

Dated: 3/8/18

**HURON COUNTY  
73B DISTRICT COURT**

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**JOB TITLE: DISTRICT COURT DEPUTY CLERK – ASSIGNMENT CLERK**  
**CLASSIFICATION: Grade 130**

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**DUTIES AND RESPONSIBILITIES:**

The person who fills this position is expected to perform the following duties and responsibilities with minimal supervision by the District Judge and/or the District Court Administrator – Clerk of the Court:

1. Prepare and process all cases by opening files, serving process, scheduling hearings, preparing judgments, and maintaining an index; and prepare, monitor and transmit all case activity reports. The specific area of primary responsibility will be assigned to each Deputy Clerk by the Court Administrator – Clerk of the Court.

Areas of responsibility include: criminal, traffic, general civil, small claims, collections, summary proceedings, and probation support.

2. Provide assistance and direction on court matters to attorneys, law enforcement officers, and members of the public.
3. Perform all duties and responsibilities of all other members of the clerk's staff as needed on a limited basis to ensure timely and efficient case processing, calendar scheduling, and collection and disbursement of funds during periods of vacation, sickness, absence, and/or work overload according to the following general guidelines:

Each Deputy Clerk is assigned a primary area of responsibility, but is also required to perform all clerical functions, as needed, within the purview of the law and policies established by the Judge.

Each Deputy Clerk is required to develop and maintain a basic working knowledge of District Court substantive and procedural law and in particular that which applies to his/her primary area of responsibility. Constant changes in the law necessitate updating, understanding, flexibility, and the ability to modify procedure and activity.

Each Deputy Clerk must deal directly with the public in a fair but firm manner, answer questions, and take action normally under very stressful circumstances.

The District Court Administrator – Clerk of the Court is responsible for the overall functioning of the Court's clerical operation and does not have the time to maintain constant direct supervision. As a consequence, the Court relies very heavily upon the ability of each deputy clerk to perform assignments properly. The accuracy and fairness of each Deputy Clerk's analysis, decision making, and communication is extremely significant in that they directly affect a person's property rights and liberty.

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4. Keep abreast of all changes in the law and procedure regarding matters within this job description.
5. Perform any other clerical/secretarial duties as needed and/or as directed by the District Judge or the District Court Administrator – Clerk of the Court.

### **QUALIFICATIONS:**

1. Education/Certification/Licensing: At least a high school education and some technical knowledge normally acquired from specialized training such as acquired in up to one year of college, technical, vocational, trade or business school and ability to obtain certification as a certified electronic operator (CEO) or recorder (CER) and ability to obtain certification in Law Enforcement Information Network (LEIN).
2. Experience: One to two years' experience working in an office setting.
3. Knowledge and Abilities: Working knowledge of general accounting principles; working knowledge of general legal terms and concepts regarding matters within the District Court jurisdiction; working knowledge of office procedures including case filing and processing and telephone protocol; ability to type and use all current office machines and equipment; ability to work with minimal supervision; and ability to deal with people under stress in a firm but fair manner.

The above job description is not all inclusive of the total scope of duties to be performed and is meant as a general guideline for such duties.

Also, the above qualifications are intended to represent general guidelines of the skill and experience levels associated with performing the duties and responsibilities involved. These 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 criteria.

**EMPLOYMENT:** Immediately

### **APPLICATION PROCESS:**

Letter of application and resumes will be accepted by the Court Administrator at the District Court Clerk's Office thru March 16, 2018 at 4:00 pm, or by sending an email to the Court Administrator at [moore@co.huron.mi.us](mailto:moore@co.huron.mi.us).

Dated: March 8, 2018

Elaine M. Moore, Court Administrator