



Barry County

Classification Title	Chief Court Specialist I (Circuit Court)
FLSA Status	Non-Exempt

GENERAL SUMMARY

The purpose of this job is to schedule cases and hearings for Court and ADR, prepares processes legal documents within the requirements of caseflow management standards, schedules and maintains the docket. Assists the Judge in daily operations. Serves as the back-up court recorder for any court within the Unified Trial Court System.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Schedules all circuit court matters: Pre-trials, probation violation arraignments, probation violation hearings, probation violation sentencings, final pre-trials, jury trials, scheduling conferences, settlement conferences, final settlement conferences and bench trials.
- Coordinates with Friend of the Court and collection department on setting dates for show cause hearings and for custody pre-trials and certain motions.
- Coordinates and arranges with the sheriff's department times for inmates to be transported to court or make arrangements for a videoconference hearings.
- Prepares and distributes circuit court docket weekly. Responds to inquiries regarding court schedule.
- Responds to request for adjournments and determines whether to grant such requests. Coordinates with attorneys, law office staff, prosecutor's office, probation officers and jail on new dates and times.
- Coordinating with other Judges and their staff in regards to their availability to cover cases. Tracks when the Judge is in or out.
- Enters actions and data into the case management system to track actions that take place in a case.
- Answers and screens phone calls, prepares correspondence to attorney's, prisoners, litigants and the public, takes and reports messages, reports when Judge will be in and/or available. Follows up on phone calls or inquiries on pleadings that are filed.
- Prepares: Judgments of Sentence, Orders Appointing Attorneys, Notices of Disqualification, Order of Pretrial Release, Bench Warrant Recalls, Removal of LEIN, Orders to Remit Payment, Opinions and Orders.
- Coordinatates with Sheriff's department and LEIN to recall or remove warrants and bond conditions.

- Coordinates with the County Clerk's office regarding files. Prepares files for upcoming week; makes sure appropriate pleadings are in the file for specific hearings.
- Manages criminal case flow on criminal and civil and domestic cases that are ready for the judge.
- Prepares and distributes Notices to Appear to attorneys and pro per parties. Furnish pertinent information of cases and court procedures to attorneys, parties, public and media.
- Conducts scheduling conferences with attorney and/or pro per litigants and prepares orders for Judge's signature.
- Coordinates with the County's Clerks office to have jury panel for jury trials. Assists with the selection of jury trials.
- Supports services for the Court. Sets up and maintains filing systems, receives and updates materials in the law library, requisitioning and maintaining office supplies.
- Follows up on CHR and abstracts to ensure correct reporting to the Secretary of State and to LEIN for criminal cases. Follows up on incorrect reports.
- As ADR Clerk responsible for creating case evaluation panels and scheduling case evaluations.
- Performs critical job functions in the absence of fellow staff members.
- Performs related work as required.

MINIMUM QUALIFICATIONS

Required Education and Experience:

Education: Associate's Degree in paralegal or related field.

Experience: At least 1-3 years of related work experience.

Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities

Required Licenses or Certifications

N/A

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Legal terminology
- Court proceedings, procedures and rules
- Arrest warrants, arraignments and setting bond
- Experience in scheduling
- Caseflow process
- Reporting requirements
- English grammar, spelling, punctuation
- Legal terminology and court procedures
- Principles and practices of basic bookkeeping
- Modern office procedures, methods and computer equipment

Skill in:

- Case analysis
- Independent judgment
- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships
- Performing a variety of duties, often changing from one task to another of a different nature
- Performing basic mathematical functions such as addition, subtraction, multiplication, division, percentages, and ratios
- Assigning, prioritizing, monitoring, and reviewing work assignments

Ability to:

- Make sound, rational and unbiased decisions.
- Understand court rules, court policy and procedure.
- Coordinate schedules to accommodate multiple people's schedules.
- Prepare case reports to analyze case status.
- Read, research, understand and apply court rule and policies
- Meet schedules and deadlines of the work
- Understand and carry out oral and written directions
- Accurately organize and maintain paper documents and electronic files
- Maintain the confidentiality of information and professional boundaries

WORK ENVIRONMENT/CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Office or similar indoor environment			x
Outdoor environment	x		
Street environment (near moving traffic)		x	
Construction site	x		
Confined space	x		
In the community (homes, businesses, etc.)	x		
Warehouse environment	x		
Shop environment	x		
Other			
Exposures	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Individuals who are rude or irate		x	
Individuals with known violent backgrounds			x
Extreme cold (<i>below 32 degrees</i>)	x		
Extreme heat (<i>above 100 degrees</i>)	x		
Moving mechanical parts	x		
Fumes or airborne particles	x		
Toxic or caustic chemicals, substances or waste	x		
Loud noises (<i>85+ decibels</i>)	x		
Other			

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The position involves medium physical demands, such as exerting up to 50 lbs. of force occasionally, and/or up to 20 lbs. of force frequently, and/or up to 10 lbs. of force constantly to move objects.

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Dates revised	September 2020

Base Pay \$18.44/hr.

Please send resume and cover letter to:

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