

## MONTCALM COUNTY

### 64B DISTRICT COURT DEPUTY CLERK I

**Part-Time – 20 hours per week**

**\$12.39 - \$16.64 per hour**

#### General Summary:

Under the supervision of the Court Administrator, performs a variety of clerical support tasks to assist in the processing of district court cases. Activities include opening, sorting, date-stamping, and distributing mail, filing, typing forms, and other documents, and related tasks. Receives and answers inquiries regarding court procedures and case information. Enters information into the computer system.

#### Essential Functions:

1. Provides assistance to attorneys and the public regarding fines and costs due, scheduling, and case information; often requires pulling case files and tickets.
2. Processes payments at the counter, determines which monetary accounts to apply the payments to, and enters information to computerized cash register, ensuring that the proper case file is credited.
3. Enters case file information and dispositions into the computer system.
4. Files cases files, tickets, and other documents
5. Types various forms.
6. Opens, sorts, and distributes mail and prepares outgoing mail. Processes mail which includes matching checks with case files and entering payments into the cash register.
7. Performs a variety of general support tasks such as running computer reports, retrieving inactive files, making deliveries, conducting file searches and related tasks.
8. Answering phones.

#### Employment Qualifications:

**Education:** High school graduation or equivalent

**Experience:** Experience in law and legal writing helpful.

**Other Requirements:** Must be able to work well in a group setting.  
Good communication skills.

*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 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 office files.

Ability to lift 20 plus pounds.

Ability to enter into and access information from the computer.

**Working Conditions:**

Works in an office setting.

Exposure to persons charged or convicted of criminal offenses.

Hours are Monday – Friday, 8:00 a.m. – 4:00 p.m., depending on schedule

Applications are available (online at [www.montcalm.org](http://www.montcalm.org) and outside the Controller's Office) and due in the 64B District Court office at 617 N. State Street, Stanton, MI 48888. Applications will be accepted until Monday, June 11, 2018, at 4:00 p.m. EOE