

**ALLEGAN COUNTY  
57<sup>TH</sup> DISTRICT COURT**

JOB DESCRIPTION

---

JOB TITLE: Deputy District Court Clerk

**REPORTS TO:** Chief Deputy District Court Clerk

---

SUMMARY

Performs a variety of complex clerical tasks involved in processing civil, criminal and traffic cases. Provides information and assistance to law enforcement officers, attorneys, defendants and court patrons. Substitutes for other court staff and provides general clerical assistance to the Judges and administrative staff. **Deputy District Court Clerks will be required to work in the civil, criminal, traffic or other divisions/areas of the court as assigned.**

PRINCIPAL DUTIES AND RESPONSIBILITIES

(An \* denotes duties or responsibilities judged to be "essential job functions" in terms of the Americans With Disabilities Act or ADA)

- Opens, processes and closes general civil, small claims and summary proceedings cases. Records and processes complaints and pleadings, distributes and files civil documents, enters case information into the computer, coordinates service of process, prepares legal documents, and enters defaults, orders and judgments.\*
- Receives, records, and codes traffic citations from area law enforcement agencies. Verifies defendants' driving records, prepares case file and enters case information into the computer. Closes cases following dispositions.\*
- Receives criminal complaints and related documents, opens case files, enters case information into the computer, and files case documents.\*
- Receives, receipts and records fines, costs, bonds, fees and other monies. Notifies appropriate staff to issue refunds, forfeit and/or apply bond monies to pay fines, costs and other assessments, or distribute monies in accordance with court orders. Balances daily cash receipts as required.\*
- Operates a computer terminal to enter, update, correct and access case information; and to produce computer generated forms.\*
- Documents case activity and other pertinent case information on court documents and in the computer; maintains case histories on each case.\*

## **Deputy District Court Clerk (continued)**

- Provides information to attorneys, law enforcement officers, defendants, court patrons and agencies about court policies and procedures, case status, scheduling of court proceedings and court proceedings in general.\*
- Schedules court proceedings and issues notices to the appropriate parties.\*
- Processes garnishments and other post-judgment matters. Issues writs of garnishments, enters payments, verifies garnishment account and judgment balances, and coordinates service of process.\*
- Monitors case files and initiates enforcement action on overdue citations. Prepares and issues default judgements and bond forfeiture notices.\*
- Audits computer generated abstracts of conviction to ensure accuracy and submits abstracts to the Michigan Secretary of State. Communicates frequently with the SOS regarding error lists, and problems in regards to driver's license records.\*
- Distributes and cancels search and arrest warrants as authorized. Maintains records of warrants issued and cancelled and ensures appropriate processing of warrant documents. Enters, modifies, and cancels warrants in the MSP LEIN system. Conducts second party checks of LEIN entries.\*
- Prepares and distributes a variety of legal documents, such as jail commitments, orders to show cause, orders for pretrial release and custody, default judgments, delinquency notices and other legal documents.\*
- Prepares and distributes various daily reports, register of actions and notices generated by the computer system.\*
- Assists in other areas of the court as required.

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 such a person.

## **Deputy District Court Clerk (continued)**

---

### QUALIFICATIONS

**Education:** High school graduation or equivalent.

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

---

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

### CERTIFICATION OR LICENSURE

None.