



WEXFORD COUNTY, MICHIGAN

.Administration Office, 437 E. Division, Cadillac, MI 49601 231-779-9453 231-779-9745 FAX

Position Available – Internal/External Posting

Job Title: ADR Clerk/Assistant Circuit Court Administrator

Department: Circuit Court

Classification: Level L6 (Non-Union)
Full-time (75 hrs bi-weekly)
Full Benefits
Non-exempt from overtime

Benefits Include: Hybrid Pension – 5% employee contribution
Health, Dental & Vision Insurance – 10% employee contribution
Paid Holidays, Vacation & Medical Leave
Life Insurance
Short-term Disability Insurance

Hourly Wage: \$14.69 - \$18.57

Qualifications:

- Must work effectively with the public, Judges, court staff, attorneys, prosecutors, police agencies and fellow employees
- Must be proficient with computers and keyboarding, including data entry and Windows programs
- Must have general knowledge of the legal system and the Michigan Court System
- Must have two years legal secretarial/record processing experience in a court or closely related legal setting
- Be willing to become certified as a Michigan Certified Electronic Operator/Recorder

Supervision: Circuit Court Administrator

Application Due: Applications are due by 4:00 p.m. on Wednesday, May 27, 2020.
Submit applications to the Administration Office, Historic Courthouse,
437 E. Division St., Cadillac, MI 49601. Applications can also be
e-mailed to administration@wexfordcounty.org.

Posted: Wednesday, May 20, 2020

Assistant Court Administrator/ADR Clerk

Summary: Prepare and process all matters relating to Court ordered mediation and case evaluation. Perform legal secretarial functions for the Judge and assisting the court administrator including, scheduling, maintaining and coordination the docket, screening calls and visitors, scheduling appointments, preparing court notices, filing documents, preparing reports, and other administrative/clerical support activities as required.

Supervision: Work is performed under general supervision of the Circuit Court Administrator and Circuit Judge.

Supervision Exercised: None.

Responsibilities, Essential duties and Functions: The employee in this position may be called upon to do any or all of the following essential duties (note: these examples do not include all of the duties which the employee may be expected to perform).

1. Perform Circuit Court Administrator duties in the absence of the Court Administrator.
2. Responsible for all civil cases evaluations and mediations.
3. Responsible for notification of jurors and maintaining accurate jury list and security of such names. Responds to all jury correspondence as directed by the Judge. Prepares orders for Jury Commission. Notifies absent jurors of possible punishment.
4. Maintain law library contracts and submit bills for payment.
5. Prepare notices and orders for Circuit and Family Court matters.
6. Compile weekly court schedule and distribute to county offices, attorneys and parties.
7. Serve as administrate assistant to the Judge, typing legal and confidential material, organizing, coordination and processing information. Taking and transcribing legal dictation. Maintaining court files and records, scheduling appointments, arranging meetings, drafting correspondence and legal documents for judicial review and signature. Compose correspondence in response to a problem or routine inquiry as authorized and directed.
8. Provides information and assistance to attorneys, law enforcement personal, organizations, agencies, officials, and the general public regarding court policies and procedures. Receives calls and visitors, determining the amount and type of information to provide and whether the judge's attention to matter is required. Responds to inquires within scope of authority and refers others to the proper source.
9. Develops and maintains office filing system. Including, creating individual files for cases heard by judge with copies or orders, opinions, correspondence and other documentation. Also has primary responsibility for security and proper destruction and disposal of such files.
10. Schedules all matters and proceedings coming before the Circuit and Family Courts for Wexford and Missaukee Counties considering the number and type of cases that

may be processed in a given time period. Ensure the files are present and ready for court action; coordinates scheduling with attorneys, law enforcement authorities and other participants. Also responds to inquiries regarding the court schedule and related matters.

11. Assists in courtroom procedures by completing proper documents, marking court files, maintaining accurate case activity records. Operates computer terminal, entering and updating court actions on all case files and performing other duties as required.
12. Must get and maintain a CEO and/or CER certification and perform court reporter duties on an as needed basis.
13. Prepares and reviews all orders entered by the court prior to judicial signature to ensure that all necessary requirements have been met. Forward copies to attorneys and/or parties represented in the case and make appropriate docket entries.
14. Process all new cases bound over from the District court and prepare court journal sheets and enter notes into the computer daily per the journal sheets.
15. Order all supplies for the office.
16. Maintain bail bonding list and related orders and documents.
17. Monitor all active bond conditions for criminal matters and extend and/or remove conditions as directed by the court.
18. Answer phone calls, be proficient with Microsoft Office, JIS (Judicial Information Systems) and ZOOM.
19. Update and manage Circuit Court web page.
20. Perform related duties as required.
- 21.

Essential Functions, Qualifications, and KSA's for Employment: All of the following functions, qualifications, knowledge, skills, abilities (KSA's) and duties are essential. An employee in this class, upon appointment, should have the equivalent of the following:

- a. Ability to type minimum 60 word per minute
- b. Ability to see well and hear well
- c. Must possess professionalism
- d. Must be proficient with Microsoft Office and have the ability to learn the JIS system and ZOOM video conferencing.
- e. Must have general knowledge of the judicial system and court procedures
- f. Two (2) years legal secretarial/record processing experience required in a court or closely related setting.
- g. Graduation from an accredited community college or associate's degree in business administration, administrative assistant, legal assistant or related field *.

*Note: Two (2) years of related job experience may be substituted for each one (1) year of required education.