

# Oceana County

## JOB DESCRIPTION

Bargaining Unit: General, Non-Union

FLSA: Non-Exempt

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**Job Title:** Circuit Court Deputy Clerk

**Salary Range:** PALSS

**Department:** Circuit Court

**Hours:** 35 hours/week

1,820 hours/year

**General Summary:**

Perm, Full time

Under the supervision of the Circuit and Probate judges and such other persons designated by the judges. The employee will fulfill the following general duties: (1) serve as a judicial secretary to the judges of Circuit Court and Probate Court; (2) serve the public and attorneys seeking services from the Circuit and Probate Courts; and (3) serve as a court recorder for the Juvenile Division of the Circuit Court, together with providing secretarial services to the County Juvenile Officer.

**Essential Duties and Responsibilities:**

*These examples may not include all of the duties which the employee is expected to perform. To perform this job successfully, an individual must be able to perform essential functions satisfactorily. Duties and responsibilities may be added, deleted, or otherwise modified at any time.*

- Desk is located at the first station and is the first contact person with the public at the counter.
- Sort and process morning mail, answer phone, open new files, file, and send out afternoon mail for all work stations.
- Serves as secretary to the judges of the Circuit Court and Probate Court and the County Juvenile Officer.
- Schedule appointments and hearings, and type legal documents, correspondence, notices, and judicial orders.
- Respond to inquiries at the counter and by telephone consistent with the scope of authority, provide information on court policies, explain case activity, and direct people to the proper court, individual, or agency.
- Ensure that petitions, orders, summons and other documents are properly prepared and noticed as required.

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- In juvenile cases, assemble and distribute victim rights information and process case regarding fingerprints, DNA testing, and DNA fees.
  - a. Records all formal juvenile hearings.
  - b. Responsible for the preparation of court orders and related legal documents following formal court hearings and distributes to parties.
  - c. Assists in the maintenance of case files. Updates legal/social files based on court orders and enters required information to the computer system.
  - d. Records and tracks all placements of youth and maintains records of placement changes to ensure vouchers are correct.
- Be cross-trained in assisting the public and legal profession in filing paperwork in all areas of the Circuit Court and Probate Court. (Includes certifying copies of court documents).
- Time stamp and process all documents legally appropriate for filing with the Circuit and Probate Courts on an "as available" rotation with other office staff.
- Perform a variety of account keeping activities including calculating fees, issuing payment vouchers, receiving payments, issuing receipts, and posting payments to appropriate ledgers.
- Perform other duties as may be assigned by the judges of the Circuit and Probate Courts.

#### Essential Functions-Court Recorder

- Become a certified court recorder and notary public
- Become deputized as a circuit court clerk and deputy probate/juvenile register
- Schedule hearings and send out required notices
- Convene Court
- Electronically record hearings for the Circuit and Probate Courts, including marking and indexing the records of the exhibits and court proceedings

#### **Knowledge, Skills, & Abilities:**

- Proficiency in English grammar, spelling, and punctuation.
- Knowledge and ability to use a personal computer to prepare reports, maintain records, search for and compile data.
- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships with customers, co-workers, and representatives of other agencies.
- Knowledge of mathematics to include addition, subtraction, multiplication, division and percentages.
- Knowledge of current court methods, procedures and practices.

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- Ability to communicate in writing to include proper usage of English, grammar, punctuation, spelling and business writing to prepare letters, memoranda, reports, and forms.
- Ability to communicate orally with individuals, co-workers, and attorneys in order to obtain and provide information.
- Ability to read and comprehend documents, records and other correspondence filed with the court.
- Ability to accurately file documents and records as needed.
- Ability to operate a computer and software such as database, spreadsheets and word processing as needed to compile and analyze data.

**Minimum Qualifications:**

Education:

- Associate degree or equivalent with legal secretarial or paralegal work.

Experience:

- One year of experience in a court, related legal or secretarial setting providing knowledge of the processing of legal documents and court operations are highly desirable.

**Physical and Mental Abilities Required for Performing Essential Job Functions:**

- Requires physical movements (climb stairs, bend, kneel, crouch) during an extended period of time.
- Requires the ability to operate a variety of office equipment such as computer terminal, typewriter, telephone, fax machine, calculator/adding machine, computer printer and photocopier.
- Requires the ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
- Tasks involve the ability to exert light to moderate physical effort in sedentary and physically active work, which may involve some lifting, carrying, pushing and pulling of objects weighing up to 10 pounds. Tasks may involve extended periods of time in an office environment with a variety of office equipment.
- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose. Requires discretion in

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determining and referencing such to established standards to recognize interactive effects and relationships.

- Requires the ability to provide guidance, assistance and/or interpretation to others, such as co-workers and the public, on how to apply policies, procedures and standards to specific situations.
- Requires the ability to communicate orally and in writing with county officials, municipal officials, other county departments and the general public.

**Working Conditions:**

- Works in an office environment provided by the county/court.

**Other Requirements:**

- None

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