



## 61<sup>st</sup> District Court Position Announcement

**POSITION DESCRIPTION:** Deputy Court Clerk – Criminal  
**HOURS:** Full Time  
**POSTING DATE:** Friday, April 30, 2021  
**DEADLINE DATE:** Monday, May 10, 2021 at 4:00 PM  
**POSITION AVAILABILITY:** June 2, 2021  
**CURRENT SALARY:** \$40,329 – \$51,575 annually  
**UNION:** Grand Rapids Employee Independent Union (GREIU)

### MINIMUM QUALIFICATIONS

**Education:** High school graduation or equivalent, including or supplemented college accounting, book keeping courses or other court related studies.

**Experience:** Two years clerical experience in clerical, accounting, or customer relations work, preferably in a court setting or any equivalent combination of training and experience.

*The qualifications listed above are guidelines for selection purposes; alternative qualifications may be substituted if sufficient to perform the duties of the job*

**Other:**  
Successful completion of Criminal and Employment Background investigation required.

**All interested parties should submit resume to the following address:**

[court.jobs@grcourt.org](mailto:court.jobs@grcourt.org)

or

Kent County Courthouse  
61<sup>st</sup> District Court  
Attn: Amy Young  
180 Ottawa Ave., NW, Suite 3200-A  
Grand Rapids, MI 49503

*No person shall, on the grounds of race, religion, color, national origin, ancestry, age, sex, height, weight, marital status, physical or mental disability, or handicap be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under, or denied employment with the 61<sup>st</sup> District Court.*

## 61<sup>st</sup> DISTRICT COURT

### POSITION DESCRIPTION

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**JOB TITLE:** Deputy Court Clerk

**REPORTS TO:** Team Leader and Chief Deputy Court Clerk

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#### SUMMARY

This is responsible advanced clerical work performed for a division in the District Court of the City of Grand Rapids. Work includes the responsibility of performing a variety of technical clerical functions, which may require the application of independent judgment and the interpretation of routine policies and regulations on the basis of training and knowledge gained through experience on the job. This may also include responding to requests for information and clarification of procedures from attorneys, the public, court staff, and other city employees. Work may involve the training/instruction/work assignment to lower level classifications in that division. Accurate and expeditious processing of court documents and forms is required. Some supervision may be exercised over lower classifications within the Division. Work is performed under the general direction of a supervisor and is evaluated through observation, reports, conferences, and an analysis of the quality of the work product.

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#### PRINCIPAL DUTIES AND RESPONSIBILITIES

*(An \* denotes duties or responsibilities judged to be “essential job functions” in terms of the Americans with Disabilities Act, or ADA.)*

Data entry/case initiation for more serious and/or complicated criminal and civil case filings.

Reviews legal documents for completeness, accuracy, determines processing required and/or appropriate action in accordance with the court's rules, regulations, and procedures. Determines proper routing of complaints, petitions, and other matters.

Records and logs case identification data. Makes entries into ROA/case index. Assembles documents in proper order. Files cards, documents, and records using court-filing systems. Enters appropriate information into the computer and pulls files upon request and supplies needed information.

May issue notices/type correspondence or other communication as required. Types dictation for letters/presentence reports and performs other secretarial functions as required in the probation and administration departments.

Prepares, types, and mails judgments, executions, and attachments for the civil division. May type judgment/probation order for the probation division.

May coordinate assignment of court appointed attorneys on criminal cases, act as jury clerk, or perform real time/data entry of courtroom information for sentencing and video arraignments.

Answers the telephone. Responds to requests for information from the public and officers of the court (phone and in person).

May receive or record fees and other receipts or make necessary data entry/disbursement for bonds/restitution/refunds. Maintains appropriate ledger information. May check garnishment disclosure forms for accuracy and record money amounts/check balances to insure appropriate payment.

May review the work of subordinate employees for accuracy and completeness. May review documents for proper format, grammar, etc.

May perform specialized court function or coordinate data entry or distribution for a court program, i.e. payroll entry, Victim Impact Panel, SOS reporting, etc.

Assists other court clerks (same or lower classification) in the performance of their duties.

Performs other related duties as assigned.

*The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person.*

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## WORK REQUIREMENTS

Considerable knowledge of court procedures and policies, legal documents, laws, and other information pertaining to the court or court procedure.

Skill in the operation of standard office equipment. Working knowledge of word processing and data entry computer software.

Considerable knowledge of the organization, operations, functions, and scope of the authority of the court or the unit of the court to which the employee is assigned.

Ability to establish and maintain effective working relationships with other court and city employees as well as the general public.

Ability to follow oral and written instructions and to communicate effectively in both mediums.

Some knowledge of modern office practices and procedures.

Ability to work under stressful working conditions and to sustain high paced work environment.

Ability to make decisions in accordance with laws, regulations, rules, and departmental policies and procedures and to exercise independent judgment.

Ability to maintain a variety of complex records and to prepare appropriate reports.

Knowledge of proper grammar, style, spelling, and punctuation and the ability to type quickly and accurately may be required for some positions.

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## QUALIFICATIONS

**Education:** High school graduation or equivalent, including or supplemented college accounting, book keeping courses or other court related studies.

**Experience:** Two years clerical experience in clerical, accounting, or customer relations work, preferably in a court setting or any equivalent combination of training and experience.

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#### **CERTIFICATION OR LICENSURE**

None.

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#### **PHYSICAL REQUIREMENTS**

Frequently required to sit, stand, talk, or listen. Frequently required to operate phones; walk; use hands to finger; handle or feel objects, tools, or controls; and reach with hands and arms. May be subject to sitting or standing for prolonged periods, reading reports, forms, and documents. Specific vision requirements include close vision and ability to adjust focus. May occasionally lift and/or move up to 25 pounds.

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#### **ENVIORNMENTAL CONDITIONS**

Noise level usually quiet. Temperature may fluctuate. Open office environment with limited privacy.

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This position description does not constitute an employment agreement between the 61<sup>st</sup> District Court and the employee and is subject to change by the Court as the needs of the Court and requirements of the position change.

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