

Job description

Court Clerk/Video Operator

Posting Date: July 2024 Application Deadline: Until Filled

General summary:

This position is a dual faceted position that requires an administrative component as well as an in-Court component. The candidate for this position must be willing to familiarize themselves with court rules to allow the candidate to assist the Court Administrator in all aspects of court administration to include case evaluation, pretrial orders, scheduling of motions hearings, prepare paperwork for appellate appointments. Secondly the candidate must be willing to operate the courtroom video system and all aspects of documenting the procedure before the court to include: maintaining logs/notes of Court hearings, swear in witnesses, mark trial exhibits and maintain exhibit logs.

Principal duties and responsibilities:

- Assist the Court Administrator in administrating court procedure to include: case evaluation, mediation, pretrial orders, case scheduling, and all other Circuit Court functions as delegated by the Circuit Judge and or the Court Administrator.
- Reviews requests for appellate counsel and responds to such requests at the direction of the Circuit Judge; prepares necessary paperwork for such appointments; maintains list of attorneys who accept appellate appointments; processes requests for payment from appellate attorneys.
- Processes requests for written transcripts and provides the video tape/CD of Court hearings to the transcription company; maintains log of video tapes/CDs sent to the transcription company; processes billing from transcription company.
- Assists Court Administrator in screening phone calls and assisting visitors.
- Processes requests for payment submitted by attorneys appointed by the Court; submits report to SCAO regarding appointed counsel for indigent defendants.
- In the absence of the Court Administrator, schedules hearings, opens mail, prepares documents/orders as requested by Judge, assists in case evaluation.
- Assists in scheduling conference rooms, screening inmate mail, provides assistance to parties appearing for Court hearings.
- Will coordinate with County Clerk regarding collection of unpaid fines/costs.
- Prepares case files for Court proceedings.
- Assists in preparing written orders on criminal and civil cases.
- Operates Courtroom video system; takes notes and maintains logs of Court hearings; swears witnesses; marks exhibits, maintains witness and exhibit logs; processes billing for maintenance/service on video system; handles service calls with B.I.S representative.
- Coordinates with Court Administrator to review requests to be excused from jury service and prepares responses to such requests; works in conjunction with the

County Clerk's office to have sufficient number of jurors for trial, responds to questions and briefs prospective jurors of certain Courtroom procedures upon their first appearance for jury duty.

- Must be a self starter showing initiative to lead and exercise independent judgment. Applicant must be able to multitask in a high paced environment.
- Must possess excellent organization skills.
- Must be able to maintain confidentiality of Court records and information.
- Above all must have a professional and mature demeanor at the highest level.

Qualifications/Experience:

- Experience and familiarity with the caseload of the Circuit Court.
- Must be able to speak publically and professionally.
- Must be able to learn to operate Computerized Court recording equipment and become certified as needed.
- Must be able to maintain a high level of confidentiality.
- Information and Technology skills (IT) are required and used at a high level in this position daily. i.e. PolyCom, Zoom, JIS, Desktop computing, Excel,

Microsoft Word, Adobe etc.

- Experience in a Court setting or other relevant education or professional work experience that provides equivalent knowledge, skills, and abilities.
- High level of associated skill in other industries will be considered such as business, banking and administrative skills acquired in other career fields.

Education: High School Diploma required. Related college course work or associate degree is preferred.

Pay Scale: TBD

Branch County is an equal opportunity employer.

Job Type: Full-time

Pay: \$17.07 - \$21.37 per hour

Benefits:

- 401(k)
- Dental insurance
- Health insurance
- Paid time off
- Retirement plan
- Vision insurance

Schedule:

- 8 hour shift
- Monday to Friday

Ability to commute/relocate:

- Coldwater, MI 49036: Reliably commute or planning to relocate before starting work (Required)

Education:

- Associate (Preferred)

Experience:

- Administrative: 2 years (Required)
- Court or Law Office: 1 year (Required)

Work Location: In person

Resume and cover letter should be emailed to: Ahinkley@countyofbranch.com