

**JOB ANNOUNCEMENT
WAYNE COUNTY PROBATE COURT**

POSITION POSTED: Court Clerk I
ANNUAL SALARY: \$40,214.00
HOURLY SALARY: \$19.33

Open - Competitive

Purpose: To establish an eligibility list to fill future vacancies in the Wayne County Probate Court with the classification of Court Clerk I. This position is an AFSCME, Local 1659 classification.

APPLICATION CRITERIA:

This promotional opportunity is open to employees of the Probate Court who, at the time of application, have:

- Strong computer skills, ability to work quickly in an electronic environment with multiple software applications simultaneously.
- Ability to perform job responsibilities quickly, efficiently, and accurately.
- Must be able to process a high volume of work.
- Adapts easily to system changes.

This person will be required to use all hardware and software applications operated by the Court, including all Microsoft Office products, the case management system, document management system, and video/digital recording.

Qualified Employees at the Clerk VI level or higher who have status will have 1st priority.

Duties and Responsibilities:

Compliance and Confidentiality:

- Ensure compliance with court policy and procedures, as well as state and federal regulations.
- Ensure that all documentation is complete, accurate, filed and processed in accordance with court policies, procedures, time guidelines and judge's directive.
- Knowledge of and ability to appropriately apply the Estates and Protected Individuals Code (EPIC), Mental Health Code, Michigan Court Rules, legal terminology, and Court workflow to accomplish departmental responsibilities.
- Maintain confidentiality of sensitive information and adhere to ethical standards in all court-related activities.

Communication:

- Serve as a liaison between the Judge, attorneys, court personnel, and the public, providing information and assistance as needed.
- Respond to inquiries regarding court procedures, case status, hearing status and other related matters.

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- Maintain the image of the Judge's office and the Court through professional, courteous, accurate, and timely responses to inquiries and requests made by the judge, attorneys, coworkers, management and the public as required.

Post-Hearing/Disposition Processing:

- Generate/process all orders according to policy or as directed by the Judge.
- Generate correspondence as needed.
- Assist the Judge in managing the caseload by monitoring case files, ensuring the judge's decisions are complied with, and post-dispositional deadlines are met.
- Process and monitor court-ordered and legally required documents to ensure cases' timely progress to completion. This includes 1st and 2nd extension requests, receipts and other documents.
- Timely and accurately process all orders and docket/hearing information so that the orders conform to the Judge's decisions and are processed in accordance with all phases of Probate law, Court Rule, policy, and procedure. This includes all items in the Clerk Review Queue #86 (NetDMS)
 - Generate/process the qualification of judge-appointed fiduciaries including issuing Letters of Authority
 - Monitor a variety of CourtView, Quality Assurance, and SCAO reports to ensure accurate and timely completion of matters associated with the Judge's Courtroom. Collect, assemble, and analyze data from case files to determine case status, compile list of delinquent cases for Judge review, prepare orders for Judge review/determination, generate orders of suspension, administrative closings and other functions as needed. Process all follow up procedures needed to ensure case flow is maintained, including fiduciary expiration dates, inactive cases, outstanding bond, and verification of funds. Make corrections within case records by processing the missing image and other quality assurance reports designed to locate errors.

Pre-Hearing/Pre-Disposition Processing:

- Maintain a comprehensive folder system for all court documents needed for a court hearing organized by date.
- Review case files and prepare necessary documents for hearings.
- Review and process items in Courtroom Prep Queue #97 (NetDMS); such as objections, GAL reports, responses, presented orders, waivers, proofs of service, attorney substitution and other items needed for court hearings or for judge review.
- As needed, perform other functions needed prior to the hearing, such as:
 - Adjourn/reschedule hearing dates, including emergency hearings.
 - Assist with the maintenance of the judge's calendar and hearing blocks.
 - Appoint/waive guardian ad litem and attorneys.

Courtroom, Docket/Hearing Management:

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- Assist with the operation of the courtroom.
 - Assist Court Clerk II/Judge while court is in session.
 - Reschedule/adjourn hearing dates as requested.
 - Prepare bench warrants.
- As needed,
 - Coordinate and schedule court hearings, ensuring that all parties are informed of dates and times. Maintain an organized calendar for the judge and manage any changes or conflicts.
 - Review case files and prepare necessary documents for hearings. Ensure all relevant materials are available and organized for the judge's review prior to the hearing date.
 - Serve as the primary point of contact for attorneys, litigants, and other court personnel regarding hearing schedules and logistics. Provide timely updates and respond to inquiries as needed.
 - Manage and maintain accurate records of all hearings, including recordings, outcomes, and any follow-up actions required. Ensure compliance with court procedures and regulations.
 - Manage and control the Judge's docket and courtroom to ensure its smooth and efficient operation.
 - Scheduling and rescheduling hearings as ordered or requested.
 - Assist with matters taken under advisement.
 - Prepare orders following hearing.
 - Operates and verifies the functionality of the courtroom recording equipment (i.e. JAVS and Zoom) to ensure court proceedings are recorded and published to the network.

Other Duties

- Facilitate and process requests for copies of case files and documents.
- Perform the work of the Courtroom Coordinator and/or Court Clerk II for the judge of record as needed, required, or requested.
- Perform the work of the Courtroom Coordinator, Court Clerk II or Court Clerk I for any Probate Judge upon request.
- Facilitate the work of management or the judges by performing other duties as assigned.

QUALIFICATIONS: Will be determined through 1) A written examination; 2) An oral interview by a management panel appointed by the employer to determine the applicant's ability to do the job; 3) Promotional Potential; and 4) Seniority. **The application, cover letter, and résumé will also be used to assess qualifications.**

GENERAL INFORMATION: Management will make all determinations as to what assessments will be used to establish qualifications. Application must be made on an application form which may be

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obtained from the Wayne County Probate Court Human Resources Office or downloaded from the EUG and accompanied by a cover letter and résumé. The application may be used both for determining admission to the examination, if applicable, and for assistance in rating qualifications and ability to do the job. Applicants will be notified of the time and place of the examination, if applicable. You must notify the Employer in writing of the need for accommodation in connection with job duties. **Successful applicants must satisfactorily complete a trial period of at least six (6) months before obtaining regular status in the position and a six (6) month probationary period, if applicable.**

**AMERICANS WITH DISABILITIES INFORMATION IS AVAILABLE IN THE HUMAN RESOURCES OFFICE.
AN EQUAL OPPORTUNITY EMPLOYER**