

JOB POSTING

POSITION/TITLE: Part-time/Full-time Deputy Court Clerk

JOB DESCRIPTION:

A deputy court clerk is responsible for data entry of case files, updating case files; scheduling of court events and court dispositions; preparation of court calendars; communication with the general public, law enforcement agencies, local and state prosecutors and other courts regarding civil, criminal and traffic matters; generating and the mailing of notices, orders and other court documents on a daily basis; time stamping and filing of court paperwork and daily mail; responsible for receiving and processing payments received; receiving and processing court bonds provided by local law enforcement and other agencies and other duties as they are assigned. A deputy clerk may be required to become certified as a LEIN operator by means of a bi-annual test. The position may also require the employee to be/become a Certified Electronic Recorder or Certified Electronic Operator; to prepare court scheduling and other orders, correspondence, necessary court paperwork pertinent to jury trials and weddings and to generally maintain the courtroom. The foregoing is intended to provide the general nature and level of work being performed by a person in this position. It is not to be construed as an exhaustive list of all duties that may be performed by such a person.

EDUCATION:

High school graduation or equivalent is required. An associate's degree or equivalent in liberal arts or in business administration is preferred. Training in customer service techniques is desired.

EXPERIENCE:

Must have prior experience in general office and clerical skills which include telephone, word processing and other computer skills. Previous experience working in a court or law firm, particularly in litigation-related work is highly desired. Ability to maintain effective working relationship with other workers and interact effectively with the general public is required. Must have knowledge of Microsoft Word and Excel computer programs. The candidate of this position must be able to pass a criminal background check prior to hiring.

PLEASE SEND COVER LETTER AND RESUME BY DECEMBER 4, 2020 to:

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