

**CASS COUNTY
JOB DESCRIPTION**

DEPUTY DISTRICT COURT CLERK - CRIMINAL/TRAFFIC

Supervised by: District Court Administrator/Magistrate
Supervises: None

Position Summary:

Under the supervision of the District Court Administrator/Magistrate, performs a variety of complex clerical functions involved in processing serious misdemeanor traffic and criminal cases. Provides information and assistance to law enforcement officers, attorneys, defendants and court patrons. Assigned primarily to the traffic division, processing misdemeanor traffic violations, watercraft violations and Department of Natural Resources misdemeanor violations, but may be required to assist with traffic civil infractions, other criminal matters or civil division matters. Substitutes as necessary for other court staff and provides general clerical assistance to the Judge and Court Administrator.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties, which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Processes serious misdemeanor citations and complaints from area law enforcement agencies and assigns cases numbers. Reviews paperwork for accuracy, verifies defendants' driving records, prepares case files, enters case information into the computer and files case documents.
2. Receipts bonds, fines, costs and other payments and cites from schedule fines and costs to be assessed against defendants. Enters bond information into the computer, prepares bond forms for defendants, and issues bond forfeiture notices. Prepares checks to apply bonds in appropriate cases, or to refund, forfeit or transfer bonds.
3. Updates, corrects and accesses case information and notices, produces forms and enters case dispositions.
4. Ensures that case files are ready and available for scheduled court proceedings.
5. Documents case activity and other pertinent case information on court documents and in the computer. Maintains accurate case history on each case.
6. Electronically updates state criminal history records and Secretary of State driver's license records.

7. Prepares, distributes, and recalls bench warrants as authorized. Maintains records of warrants issued and recalled and ensures that appropriate warrant documents have been filed.
8. Provides information to attorneys, law enforcement officers, defendants, court patrons and agencies about court policies and procedures, case status, scheduling of court proceedings and District Court proceedings in general.
9. Prepares and distributes a variety of legal documents such as jail commitments or warrants for arrest, orders for pretrial release or detention and judgments.
10. Schedules criminal court proceedings and notifies appropriate parties.
11. Closes case files ensuring that warrants are not outstanding, bonds are not open and assessments are paid. Recalls warrants and returns or applies bonds.
12. Types victim impact notices, certification of convictions, forms, correspondence, orders and other legal documents from longhand drafts and information extracted from documents and case files.
13. Assists defendants in completing petitions for court-appointed counsel.
14. Communicates with jail personnel to ensure proper paperwork is received and/or delivered.
15. Reviews open restitution report on a monthly basis and ensures that restitution payments are paid out to victims in a timely manner.
16. Acts as first in line for counter inquiries, payments and assistance.
17. Balances end-of-day cashier receipts reconciliation form.
18. Performs other duties and responsibilities as assigned.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- High school diploma supplemented by coursework in office administration or secretarial science.
- Two years of previous experience in court related procedures, including recordkeeping, data entry and filing is desirable.

- Working knowledge of computers and modern office practices and procedures.
- Ability to maintain accurate and organized records.
- Ability to type accurately and quickly.
- Basic knowledge of accounting practices and procedures related to accounts receivable.
- Demonstrated ability to maintain professional integrity and respect for colleagues, co-workers, victims, witnesses and families, including the ability to effectively meet and deal with the public.
- Ability to maintain office confidentiality and handle stressful situations.
- Ability to communicate effectively, verbally and in writing, and the ability to pay attention to detail.
- Ability to use office equipment such as telephone, fax machine, calculator, and computer software, including word processing, database, financial and electronic mail/Internet/world wide web.
- County employees are expected to possess and maintain a record of orderly, law-abiding citizenship, sobriety, integrity and loyalty as it pertains to and reflects upon their employment with the County.
- County employees must be physically and mentally able to perform the essential duties of their position without excessive absences.
- In addition to the above requirements, all County positions require the ability to read, write, speak and understand the English language as necessary for the position, including the ability to follow written and oral instructions.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and to use hands to finger, handle, or feel objects, tools or controls. The employee is often required to talk or hear and view written documents. The employee is often required to walk or stand and reach with hands and arms. The employee must occasionally lift and/or move objects of light weight. The employee is periodically exposed to high stress levels due to customer contacts. The noise level in the work environment is typical of a busy office, ranging from quiet to moderate.

Approval: _____ Approval: _____
Supervisor Appointing Authority

Effective Date: _____ Revision History: _____