



JOB POSTING AND POSITION DESCRIPTION

Van Buren County Courts Vision Statement:

We will lead and serve together with integrity, vision, and innovative thought.

POSITION: Court Services Coordinator

POSTING DATE: 12/06/18

DEPARTMENT: 36th Circuit Court

POSTING DEADLINE: Until Filled

SALARY: \$16.51/hr (AFSCME R22)

FLSA STATUS: Non-Exempt

PURPOSE: This union position performs lead level administrative and clerical work required in the operation of the court. This includes coordinating jury services for all Van Buren County courts; invoice and billing processing; oversee transcript and audio / video requests for court proceedings; court clerk functions. Employees in this position must be sworn in by the county clerk.

ABILITIES, KNOWLEDGE, AND SKILLS:

- Must possess excellent verbal and written communication skills, and the ability to pay attention to detail.
- Must be able to operate basic office equipment such as PC, keyboard, calculator, printer, multi-line telephone, fax machine, photocopier, scanner, etc.
- Must be proficient in the use of Microsoft Office programs and possess excellent keyboarding skills.
- Must be able to maintain confidentiality of court records.
- Demonstrated ability to deal with a high volume of work in an efficient and effective manner.
- Must possess excellent organizational skills.
- Must be able to exercise independent judgment.
- Must be able to adapt to change and technology innovations.
- Ability to multitask.
- Must have demonstrated ability to deal with customers in a courteous and professional manner.
- Must communicate in a professional manner with case parties, attorneys, judges, co-workers, and others.
- Must be able to perform job responsibilities and provide customer service in a bias-free manner.

PHYSICAL REQUIREMENTS AND/OR WORKING CONDITIONS:

Work is performed primarily in an office environment and involve prolonged sitting and standing. Tasks involve the ability to exert light physical effort in sedentary to light work, but may involve some lifting, carrying, pushing, and pulling of objects weighing five to twenty-five pounds.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

1. Attend sessions of court.
2. Assist in preparing and maintaining the courtroom.
3. Announce court each time judge enters the courtroom.
4. Administer all oaths in court.
5. Accept, safeguard, and maintain all exhibits.
6. Accurately reflect events in the courtroom on the case register of actions.
7. Create and prepare court documents.
8. Manage the video conferencing equipment.
9. Serve as the clerk of the Jury Board:
 - a. Assist in the drawing and scheduling of jurors for all Van Buren County courts;



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- b. Prepare and mail juror summons and questionnaires;
 - c. Enter juror information into the jury management system;
 - d. Determine juror qualification;
 - e. Process juror excuse/postponement requests;
 - f. Issue show cause hearings for non-compliant jurors;
 - g. Create juror vouchers and mail juror checks.
10. Process invoices and billings;
 11. Oversee attorney payments and maintain statistical information reported to the state related to attorney appointments and compensation;
 12. Process transcript and audio / video requests;
 13. Perform other duties as assigned.

MINIMUM QUALIFICATIONS & EXPERIENCE:

Possess an Associate's degree in a business or legal program from an accredited university, college or business school. Bachelor degree is preferred. Must have two to three years of increasingly responsible court or legal experience. Will consider any combination of experience and education.

SUPERVISION:

Perform duties under the direction of the Court Administrator and assigned Judge(s).

OTHER REQUIREMENTS:

Must be able to work with people who are operating in financially and emotionally stressful situations. Must display appropriate decorum and professionalism with both attorneys and with non-lawyer litigants. Must be able to work independently and also be a contributing team member. Must be able to maintain a record of orderly, law-abiding citizenship, sobriety, and integrity. Must adhere to the Model Code of Conduct for Michigan Trial Court Employees.

Employment is dependent on background check, criminal history and fingerprint check and drug screen. Applicant must submit a county application form together with a cover letter and resume.

Send application and attachments to:

Van Buren County Administration Building
219 E. Paw Paw Street, Suite 201
Paw Paw, MI 49079

Applications are available from Human Resources Division
Phone: (269) 657-8254
Online: <http://www.vbco.org/humanresources.asp>

Van Buren County Government is An Equal Opportunity Employer