

PROBATE COURT

JOB DESCRIPTION

JOB TITLE: Deputy Family Court Clerk/Court Reporter

REPORTS TO: Family Court Judge and Family Court Administrator

SUMMARY

Under the primary supervision of the Family Court Administrator, performing primarily clerical duties and general public assistance in a high volume, multi-court setting.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Receives and processes legal documents related to all Family Court matters, including all domestic matters, name changes, emancipations, parental waivers, and personal protection proceedings;
- Receives and timely stamps delinquency and neglect/abuse petitions, assigns docket numbers and opens files; works with juvenile staff and prosecutor in preparing petitions for scheduling; will be responsible for scheduling petitions, maintaining case files, and will assist Family Court Administrator in caseload reporting of delinquency and neglect/abuse matters to the State of Michigan.
- Will assist with assignment of counsel and judges as necessary when court appointed counsel is appropriate or an assignment of a judge is required.
- Will enter juvenile financial orders and receipt for juvenile fines and costs, and assist Family Court Administrator in accounting and transmittal of same.
- Schedules family court hearings, prepares court docket and issues notices of scheduled proceedings to appropriate parties.
- General receptionist duties, public assistance and genealogy checks; accessing off-site storage when necessary.
- Receiving and transcribing taped instructions and orders from supervisor(s) with proficiency and in a timely manner is expected.
- Receipt and account daily filing fees and assist when necessary in accounting

and financial functions of the Court, including processing of fee transmittals and deposits with local and State treasury.

- Assist in preparation of jury trials, including working with the jury poll, file and documentation preparation, jury utilization reporting, and juror reimbursement.
- Will work closely with outside agencies, the Local and State Bar, and State of Michigan in scheduling and distributing case related matters.
- Maintains current understanding of family court statutes and court rules; attends educational seminars and training regarding changes in procedures.
- Serves as court reporter for the Family Court, using electronic recording equipment to make a verbatim record of court proceedings. Training will be provided and testing completed within six months of employment.
- Assist in other areas as directed by the Family Court Judge and Family Court Administrator; performs any other reasonably related duty as assigned by supervision; will be cross-trained in Probate Division matters for continuity of daily office functions, including court reporting and financial reporting, and will maintain the office of the Probate and Family Court independently as vacations, sick time, and training may dictate.
- Will take an Oath of Office and be sworn to support and uphold the Constitution of the United States and the Constitution of this state; and will faithfully discharge the duties of Deputy Family Court Clerk, adhering to the confidentiality and conduct required of a court employee.

The above statements are intended to describe the general nature and level of work to be performed by the person employed in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such person. Specifically included within the duties of the Deputy Clerk are such duties as, in the judgment of the Family Court Judge, he or she may from time to time be directed to perform.

The ideal candidate will have a minimum of one year experience in a legal environment, with substantial knowledge of court proceedings; will be well versed in the use and application of Michigan Court Rules; have the ability to take and transcribe dictation, using standard dictation equipment; have excellent typing and clerical abilities; accounting/bookkeeping experience is preferable.