

STATE OF MICHIGAN



COUNTY OF OAKLAND

HON. JOSEPH G. FABRIZIO
HON. KELLEY KOSTIN
DISTRICT JUDGES

BRETT DERY
COURT ADMINISTRATOR

District Court – 52nd Judicial District

2ND DIVISION
5850 LORAC
CLARKSTON, MICHIGAN 48346

VIOLATIONS BUREAU: (248) 625-4880
CRIMINAL DIVISION: (248) 625-4888
CIVIL DIVISION: (248) 625-4994
PROBATION DEPARTMENT: (248) 625-5957
FAX: (248) 625-5602

POSITION: Judicial Clerk to the Honorable Joseph G. Fabrizio

ANNUAL SALARY RANGE: \$40,252.00-\$53,930.00

A. DESCRIPTION

GENERAL SUMMARY

Opens and closes courtroom proceedings, maintains order and decorum in the courtroom and escorts, guards and swears in jury members. Administers oaths to jurors and witnesses. Provides information and assistance to the judge, court personnel, attorneys and general public. Reviews legal documents to verify accuracy and/or conformance with court rulings. Enters into a computer or other records, the daily accounts of court proceedings, following established recording practices. Performs legal research as requested by the judge and various clerical functions as required. Utilizes current county-wide and/or department specific software to complete assignments as well as Zoom technology for virtual court proceedings.

TYPICAL DUTIES AND RESPONSIBILITIES

Ensures the courtroom operates efficiently by checking in all interested parties before court proceedings start.

Declares the official opening and closing of court sessions and calls cases in court by stating the name and number of case. Assists the judge by administering oaths to jury members and witnesses, sets up evidence displays and retrieves legal files and documents.

Maintains order and decorum in courtroom among family members, spectators, media representatives and respondents by providing assistance in proper courtroom procedures and assists in the removal of disruptive persons.

Provides instructions to jurors regarding court proceedings, provides support during deliberation and as needed escorts them to and from the courtroom.

Performs special liaison assignments for the judge upon request, including the notification of attorneys, court personnel and respondents regarding the judge's requirements and decisions.

Performs legal research and obtains legal documents, books, and statutes as requested by the judge. May occasionally draft legal opinions as directed by the judge.

Operates a computer terminal to enter and retrieve information relative to particular cases.

Ensures all the necessary legal documents pertaining to a court case have been properly filed. Obtains files as needed for each case.

Reviews records of the court's disposition on cases to ensure that records are up to date and that cases are proceeding in a timely manner.

Reviews written orders brought in by attorneys for accuracy and conformance to legal procedure and verified the court's prior ruling against the record.

Notifies as necessary, attorneys, respondents, litigants and court personnel of the judge's decision and checks with attorneys to confirm the progress of a case to ensure correct scheduling of the court's time.

B. QUALIFICATIONS

Under the Merit System Resolution, Section II, adopted November 8, 1996, employees in this class are excluded from the Merit System for the purpose of the manner of selection, appointment, removal from office or limitation or political activity.

The employees in this class are required to pass an employment medical examination prior to the effective date of employment.

Employees in this class must successfully complete a six month probationary term.

Desirable Qualifications:

1. High School Diploma and/or College graduate.
2. Be a recent graduate of or currently enrolled in an accredited Law School.
3. Have reasonable knowledge of policies and procedures of a district court.
4. Have reasonable knowledge of operating Zoom technology.
5. Have strong organization skills.
6. Have strong communication, written and oral, skills.
7. Have reasonable ability in following procedural changes.
8. Have reasonable knowledge of office practices and procedures.
9. Have reasonable ability to develop and maintain effective working relationships with administrators, employees and the general public.
10. Have research and writing skills.
11. Have reasonable knowledge of specialized technical terminology related to the legal profession.
12. Familiarity with word processing, spreadsheet, database, and internet software.

HOW TO APPLY

E-mail resume to:

Sarah J. Pete
petes@oakgov.com
Phone (248) 625-4997

When to Apply:

Immediately