

**36th DISTRICT COURT
JOB DESCRIPTION**

JOB TITLE: Courtroom Clerk
An AFSCME 3308 Bargaining Unit Position

REPORTS TO: Courtroom Clerk Coordinator

GENERAL SUMMARY:

Under the general direction of the Courtroom Clerk Coordinator, controls the docket for the courtroom, schedules all proceedings, maintains official case records and paperwork and ensures efficient operation of the courtroom.

PRIMARY RESPONSIBILITIES & DUTIES:

1. Performs Courtroom Clerk activities including, but not limited to, preparing files, checking in defendants and other case required parties, filling out appropriate forms, calling cases, marking files, stamping copies, setting and maintaining proceeding dates, and entering required data including but not limited to the date and title of each filed item; the date of scheduled trials, hearing, and all other appearances or reviews; orders, judgments, and verdicts; the Judge at adjudication and disposition; the date of adjudication and disposition; and the manner of adjudication and disposition; entering and cancelling warrants (capiases), while utilizing the Court's case management system, LEIN and Microsoft Word programs for all dockets.
2. Prepares, generates, reviews and distributes orders of the Court including any and all orders signed by the Judge or Magistrate.
3. Processes court files with the exception of files related to employee, employee's family, co-workers and friends. Those files are to be referred to the Courtroom Clerk Coordinator or designee.
4. Prepares all legal documents and court forms in accordance with policies and procedures.
5. Generates daily dockets; gathers and prepares files. Schedules all cases and proceedings. Coordinates schedules with judges, attorneys and other required parties. Prepares and maintains a schedule of action dates and generates notifications for cases.
6. Receives, reviews, processes, certifies, and forwards legal pleadings and correspondence from attorneys, defendants, and employees including those from the Probation Department to ensure compliance with court rules and procedures.
7. Administers oaths, draws and swears in jurors, witnesses, and interpreters.
8. Keeps an accurate case history of each case, known as a Register of Actions, containing both pre-and post-judgment information.
9. Maintains proper order and storage of pre-adjudicated cases. Retrieves and delivers files or other court related documents.
10. Responds to inquiries from the Public regarding court proceedings, appearances, trial dates, adjournments, outstanding warrants and other related courtroom matters.
11. Corrects cases and docket entries when necessary.
12. Generates reports upon request.
13. Directs activities of staff assigned to the courtroom when requested by the Judge or Magistrate.
14. Obtains and maintains all required state licenses and certifications necessary to perform the functions of Courtroom Clerk.
15. Adheres to the Model Code of Conduct for Michigan Court Employees and court policies and procedures.

**JOB TITLE: COURTROOM CLERK
AN AFSCME 3308 BARGAINING UNIT POSITION**

16. Performs other duties as assigned.

JOB QUALIFICATIONS:

1. The job requires a high school diploma or equivalent. Associates degree or equivalent is preferred.
2. Must obtain within 30 days of appointment and maintain state Law Enforcement Information Network (LEIN) certification and fingerprinting requirements as mandated by MSP.
3. Seven (7) years of progressively more responsible work experience in a District Court, including at least 5 years of experience utilizing the Courts case management system, Judicial Information Systems (JIS).
4. Computer skills to include proficiency in Microsoft Word and Outlook.
5. Ability to apply Michigan Court Rules to courtroom practices.
6. Organizational skills necessary to effectively plan and prioritize case processing.
7. Ability to frequently handle pressures related to simultaneous handling of multiple assignments, meeting deadlines, fulfilling scheduling requirements, dealing with concerns of citizens and employees with disruptions due to people and noise.
8. Ability to work an extended workday beyond 7.5 hours. Evenings, weekends, holidays and afternoon shift when required.
9. Ability to communicate orally and in writing in the exchange of information and provide courteous and accurate information and responses to the public, other employees, and outside agencies.

WORKING CONDITIONS:

1. Normal office environment with little discomfort due to heat, dust, noise and the like.
2. Physical ability to frequently sit or stand in courtroom for extended periods of time, perform repetitive movements and work in confined areas. May be required to work at remote locations outside the court building, traveling by foot or other transportation

PHYSICAL CHARACTERISTICS:

1. Strength, dexterity, coordination and vision to use a keyboard and video display terminal on a daily basis. Ability to communicate with the Public and Court Staff. Dexterity and coordination to handle files and single pieces of paper. Occasional lifting of objects weighing up to fifteen (15) pounds such as files, stacks of paper, reference and other materials. Moving from place to place within an office. Some reaching for items above and below desk level.

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. They are not to be construed as an exhaustive list of all job duties that may be performed by a person so classified. Determination of equivalent qualifications is within the sole discretion of Management.