

**Allegan County
48th Circuit Court**

Job Title: Secretary/Receptionist

Reports to: Court Financial Officer

Summary

Performs a variety of Circuit Court clerical functions. Serves as Circuit Court Administration office receptionist screening telephone calls, customers and others at the reception counter and providing basic court information. Acts as jury clerk and works closely with the Circuit Court Clerk's office and Judges to coordinate juror functions. Sends out jury letters and maintains a list of available jurors. Prepares and sends out billings on case files owing money to the court. Schedules show cause hearings for non-compliance with payments and jury duty.

Principal Duties & Responsibilities

1. Screens telephone calls, customers, jurors and others at the reception counter. Provides basic information to the public regarding court policy and procedures.
2. Uses internet resources to locate persons in arrearage in payment to the court.
3. Prepares monthly jury letters and inserts for mailings. Writes letters to jurors responding to requests to be excused. Maintains and updates juror lists to accurately reflect available jurors for use by the Court and County Clerk's Office. Deals with phone calls and questions from jurors. On jury trial days, is available to check –in jurors, show cause jurors who no-show, and is the primary court contact person for jurors.
4. Participates in the court's collection process by sending out billings on delinquent felon cases, schedules show cause hearings for non-compliance, prepares orders for signature and distributes to appropriate parties.
5. Operates a computer to access, enter, update and change case information and to generate statements. Utilizes software to process invoices for payment and to generate documents and written materials for court programs and functions.
6. Assists in day to day court administrative duties as needed, including: responding to voicemails within 24 hours, processing invoices weekly, and being the court's front line in customer service.
7. Performs general clerical duties for the Court Financial Officer and Circuit Court Administrator.

Other Duties of the Job:

Obtains new hearing dates and types orders, prepares proofs of service and distributes to appropriate parties on collection matters.

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

Maintains office printer and paper, prepares orders of office supplies and other office needs for circuit court. Enters work orders for technology and facility related matters as needed.

Substitutes for other court staff and assists in other areas of the court as needed, including the assignment and scheduling clerk and as a court recorder.

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, CER certification, legal secretarial or related coursework is desirable.

Experience: A minimum of six months of clerical experience, preferably in a court or closely related setting. Two to three years of case processing or clerical experience in a court or closely related legal setting is preferred.

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.