues notice of insufficient funds to payers.

Prepares financial transmittals and transmittal reports, and maintains transmittal information.

Meets with auditors to provide and explain financial transactions and records.

Trains other staff, as directed, as back-up support for the account clerk position.

Oversees and participates in the purchase of court supplies; reviews bills for accuracy and prepares payment vouchers for approval.

Investigates methods of financial management and accounting principles. Creates and revises financial programs as needed.

APPLICATION PROCEDURE: To apply, send a cover letter and a resume to the following address by FRIDAY, JUNE 16, 2017:

2B District Court
ATTN: Kris Shaneour, Court Administrator
49 N. Howell Street
Hillsdale, MI 49242
k.shaneour@co.hillsdale.mi.us