

Lead Family Court Clerk



Position Description

Status

Full-Time, Nonexempt

Compensation

B31

Bargaining Unit

Court Hourly

Reports to

Chief Deputy County Clerk

Supervises

Family Court Clerks

Position Category

Supervisor

Summary

Serves as lead worker in the group of Family Court Clerks, assisting staff as needed, monitoring work load and overseeing work on a regular basis. Performs a variety of highly complex clerical and accounting tasks in processing of court cases and requires a detailed knowledge of all aspects of the operating and maintenance of records for the Court.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position has direct supervisory responsibilities and serves as a coach and mentor for other positions in the department.

1. Oversee the processing of court cases ensuring proper notices have been issued, docketing completed, and files are processed and closed in an appropriate and timely manner.
2. Assist in organizing and planning workflow and in clarifying, proposing or revision of procedures to eliminate conflict
3. Assist with providing efficient information to the public and other agencies via telephone, fax, e-mail and in person at the customer service counter.
4. Performs accounting procedures including maintenance of Family Court bonds, tickets, court costs and restitution records and information.
5. Assist in courtroom for jury trials and sentencing.
6. Processing of special request; copies, executing writs, bonds, garnishments and maintain case clean-up for reporting purposes.
7. Performs duties to ensure jury is checked in for selection of the jury panel, and reimbursed properly after service.

Competencies

Competencies are listed below.

- Customer Focus
- Teamwork
- Employee Engagement
- Process Focus
- Financial Resources
- Goal/Results Oriented
- Communication
- Leadership & Influence
- Decision Making & Judgement
- Analysis & Problem Solving

Supervisory Responsibility

This position has direct supervisory responsibilities.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers and filing cabinets.

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.

While performing the duties of this job, the employee is regularly required to express oneself and exchange information both verbally and in writing. The employee is frequently required to move about the office environment; operate a computer and other office machinery; and move or transport files or other items to meetings and other office spaces. This is largely a sedentary role; however, some filing is required. The ability to open filing cabinets and bend or stand on a stool as necessary is required.

Travel

Travel is not required.

Required Education and Experience

1. High school diploma or equivalent (G.E.D.) and up to one year of specialized or technical training beyond high school with coursework in accounting.
2. Two (2) years of accounting experience
3. Two (2) years of courtroom or legal office training.

Other Duties

Ability to competently perform all the essential duties of the position, with or without reasonable accommodation, demonstrated commitment to effective customer service delivery, and the ability to work productively as a member of a team or work group are basic requirements of all positions at Allegan County.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signature

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee_____Date_____