

**ISABELLA COUNTY TRIAL COURT  
DEPUTY CLERK I**

**Starting wage:** \$16.30 per hour/37.5 hour work week plus comprehensive fringe benefit package

**Minimum requirements:**

High school graduation or equivalent.

Two years of general clerical experience, preferably in a court or related legal setting.

Equivalent combination of training, education and experience that provides the required skills and abilities may be considered.

**General summary of duties:**

Performs a variety of clerical tasks associated with processing traffic, civil and criminal court cases. Provides telephone, in-person, and electronic assistance to court users and agencies. Prepares an array of court documents, enters case information, generates notices and other documents.

Performs any other assigned tasks.

**Application deadline:** Open until filled.

Submit application (available in the Employment Opportunity section at [www.isabellacounty.org](http://www.isabellacounty.org)) with resume and cover letter to: Kerri Curtiss, Trial Court Administrator by email to [kcurtiss@isabellacounty.org](mailto:kcurtiss@isabellacounty.org) or via fax to 989.773.2419.



# ISABELLA COUNTY, MICHIGAN

<b>Position</b>	Deputy Court Clerk I	<b>FLSA Status</b>	Non-Exempt
<b>Department</b>	Trial Court	<b>Pay Grade</b>	7

## GENERAL SUMMARY

Performs a variety of clerical tasks to assist in processing traffic, civil, and criminal court cases. Provides telephone assistance to attorneys, law enforcement, and the public. Prepares an array of court documents, enters case information, generates notices and other documents.

## ESSENTIAL DUTIES & RESPONSIBILITIES

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

- Answers the phone and provides assistance to the public, attorneys, law enforcement and other agencies.
- Prepares Court documents, enters case information and generates notices and other documents.
- Generates and reviews reports to ensure complete Court files.
- May prepare daily docket for Magistrate.
- Assists in the processing of traffic, civil, and criminal Court cases.
- May process payments for fines, costs, bonds, restitutions and filing fees.
- May check in and schedule parties for pre-trials, informal and formal hearings, small claims, weddings, preliminary exams, and may schedule pre-trials and other proceedings before the Judge. Files appearances from attorneys and coordinates the date and time of proceedings with all interested parties. Prepares and sends notices.
- Analyzes traffic tickets for proper statute and ordinance citing and completion of codes, prepares traffic tickets for entry to the computer system and enters ticket information into the computer.
- Performs a variety of general support tasks, including filing, typing, making copies, preparing mailings and sending faxes.
- Performs other duties as assigned.

## **MINIMUM ENTRANCE QUALIFICATIONS**

### **Education and Experience**

- High School graduate or equivalent.
- Six (6) months of advanced work related to data processing and accounting and one (1) to three (3) years of Court-related experience.
- Any equivalent combination of training and experience that provide the required skills, knowledge and abilities.

### **Licenses or Certifications**

- Must be able to become Law Enforcement Information (LEIN) Certified.

## **OTHER JOB REQUIREMENTS**

- None.

## **PREFERRED QUALIFICATIONS**

- Associate's degree in similar field.

## **COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES**

### **Knowledge of:**

- Court computer systems.
- Court processes, policies and procedures.
- Modern office equipment, procedures and applicable software packages.
- State requirements for civil cases.
- SOS regulations.

### **Skill in:**

- Customer service.
- Establishing and maintaining effective working relationships.
- Written and verbal communication.
- Balancing financials.
- Organization, prioritization and time management.
- Attention to detail.
- Accurately entering data and proofreading.

**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.*

<b>Work Environment</b>	<b>Seldom or Never</b>	<b>Sometimes or Occasionally</b>	<b>Frequently or Often</b>
Office or similar indoor environment			X
Outdoor environment	X		
Street environment (near moving traffic)	X		
Construction site	X		
Clinical health care environment	X		
In the community (homes, businesses, etc.)	X		
Warehouse environment	X		
Shop environment	X		
Detention center or correctional facility	X		
<b>Exposures</b>	<b>Seldom or Never</b>	<b>Sometimes or Occasionally</b>	<b>Frequently or Often</b>
Individuals who are unpleasant or unhappy			X
Individuals with known violent backgrounds			X
Communicable diseases	X		
Bodily fluids (blood, urine, etc.)	X		
Infectious waste	X		
Extreme cold ( <i>below 32 degrees</i> )	X		
Extreme heat ( <i>above 100 degrees</i> )	X		
Moving mechanical parts	X		
Risk of electrical shock	X		
Vibration	X		
Fumes or airborne particles	X		
Toxic or caustic chemicals, substances waste	X		
Loud noises ( <i>85+ decibels</i> )	X		

**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 *light physical demands*, such as exerting up to 20 lbs. of force occasionally, and/or up to 10 lbs. of force frequently, and/or a negligible amount of force constantly to move objects.

<b>Date created:</b>	08/30/2021
<b>Dates revised:</b>	02/01/2023