

Charter Township of Ypsilanti – 14B District Court

DEPUTY COURT CLERK

Summary

Perform a variety of clerical tasks requiring an understanding of departmental operations, some independent judgment and proficiency in typing and data entry. In addition, interaction with the public is a necessary function of the position including customer service on the telephone and in person.

Responsibilities and Essential Duties

An employee in this position may do any or all of the following essential duties. (These examples do not include all of the duties the employee maybe expected to perform.)

1. Prepare and file various court documents including opening and closing court files.
Checking for accuracy and completeness of information related to records.
2. Answer telephone calls and assisting the public by ascertaining needs, routing calls to the appropriate party, and assisting with questions regarding policy and procedures.
3. Accepting and recording payments of fines, fees and costs.
4. Entry of data from a variety of sources including law enforcement and attorneys.
5. Preparation of dockets by ensuring that all necessary court files and forms are ready in a timely manner for use in the courtroom.

Essential Functions, Qualifications and KSA's for Employment

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. These requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

- Possession of high school diploma or the equivalent.
- Proficient with computer use including Microsoft Word, Excel and Outlook.
- Excellent customer service skills
- Able to use independent judgment within established procedure and policy
- Able to handle monetary transactions including providing customers with correct change
- Attention to detail with the highest degree of accuracy regarding data entry
- Must be 18 years of age, possess a valid driver's license and be able to pass drug screening and criminal background checks with no misdemeanor or felony convictions
- Must be able to pass the testing requirements to be a certified LEIN (Law Enforcement Information Network) operator within 90 days from date of hire.

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- Two years of office experience involving contact with the public
- Court experience preferred.

Physical Demands and Work Environment

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. These requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

Duties require sufficient mobility to work in a normal office setting and use of standard office equipment including a computer. Vision must be sufficient to read printed materials and computer screen data. Must have hearing and speech sufficient to communicate in person or over the telephone.

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