



PERSONNEL COMMITTEE

Friday, July 8, 2022
9:00 A.M.

Courthouse & Government Center
Board of Commissioner's Room

AGENDA

1. Call to Order
2. Public Comment
3. Review and Recommendation of the Wage Classification, Job Descriptions, and Compensation Study
4. Circuit Court – Certified Electronic Operator/Recorder/Clerical Assistant position – Appendix A
5. Other items from Committee members
6. Adjournment



JOB DESCRIPTION

TITLE: Certified Electronic Operator/Recorder/
Clerical Assistant

DEPARTMENT: 19th Judicial Circuit

REPORTS TO: Circuit Court Administrator

PAY GRADE: 2

SUMMARY

Under the supervision of the Chief Circuit Court Judge and the Court Administrator, act as Certified Electronic Operator for all Friend of the Court Referee Hearings in both Manistee and Benzie Counties. When not in court this position is responsible for administrative support to the Chief Judge and the Court administrator, including docket scheduling, assisting the public with court scheduling and legal procedures in person and by phone, assisting attorneys, law enforcement, and the general public.

EMPLOYMENT QUALIFICATIONS

Required

- Minimum High school diploma or equivalent.
- Certified Electronic Operator within 6 months of employment required, Certified Electronic Recorder preferred.
- Two years of administrative experience in a position that has an emphasis with legal terminology and customer service experience often involving highly charged situations
- Travel to Benzie County Courthouse as directed
- Attend conferences and seminars required to remain current with job requirements and certifications.

SKILLS

- Strong computer skills with experience in word processing, databases, and spreadsheets and the ability to demonstrate proficiency
- Excellent organizational and written communication skills
- Excellent verbal and interpersonal communication skills
- Knowledge in legal terminology and court procedures

ABILITIES

- Ability to maintain high confidentiality and the ability to independently manage multiple tasks in a professional manner
- Ability to work independently with minimal supervision and work cooperatively with all departments
- Ability to work with variety of individuals in highly conflicting situations
- Ability to manage extensive amount of paperwork
- Ability to operate and troubleshoot most office equipment
- Ability to maintain a professional demeanor

ESSENTIAL DUTIES AND RESPONSIBILITIES FOR BOTH COUNTIES

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted, or modified at any time.

1. Prepares and distributes daily and weekly court dockets. Ensures dockets are up to date at all times.
2. Receives calls and visitors, determining the type and amount of information to provide and ascertain whether the Judge's attention is required. Sets up conference calls for Judge as needed with attorneys and all other parties.
3. Prepare orders, notices and other legal documents as directed.
4. Tracks office supplies and maintain stocking levels.
5. Assist with preparation of vouchers in a timely manner for payment of all court expenses, presenting them to the Judge or Court Administrator for signature, then delivering them to County Administration.
6. Perform a variety of administrative support tasks, such as filing, copying, faxing, and mailing.
7. Serve as virtual courtroom zoom host for Referee hearings and as assigned.

PHYSICAL REQUIREMENTS

Must be able to communicate using written, verbal and computer methods. Must be able to operate computer equipment for extended periods of time. Must be able to walk, sit and/or stand for long periods of time. Must have the ability to independently lift up to 50 pounds occasionally and 20 pounds routinely.

WORKING ENVIRONMENT

Works in office and courtroom conditions. Exposure to persons charged or convicted of criminal offenses or at risk for criminal contempt, also persons in conflict situations

Job Description Approved: _____
Job Description Revised: _____