

## **Allegheny County Courts**

**Job Title:** Court Specialist

**Reports to:** Circuit Court Administrator if assigned primarily to Circuit Court  
Probate Court Administrator if assigned primarily to Probate Court

### **Summary**

Assists Circuit Court, Family Court, Friend of the Court, and Probate Court in receiving and processing a variety of legal documents related to various court matters. Schedules hearings and prepares notices. Provides information to court patrons via phone, email, and at service window(s). Each Court Specialist position may be budgeted for based on their primary reporting area. Courts Specialists work as a team along with other positions to maintaining training and skills to meet needs within and across various courts as necessary, including primary tasks as outlined below.

### **Principal Duties & Responsibilities**

1. Opens, date stamps, sorts, reviews and distributes incoming mail. Prepares outgoing mail.
2. Performs general case filing duties.
3. Schedules court hearings and issues notices of scheduled hearings to proper parties.
4. Provides patron window coverage; receives and screens telephone calls, mail, clients and visitors; directing people to the proper person or location; provides basic care information and interprets court policy and procedures to court patrons.
5. Operates a computer terminal to enter, access, update and correct case and financial information and enters information into the electronic court file system
6. Performs clerical functions such as assisting the public with searches for legal documents and compiling information for reports.
7. Provides backup court recording coverage for Circuit Court, Family Court, and Probate Court.
8. All other duties as assigned.
9. If assigned primarily to the Probate Court, will perform the following specific duties:
  - a. Establishes independent case files, including but not limited to, mental, guardianship, conservatorship, and estate; enters case information into computer; manages storage of wills; files petitions and legal documents.
  - b. Receives and receipts inventory and other fees; enters payments into the payment processing system and updated court record.
  - c. Audits inventories and accountings for accuracy, completeness and compliance with applicable statutes and court rules; notifies parties of errors and procedures for making corrections.

- d. Prepares, mails and maintains records of fiduciary report reminders to fiduciaries and billings including guardians ad litem.
- 10. If assigned primarily to the Probate Court, primary workspace will be located in the Probate Administrative Offices and reports to the Probate Register/Administrator.
- 11. If assigned primarily to Circuit Court, will perform the following specific functions:
  - a. Serves as liaison to other courts to coordinate cases on assignment.
  - b. Serves as ADR clerk and monitors mediation statuses.
  - c. Provides backup services for jury trials including checking jurors in, checking jurors out, and answering scheduling questions.
- 12. If assigned primarily to Circuit Court, primary workspace will be located in the Circuit Court Judicial Chambers and reports to the Circuit Court Administrator.

### **Other Duties of the Job:**

Assists with payroll.

Maintains office printer and paper, and orders office supplies.

Pull case files for hearings and use by court staff and other authorized persons. Ensures files are complete for hearings.

*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 a person in this position.*

### **Qualifications**

**Education:** High school graduation or equivalent. Additional legal terminology, legal secretarial or related coursework desirable.

**Experience:** Six months to one year of clerical experience, preferably in a court or closely related setting.

**Certification/Licensure:** Certification as a Certified Electronic Operator (CEO) or Certified Electronic Recorder (CER) by the Michigan Supreme Court preferred. Expected to obtain CEO or CER license within 1 year of hire.

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